

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

DATE: June 12, 2014

TIME: Regular Meeting 7:00 p.m.

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

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

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

I. REGULAR MEETING – GENERAL FUNCTION

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

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

Motion _____ Second _____ Vote _____

- E. Approval of the Minutes

1-6

It is recommended that the Governing Board approve the Minutes of the May 22, 2014 Regular Meeting (All Governing Board Members were in attendance.).

Motion _____ Second _____ Vote _____

- F. Current Events and Acknowledgments: Governing Board and Superintendent

- G. Public Participation**

- Members of the public may address the Governing Board during this portion of the agenda in regard to non-agenda items (not to exceed three (3) minutes at chair's discretion). If interpretation services are used, the time shall not exceed six (6) minutes, including interpretation.)
- 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). If interpretation services are used, the time shall not exceed six (6) minutes, including interpretation.)

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

Motion _____ Second _____ Vote _____

II. CONSENT AGENDA

- *A. Approval/Ratification of Vouchers 7
The Vice President of the Board reviews all vouchers prior to the meeting of the Board. Vouchers represent orders for payment of materials, equipment, salaries and services.
- *B. Personnel Items 8-11
Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment and position changes.
- *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 12-13
1. Arizona Educational Foundation donated a check in the amount of \$500.00 to be used as staff incentives at Acacia Elementary School for recognition of the A++ School of Excellence Award.
 2. Arizona Interfaith Movement donated a check in the amount of \$350.00 to be used for field trip transportation for the benefit of music students at Orangewood School.
 3. Cardinals Charities donated a check in the amount of \$1,200.00 to be used for the benefit of students at Lakeview Elementary School.
 4. Cardinals Charities donated a check in the amount of \$1,200.00 to be used for the benefit of students at Shaw Butte Elementary School.
 5. Cardinals Charities donated a check in the amount of \$1,200.00 to be used for the benefit of students at Sunset Elementary School.
 6. Christ's Church of the Valley (CCV) donated gift cards with a value of \$38,725.00 to be used for all teachers in the Washington Elementary School District for Teacher Appreciation Day.
 7. Desert View Block Watch donated math games with an approximate value of \$780.00 to be used for the benefit of students in the Before-School and After-School Programs at Desert View Elementary School.
 8. Kathi Essert donated a K-2 SPARK online subscription and a K-2 SPARK CD music set for the benefit of students at Moon Mountain Elementary School.
 9. John C. Lincoln Health Network donated 38 helmets with an approximate value of \$760.00 for the benefit of students at Shaw Butte Elementary School.
 10. Michelle and Tim McGlynn donated a check in the amount of \$5,000.00 to be used for the Leader in Me Program for the benefit of students at Sweetwater School.
 11. Mountain View Parent Teacher Organization donated a check in the amount of \$300.00 for 20 admissions for the 7th grade field trip to Castles and Coasters for students unable to pay the admission fee.
 12. Orangewood Parent Teacher Association donated a check in the amount of \$4,125.00 for the benefit of students attending the 6th grade field trip to the Ocean Institute.
 13. Sunset Parent Teacher Organization donated a check in the amount of \$2,999.70 to purchase a portable sound system for the benefit of students.

II. CONSENT AGENDA (continued)

- *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)
(continued)
14. Tumbleweed Student Activities Committee donated an outdoor table with attached seats with an approximate value of \$850.00 for the benefit of students.
 15. United Way Silicon Valley donated a check in the amount of \$400.00 to be used for Success Maker Incentives for the benefit of students at Sunburst Elementary School.
 16. Washington Education Foundation donated a check in the amount of \$500.00 to the Communication Services Department to support the Washington Elementary School District Retiree Reception.
 17. Wells Fargo Community Support Campaign donated a check in the amount of \$330.00 for the benefit of students at Lookout Mountain Elementary School.
- *D. Out-of-State Travel 14-15
1. Connie Parmenter, Director of Nutrition Services, Melissa Paulsen, Program Coordinator, Ellen Hoiby, Dietitian, and Debbie Gasiorek, Supervisor, to attend and present at the School Nutrition Association Annual National Conference, July 12-16, 2014, in Boston, MA, at a cost of \$5,815.00.
- *E. Award of Contract – RFP No. 14.002, District Travel Services 16-17
- *F. Award of Contract – Bid No. 14.004, Moving and Relocation Services 18-19
- *G. Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium for Schools (GPPCS), Strategic Alliance for Volume Expenditures (SAVE), National Intergovernmental Purchasing Alliance (NIPA), 1 Governmental Procurement Alliance (IGPA) and The Cooperative Purchasing Network (TCPN) 20-37
- *H. Extension and Renewal of Annual Contracts for Specified Goods and Services 38-45
- *I. Sole Source Vendors 46-50
- *J. Student Activity Treasurer for 2014-2015 51-52
- *K. Petty Cash Accounts for 2014-2015 53
- *L. Reauthorization of Revolving and Change Funds for 2014-2015 54
- *M. Reauthorization of Bank Accounts and Signers 55-56
- *N. Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments 57-59
- *O. Resolution Authorizing the Execution of Warrants Between Board Meetings 60-61
- *P. Signatories for Payroll and Expense Warrants for 2014-2015 62-64
- *Q. District Representative for Procurement Protests for Fiscal Year 2014-2015 65
- *R. Renewal of Lease Agreements with Faith United Methodist Church and Royal Palm Baptist Church for 2014-2015 66-68

II. CONSENT AGENDA (continued)

- *S. Acceptance of the Lowe's Toolbox For Education Grant in the Amount of \$2,225.00 and the Verizon Foundation Grant in the Amount of \$1,750.00 69
- *T. Proposed Governing Board Meeting Dates for the 2014-2015 School Year 70-71
- *U. First Reading of Proposed Amended Board Policies GBED – Smoking by Staff Members, JICG – Tobacco Use by Students and KFAA – Smoking on School Premises at Public Functions 72-90

III. ACTION / DISCUSSION ITEMS

- A. Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2014-2015 (Diana Howsden) 91-164

Motion _____ Second _____ Vote _____

- B. First Reading of Proposed Amended Board Policy GCCA/GDCA – Professional/Support Staff General Leave (D. Rex Shumway) 165-182

Motion _____ Second _____ Vote _____

IV. FUTURE AGENDA ITEMS

V. 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.

Persons with a disability may request a reasonable accommodation by contacting 602-347-2802. Requests should be made at least 24 hours prior to the scheduled meeting in order to allow time to arrange for the accommodation.

(*) 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 during Public Participation or on an item which is on the agenda may be granted permission to do so by completing a PUBLIC PARTICIPATION SPEAKER COMMENT 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. If interpreter services are needed, please contact Angela Perrone at 602-347-2609 at least 24 hours prior to the scheduled Board Meeting in order to allow sufficient time to arrange for an interpreter to be available.

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD MINUTES: REGULAR MEETING

2013-2014

May 22, 2014

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 7:00 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mr. Chris Maza.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mrs. Lambert led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

A motion was made by Mr. Adams that the Governing Board adopt the Regular Meeting Agenda. The motion was seconded by Mr. Maza. The motion carried.

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mr. Adams that the Governing Board approve the Minutes of the May 8, 2014 Regular Meeting. The motion was seconded by Mr. Jahneke. The motion carried.

UNANIMOUS

F. Current Events and Acknowledgments: Governing Board and Superintendent

Ms. Graziano acknowledged and thanked the art teachers and students at Ocotillo, Sahuaro, and Washington Schools for the artwork displayed in the Governing Board Room.

Ms. Graziano shared that she enjoyed attending the following events:

- Acacia – Band and Strings Concert
- Palo Verde – Choir and Handbells Concert
- Royal Palm – Band and Strings Concert
- Shaw Butte – 3rd Grade Music Program
- Desert Foothills – Choir and Strings Concert
- Orangewood – Band Concert
- WDEA Recognition Dinner
- Acacia – A++ Celebration
- Palo Verde – Band and Strings Concert
- Cholla – Band, Strings, and Choir Concert
- Desert Foothills – Band Concert
- After-School Academy Awards
- Retiree Reception – Thanked all of the retirees for their years of service to the District.

May 22, 2014

Mr. Jahneke shared that he enjoyed attending the following events and offered his congratulations to the school and retirees:

- Acacia – A++ Celebration
- Retiree Reception

Mr. Adams shared that he enjoyed attending the following events:

- WDEA Dinner – congratulated the newly elected officers.
- Retiree Reception – acknowledged retirees for their many years of service.

Mr. Maza thanked all of the District employees for their hard work this year. Mr. Maza stated that as we enter into the summer, it will be a political season where we will hear people speak about educators and public schools in Arizona which, unfortunately, may not be a positive experience. Mr. Maza assured the educators that the District's Administration and Governing Board would support the strong, positive practices for our students and for our system.

Mrs. Lambert shared that she enjoyed attending many of the events mentioned by fellow Board members and also enjoyed attending the BEGIN Graduation. Mrs. Lambert shared that she was looking forward to the 8th grade promotions starting Friday, May 23, 2014 and the following week.

Dr. Cook acknowledged and thanked the Governing Board, Administrators, teachers, and staff for participating in the end of the year events.

Dr. Cook advised the Board that the District had been celebrating the successes of the District's schools this school year. Dr. Cook stated it was appropriate that Sahuaro Elementary School Principal, Dave Anderson, was making the final presentation because he was retiring. Dr. Cook reported that Mr. Anderson would be missed and that all of the school's successes were attributable to his leadership and the leadership he had engendered with his staff. Dr. Cook introduced Principal Dave Anderson and Program Coach Nora Gottschlich, who shared information regarding the school's student achievement gains and were proud that the school had maintained a letter grade of "B" for three consecutive years. Mr. Anderson introduced his wife who attended the meeting. Mrs. Lambert acknowledged Mr. Anderson's leadership efforts which contributed to Sahuaro's successes. Mrs. Lambert stated that Mr. Anderson had trained his staff to be able to continue with everything that he had implemented and thanked Mr. Anderson for his years of service.

G. Special Recognition

Dr. Cook advised the Board that Acacia Elementary School had celebrated its A++ School of Excellence award on May 20, 2014 at the school with students and staff. Principal Christine Hollingsworth had reported that 34 schools received the A++ recognition in the State of Arizona. Dr. Cook stated that Ms. Hollingsworth had failed to mention that there were only four schools who received the award for the second time this year which was a huge accomplishment. Ms. Hollingsworth thanked and acknowledged the staff in attendance at the Board meeting. Ms. Hollingsworth stated that the staff did not take individual credit, but it was about marketing for public schools in Arizona. Mrs. Lambert congratulated Mrs. Hollingsworth and her staff and presented her with a recognition plaque.

H. Public Participation

There was no Public Participation.

May 22, 2014

I. Approval of the Consent Agenda

UNANIMOUS

Mr. Maza requested that Item *II.B. – Personnel Items be pulled from the Consent Agenda for separate consideration.

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

II. CONSENT AGENDA

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

UNANIMOUS

Approved and ratified the vouchers as presented.

***B. Personnel Items**

UNANIMOUS

A motion was made by Mr. Maza that the Governing Board approve the personnel items as presented. The motion was seconded by Mr. Adams. The motion carried.

Dr. Cook congratulated and introduced Ms. Audra Bailey, new Assistant Principal at Acacia Elementary School. Ms. Bailey stated she was excited to be a part of the District and hoped to make a positive impact at Acacia.

Dr. Cook congratulated and introduced Mr. Scott Mikes, new Assistant Principal at Desert Foothills Junior High School. Mr. Mikes said he appreciated the opportunity at Desert Foothills and was excited to join the District.

Dr. Cook congratulated and introduced Mr. Jason Nuttall, new Assistant Principal at Royal Palm Middle School. Mr. Nuttall thanked everyone for the opportunity and was happy to be joining the WESD team. He felt that the District had a very welcoming environment.

Mrs. Lambert advised that with the approval of the Personnel Items, the Governing Board approved Superintendent Dr. Susie Cook's retirement and one year contract with SmartSchools to allow for a smooth transition. Mrs. Lambert thanked Dr. Cook for her dedication to the District and the students.

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

UNANIMOUS

Approved the public gifts and donations as presented.

1. Arizona Diamondbacks donated game tickets with a value of \$1,100.00 to be used for the benefit of summer school students and their parents at Mountain View School.
2. General Mills Box Tops for Education donated a check in the amount of \$512.90 to be used for the benefit of students at Moon Mountain Elementary School.
3. General Mills Box Tops for Education donated a check in the amount of \$356.86 to be used for the benefit of students at Sunnyslope School.
4. General Mills Box Tops for Education donated a check in the amount of \$342.40 to be used for the benefit of students at Mountain Sky Jr. High School.

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5. General Mills Box Tops for Education donated a check in the amount of \$608.00 to be used to purchase library books at Washington Elementary School.
6. Sam's Club via Bookpals/Pencil Pals donated a check in the amount of \$1,000.00 to be used for the benefit of students in the Pencil Pals Program at Mountain View School.
7. Janet and Robert Kenneavy donated a 1937 Cable baby grand piano with an approximate value of \$4,000.00 to be used for the benefit of students at Washington Elementary School.
8. Orangewood School Parent/Teacher Organization donated a check in the amount of \$510.00 to assist in paying for a student field trip to Camp Colley.

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

UNANIMOUS

Approved the Out-of-County/State Field Trips as presented.

1. Samantha Hart, Palo Verde Middle School, submitted an out-of-county/state field trip to Knott's Berry Farm, Buena Vista, CA, Esperanza High School and Lakeview Elementary School, Anaheim, CA, April 24-26, 2015, for 7th and 8th grade students at a cost of \$21,441.40.
2. Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip to Astrocamp, Claremont, CA, September 22-24, 2014, for 4th through 6th grade students at a cost of \$15,234.00.

***E. Out-of-State Travel**

UNANIMOUS

Approved the out-of-state travel as presented.

1. Cathy L. Martinez, Student Services Specialist at Cactus Wren and Sweetwater Schools, to attend the Character Development Seminar, July 9-11, 2014, in Dallas, TX, at a cost of \$825.00 (grant funds).
2. Benjamin Glenn Metcalf, Program Coach for Mathematics in Academic Services, to attend the LearnZillion Dream Team Teach Fest, June 4-7, 2014, in New Orleans, LA, at no cost to the District.
3. Dr. Susan Jane Cook, Superintendent, Dr. Linda Jean Bailey, Assistant Superintendent, Janet A. Sullivan, Assistant Superintendent, Justin Peter Wing, Director of Human Resources, Dr. Janet Kinahan Altersitz, Administrator of Professional Development, Shannon Beth Bonnette, Principal at Richard E. Miller Elementary School, Rebecca Marlene Potavin, Principal at Maryland School, Michael Stephen Waters, Principal at Mountain View School, Tracy Maynard, Principal at Shaw Butte Elementary School, and Susan Brown, Principal at Moon Mountain Elementary School, to attend the University of Virginia Turnaround Program – Cohort 11 Summer Session, June 14-21, 2014, in Charlottesville, VA, at no cost to the District.

***F. Transportation Agreement with The Austin Centers for Exceptional Students, Inc.**

UNANIMOUS

May 22, 2014

III. ACTION / DISCUSSION ITEM

A. Utilize Intergovernmental Cooperative Purchase Agreements with Strategic Alliance for Volume Expenditures (SAVE) Consortium for VersiFit Technologies, LLC

**4 AYE
1 NAY**

Dr. Cook advised the Board that it would be offered a recommendation regarding a data warehouse and introduced Ms. Janet Sullivan to offer information.

Ms. Sullivan stated that the District had begun the process of identifying potential vendors for the purchase of a data warehouse system in late 2013, which would be a repository for all of the data regarding our students. Ms. Sullivan reported that currently all of the data were in a variety of locations, e.g., Student Information System (SIS) Synergy, WESD Intranet sites, and external sources. The web-based application would collect data from any and all sources identified by the District, and place the data in one central repository which would allow the District to create clear, understandable dashboards and reports for all appropriate stakeholders to facilitate the most effective data-driven decision making and continuous school improvement.

Ms. Sullivan reported that the District had searched for available vendors and found that there was an Intergovernmental Cooperative Purchase Agreement for a vendor that was utilized by other school districts. Edvantage had been successfully implemented in three state education agencies and nearly 700 school districts. WESD administrators spoke to three Arizona school districts using the Edvantage system, as well as VersiFit Technologies representatives to have a number of questions addressed.

Ms. Sullivan advised that Mr. Don Hutchings, Vice President of Sales with VersiFit Technologies, was available to answer any questions from the Board.

Ms. Graziano asked the following questions:

- Was this part of the technology override or was this a stopgap measure because the override did not pass? Ms. Sullivan replied that it was not in the capital override plan, but it was in the Capital Plan and the District was able to set aside funding for the purchase of this product.
- Was it on the Capital Plan with the building improvements? Ms. Sullivan responded in the negative.
- Was it on the Technical Plan? Ms. Sullivan replied in the affirmative. Dr. Cook stated that this had been in the plan for approximately 16 years, but did not have the funding. Dr. Cook advised that it had always been a desire and a strong need of the District.

Mr. Adams made the following comments and asked the following questions:

- Summarized that the District had been collecting data in different locations and now was trying to accumulate the data in one warehouse. Dr. Cook confirmed that his summary was correct and advised that it would enable the District to provide real-time data to our students and teachers.
- Would this system be able to communicate with State data. Mr. Hutchings replied in the affirmative.
- Would this system have anything to do with the parent portal? Dr. Cook responded that this system was not related to the parent portal, however, the District planned to introduce its parent portal in the Fall.

May 22, 2014

Mrs. Lambert made the following comments and asked the following questions:

- Will the District's server be used or will VersaFit maintain another server? Mr. Hutchings replied that the District's server will be utilized with no changes to the environment, but will allow the District a single view of all of the data in one location.
- Because we are not sure what a state assessment will look like for the new standards, will this system be able to assist us and be able to measure our students' growth and build on the weaknesses in the classrooms? Ms. Sullivan responded that the system would allow the District to use trend data, including District assessments, to measure progress towards meeting the 2010 College and Career Ready Standards.
- It seems that this system will benefit the District's schools and classrooms. Ms. Sullivan advised that the system would provide an individual student profile that would reflect all of the student data, e.g., achievement data, interventions received, program membership (ELL or Special Education).

A motion was made by Mr. Jahneke that the Governing Board approve the utilization of the Intergovernmental Cooperative Purchase Agreements and contract purchases with Strategic Alliance for Volume Expenditures (SAVE) Consortium. Additionally, it was moved that the Governing Board award the contract for the Edvantage data warehouse system regarding Strategic Alliance for volume Expenditures (SAVE), to VersiFit Technologies, LLC for a cost not to exceed \$336,180.00. It was further moved that the Governing Board authorize the Superintendent to execute the required documents on behalf of the District. The motion was seconded by Mr. Maza. The motion carried 4-1.

IV. FUTURE AGENDA ITEMS

Clorinda Graziano requested a study session with all applicable stakeholders to discuss the Superintendent search process.

V. ADJOURNMENT

A motion was made by Mr. Adams to adjourn the meeting at 7:37 p.m. The motion was seconded by Mr. Jahneke. The motion carried.

UNANIMOUS

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

May 22, 2014

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Discussion
DATE:	June 12, 2014	<u> </u>	Information
		<u> </u>	1st Reading
AGENDA ITEM:	<u>*Approval/Ratification of Vouchers</u>		
INITIATED BY:	<u>Elizabeth Martinez, Accounting Manager</u>	SUBMITTED BY:	<u>David Velazquez, Director of Finance</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Cathy Thompson, Director of Business Services</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA, DK and A.R.S. §15-321</u>		

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 FY13/14 PAYROLL VOUCHERS (warrants for services and materials, payroll expense):

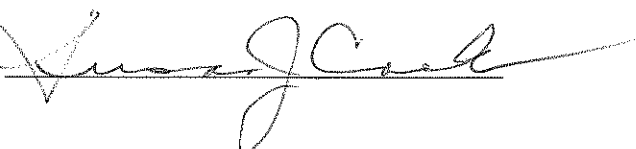
05/30/14	<u>10,338,011.61</u>
Totals:	<u>10,338,011.61</u>

APPROVE/RATIFY FY 13/14 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

05/14/14	2,591,666.80
05/16/14	7,242.36
05/21/14	15,465,062.46
05/28/14	696,034.50
05/28/14	205,335.70
05/28/14	<u>1,590,852.90</u>
Totals:	<u>20,556,194.72</u>

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Personnel Items 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

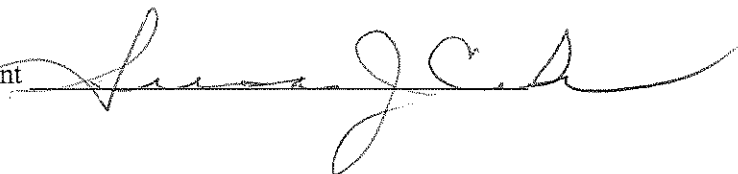
Funding Source: Various
Budgeted: Yes

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.B.

PERSONNEL ACTION RECOMMENDED

June 12, 2014

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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Alden	Kelly	Program Coach	Cholla	Leave of Absence for 14/15 FY		7/1/2014
Ferro	Kristol	Teacher-2nd Grade	Sunnyslope	Resignation	8	5/29/2014
Florez	Pamela	Teacher-5th Grade	Abraham Lincoln	Resignation	6	5/29/2014
Froberg	Jill	Speech Therapist	Cactus Wren	Resignation	6	5/29/2014
German	Nereyda	Teacher-4th Grade	Maryland	Resignation	2.5	5/29/2014
Glauser	Ryan	Teacher-Science	Palo Verde	Resignation	3	5/29/2014
Hartt	Lindsay	Teacher-1st Grade	Mountain View	Resignation	1	5/29/2014
Heinlein	Amy	Teacher-5th Grade	Abraham Lincoln	Resignation	6	5/29/2014
Hermit	Jessica	Teacher-2nd Grade	Lakeview	Resignation	7	5/29/2014
Herzig	April	Teacher-4th Grade	Tumbleweed	Resignation	1	5/29/2014
Hicks	Rosetta	Speech Therapist	Sweetwater	Resignation	3	5/29/2014
Jack	Samantha	Teacher-Kindergarten	Moon Mountain	Resignation	1.5	5/29/2014
Kirkilewski-Flora	Shawn	Teacher-5th Grade	Washington	Resignation	14	5/29/2014
Meitner	Kristina	Teacher-PE	Cactus Wren	Resignation	2	5/29/2014
Miller	Kathy	Teacher-5th Grade	Sweetwater	Retirement	25	5/29/2014
Monzon	Ashley	Teacher-5th Grade	Mountain View	Resignation	1	5/29/2014
Reglin	Tracy	Teacher-PE	Sahuaro	Resignation	9	5/29/2014
Smith	Tiffany	Teacher-6th Grade	Mountain View	Resignation	3	5/29/2014
Tallakson	Ashley	Teacher-3rd Grade	Lakeview	Resignation	2	5/29/2014
Tollackson	Kendra	Teacher-Social Studies	Sunnyslope	Resignation	5	5/29/2014
Ulman	Lisa	Teacher-Read 180	Mountain Sky	Resignation	8	5/29/2014
Underwood	Melissa	Teacher-Art	Maryland	Resignation	1	5/29/2014
Watson	Tamara	Teacher-CCBSC	Palo Verde	Resignation	11	5/29/2014
Wood	Suann	Teacher-4th Grade	Ironwood	Retirement	15	6/30/2014

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Anderson	Michelle	Library Technician	Acacia	Resignation	6	5/29/2014
Carranza	Bertha	Office Manager	Desert View	Deceased	13	6/3/2014
Hoiby	Ellen	Dietician	Food Services	Resignation	2	5/29/2014
McManus	Patricia	Library Technician	Mountain Sky	Resignation	13	5/29/2014
Schroder	Miranda	Food Service Manager	Mountain Sky	Resignation	10	5/30/2014
Segui	Janette	Office Specialist	Business Services	Resignation	7	5/21/2014
Smart	Stephanie	Library Technician	Desert View	Resignation	11	5/29/2014
Wartin	Julie	Graphic Specialist	Communications	Resignation	7	6/6/2014

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Abner	Robin	Food Service Helper	Mountain Sky	Resignation	1	5/16/2014
Aziin	Linda	Office Specialist	HeadStart	Resignation	6	6/10/2014
Benedict	Vincent	KidSpace Site Coordinator	Lookout Mountain	Resignation	3	5/28/2014
Blanton	Howard	Bus Driver	Transportation	Retirement	1	5/28/2014
Cheatham	Paige	KidSpace Coordinator	Chaparral	Resignation	1	5/28/2014
Duarte	Clarissa	Paraprofessional	Palo Verde	Resignation	7	5/28/2014
Dukes	Elizabeth	Paraprofessional	Manzanita	Resignation	1.5	5/28/2014
Enriquez	Abraham	Paraprofessional	Royal Palm	Resignation	1	5/28/2014
Guerrero	Ashley	Paraprofessional	Arroyo	Resignation	2	5/22/2014
Horga	Adriana	Paraprofessional	Arroyo	Resignation	1	5/28/2014
Howard	Darlene	First Things First Support Instructor	Shaw Butte	Resignation	2	5/28/2014

PERSONNEL ACTION RECOMMENDED

June 12, 2014

D. PART-TIME CLASSIFIED (continued)

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Huffman	Vicki	Bus Assistant	Transportation	Resignation	1 week	5/21/2014
Karn	Elissa	Psychologist	Special Services	Resignation	6	6/6/2014
Leister	Frances	Paraprofessional	Cactus Wren	Retirement	30	5/28/2014
Lopez-Cardoza	Yazmin	Paraprofessional	Richard Miller	Resignation	1.5	5/28/2014
Lopez Maldonado	Josefina	Crossing Guard	Washington	Resignation	5 mo.	5/28/2014
Mendoza	Rachel	Food Service Helper	Shaw Butte	Resignation	7	5/29/2014
Navarette	Silvana	Paraprofessional	Washington	Resignation	7	5/28/2014
Oakley	Gloria	Paraprofessional	Arroyo	Resignation	3	5/28/2014
Padilla	Esther	Bus Driver	Transportation	Resignation	8	5/23/2014
Painter	Delaney	Special Ed. Assistant	Sweetwater	Resignation	1	5/22/2014
Palafox Castro	Santiago	KidSpace Assistant	John Jacobs	Resignation	3 mo.	5/28/2014
Pepple	Kameryn	HeadStart Assistant	HeadStart	Resignation	2	5/23/2014
Polimeni	Jennifer	Special Ed. Assistant	Chaparral	Leave of Absence		7/1/2014
Richardson	Tommie	Special Ed. Assistant	Desert Foothills	Position Ended	4	5/28/2014
Russell	Patricia	Paraprofessional	Sunnyslope	Position Ended	3	5/28/2014
Rytter	Koryssa	Bus Assistant	Transportation	Resignation	1	5/14/2014
Sipes	Rebekah	Special Ed. Assistant	Desert Foothills	Position Ended	1.5	5/28/2014
Sosa	Julissa	ELL Testing Specialist	Roadrunner	Resignation	1.5	5/28/2014
Wheelock	Bonita	Paraprofessional	Moon Mountain	Position Ended	18	5/28/2014
Wipprecht	Kathleen	Paraprofessional	Mountain View	Retirement	9	5/28/2014

II. EMPLOYMENT**A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Morris Jr.	Richard	Principal	E	Chaparral
Post	Barbara	Administrator of Gifted Services	E	Gifted Services

B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Adelson	Jared	Teacher-3rd Grade	E	Abraham Lincoln	14-15 FY
Alexander	Keene	Teacher-Music	E	Orangewood	Rescinded
					Resignation
Armstrong	Destinee	Teacher-4th Grade	E	Sunset	14-15 FY
Bancroft	Crystal	Teacher-Kindergarten	E	Roadrunner	14-15 FY
Bintz	Melodi	Teacher-1st Grade	E	Shaw Butte	14-15 FY
Bones	Linda	Teacher-CCB	E	Lookout Mountain	14-15 FY
Bowers	Natalia	Teacher-2nd Grade	E	Sunnyslope	14-15 FY
Burrer	Corwyn	Speech Pathologist	E	Special Services	14-15 FY
Church	Emily	Student Service Specialist	N	Richard Miller	Rescinded
					Resignation
Clark	Nicole	Teacher-LD	E	Ironwood	14-15 FY
Coon	Adam	Teacher-Social Studies	E	Abraham Lincoln	14-15 FY
Corallo	Laurie	Teacher-Kindergarten	E	Sweetwater	14-15 FY
Dean	Thomas	Teacher-3rd Grade	E	Richard Miller	14-15 FY
De Rito	Laura	Teacher-1st Grade	E	Sunnyslope	14-15 FY
Elkus	Sarah	Teacher-5th Grade	E	Shaw Butte	14-15 FY
Faust	Gwen	Teacher-Music	E	Manzanita/Acacia	14-15 FY
Garcia	Edith	Teacher-CCB	E	Cactus Wren	1/5/2015
Hanson	Kellee	Teacher-Kindergarten	E	Sahuaro	14-15 FY
Hogan	Gwen	Teacher-CCSC	E	Sweetwater	14-15 FY
Jennings	Julianne	Teacher-Language Arts	E	Abraham Lincoln	14-15 FY
Johannsen	Patricia	Teacher-1st Grade	E	Ocotillo	14-15 FY
Johnson	Nathan	Academic Intervention Specialist-Math	E	Roadrunner	14-15 FY
Keiffer	Thomas	Teacher-6th Grade	E	Royal Palm	14-15 FY
Kemble	Patricia	Teacher-Language Arts	E	Palo Verde	14-15 FY
Klein	Elizabeth	Teacher-Math	E	Mountain Sky	14-15 FY
Knott	Laura	Teacher-Reading	E	Desert Foothills	14-15 FY

PERSONNEL ACTION RECOMMENDED

June 12, 2014

B. CERTIFIED (continued)

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Lemon	Krista	Teacher-Kindergarten	E	Shaw Butte	14-15 FY
Martin	Jessica	Teacher-4th Grade	E	Cactus Wren	14-15 FY
Minctons	Mary	Teacher-Music	E	Alta Vista	
Mitchell	Elizabeth	Teacher-4th Grade	E	Manzanita	14-15 FY
Munsil	Kerri	Student Service Specialist	E	Alta Vista	14-15 FY
Oberg	Kendra	Teacher-Kindergarten	E	Richard Miller	14-15 FY
Oliphant	Merida	Teacher-6th Grade	E	Sahuaro	14-15 FY
Pagnotta	Peter	Teacher-CCSC	E	Moon Mountain	14-15 FY
Passamonte	Kacie	Teacher-Kindergarten	E	Sahuaro	14-15 FY
Perkins	Sierra	Teacher-Kindergarten	E	Shaw Butte	14-15 FY
Puryear	Ciara	Teacher-6th Grade	E	Orangewood	14-15 FY
Reak	Natalie	Teacher-2nd Grade	E	Moon Mountain	14-15 FY
Rice	Kelly	Teacher-Art	E	Ironwood	14-15 FY
Ruddick	Kaitlyn	Teacher-CCSC	E	Arroyo	14-15 FY
Stallman	Jennifer	Teacher-5th Grade	E	Sweetwater	14-15 FY
Stokes	Tamara	Teacher-1st Grade	E	Shaw Butte	14-15 FY
Trentacosta	Kathryn	Teacher-Preschool	E	Tumbleweed	14-15 FY
Ullrich	Joanna	Teacher-Preschool	E	Sunset	14-15 FY
Ungles	Brandy	Teacher-Science	E	Maryland	14-15 FY
Von der Linden	Lesley	Teacher-2nd Grade	E	Shaw Butte	14-15 FY
Wagner	Tracy	Teacher-6th Grade	E	Sahuaro	14-15 FY
Whitaker	Elizabeth	Teacher-3rd Grade	E	Shaw Butte	14-15 FY
Wilhelms	Kristi	Teacher-4th Grade	E	Roadrunner	14-15 FY
Young	Sue	Teacher-3rd Grade	E	Ironwood	14-15 FY

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Brundage	Jennie	Paraprofessional	E	Mountain View
Enciso	Brianna	Crossing Guard	E	Tumbleweed
Hibbitts	Tony	Bus Driver	E	Transportation
Skinner	April	Bus Driver	E	Transportation

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 1st Reading
INITIATED BY: Dr. Susan J. Cook, Superintendent SUBMITTED BY: Dr. Susan J. Cook, Superintendent
PRESENTER AT GOVERNING BOARD MEETING: Dr. Susan J. Cook, Superintendent
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S. §15-341

SUPPORTING DATA

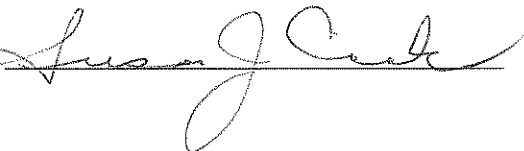
Funding Source: Donations
Budgeted: N/A

1. Arizona Educational Foundation donated a check in the amount of \$500.00 to be used as staff incentives at Acacia Elementary School for recognition of the A++ School of Excellence Award.
2. Arizona Interfaith Movement donated a check in the amount of \$350.00 to be used for field trip transportation for the benefit of music students at Orangewood School.
3. Cardinals Charities donated a check in the amount of \$1,200.00 to be used for the benefit of students at Lakeview Elementary School.
4. Cardinals Charities donated a check in the amount of \$1,200.00 to be used for the benefit of students at Shaw Butte Elementary School.
5. Cardinals Charities donated a check in the amount of \$1,200.00 to be used for the benefit of students at Sunset Elementary School.
6. Christ's Church of the Valley (CCV) donated gift cards with a value of \$38,725.00 to be used for all teachers in the Washington Elementary School District for Teacher Appreciation Day.
7. Desert View Block Watch donated math games with an approximate value of \$780.00 to be used for the benefit of students in the Before-School and After-School Programs at Desert View Elementary School.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.C.

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

June 12, 2014

Page 2

8. Kathi Essert donated a K-2 SPARK online subscription and a K-2 SPARK CD music set for the benefit of students at Moon Mountain Elementary School.
9. John C. Lincoln Health Network donated 38 helmets with an approximate value of \$760.00 for the benefit of students at Shaw Butte Elementary School.
10. Michelle and Tim McGlynn donated a check in the amount of \$5,000.00 to be used for the Leader in Me Program for the benefit of students at Sweetwater School.
11. Mountain View Parent Teacher Organization donated a check in the amount of \$300.00 for 20 admissions for the 7th grade field trip to Castles and Coasters for students unable to pay the admission fee.
12. Orangewood Parent Teacher Association donated a check in the amount of \$4,125.00 for the benefit of students attending the 6th grade field trip to the Ocean Institute.
13. Sunset Parent Teacher Organization donated a check in the amount of \$2,999.70 to purchase a portable sound system for the benefit of students.
14. Tumbleweed Student Activities Committee donated an outdoor table with attached seats with an approximate value of \$850.00 for the benefit of students.
15. United Way Silicon Valley donated a check in the amount of \$400.00 to be used for Success Maker Incentives for the benefit of students at Sunburst Elementary School.
16. Washington Education Foundation donated a check in the amount of \$500.00 to the Communication Services Department to support the Washington Elementary School District Retiree Reception.
17. Wells Fargo Community Support Campaign donated a check in the amount of \$330.00 for the benefit of students at Lookout Mountain Elementary School.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: June 12, 2014 Information

AGENDA ITEM: *Out-of-State Travel 1st Reading

INITIATED BY: Maggie Westhoff, Director of Professional Development

SUBMITTED BY: Maggie Westhoff, Director of Professional Development

PRESENTER AT GOVERNING BOARD MEETING: Maggie Westhoff, Director of Professional Development

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

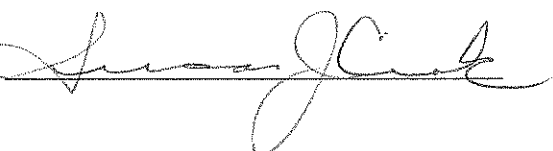
Funding Source: Nutrition Services
Budgeted: Yes

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

1. Connie Parmenter, Director of Nutrition Services, Melissa Paulsen, Program Coordinator, Ellen Hoiby, Dietitian, and Debbie Gasiorek, Supervisor, to attend and present at the School Nutrition Association Annual National Conference, July 12-16, 2014, in Boston, MA, at a cost of \$5,815.00.

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.D.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
DATE OF BOARD AGENDA ITEM - June 12, 2014

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Connie Parmenter, RD	Director	Nutrition Services
Melissa Paulsen, RD	Program Coordinator	Nutrition Services
Ellen Hoiby, RD	Dietitian	Nutrition Services
Debbie Gasiorek	Supervisor	Nutrition Services

CONFERENCE INFORMATION:

CONFERENCE TITLE:	School Nutrition Association Annual National Conference
TRAVEL DATES:	July 12, 2014 - July 16, 2014
CONFERENCE LOCATION:	Boston, Massachusetts
SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)
Registration Account Code:	6331
	\$ 0.00
SOURCE OF FUNDING: Description:	Nutrition Services Travel Funds (Funding Source)
Travel Account Code:	510 100 3100 6580 570 0000
	\$ 5,815.00
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)
Substitute Account Code:	6129
	\$ 0.00

PURPOSE OF TRAVEL: The WESD Nutrition Services Staff have been asked to present a session titled "Competitive Foods - Making the School Day Healthier" at the 2014 School Nutrition Association Annual National Conference in Boston, Massachusetts. In addition to sharing the successes at WESD as an example of "Best Practices" in adopting Smart Snacks, they will attend educational sessions at the conference. The dietitians will use the knowledge gained from the conference to provide further training to WESD Nutrition Services staff in the areas of managerial efficiency, food preparation and nutrition education.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 0.00
MEALS	\$ 1,065.00
LODGING:	\$ 2,500.00
SUBSTITUTES	\$ 0.00
TRANSPORTATION:	\$
AIR	\$ 1,800.00
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$ 450.00
TOTAL COST:	\$ 5,815.00

SIGNATURES

Supervisor

Supervisor

Budget Manager

COMMENTS:

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Award of Contract – RFP No. 14.002, District Travel Services 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Director of Purchasing

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

On February 13, 2014, the District authorized the issuance of RFP No. 14.002, District Travel Services. The purpose of this Request for Proposal is to obtain district-wide travel planning and coordination services for out-of-state trips. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Forty-one (41) vendors were notified of the solicitation. Four (4) responsive, responsible offers and two (2) No-Bids were received and opened on May 15, 2014. Cathy Thompson, Director of Business Services, Elizabeth Martinez, Accounting Manager, Jennifer Griggs, Program Coach/Teacher, and Larry Larson, Contract Manager for Purchasing, evaluated the proposals and recommend the four (4) vendors as presented for award. A multiple award is the most advantageous to ensure the best service and the most complete product availability for the District.

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

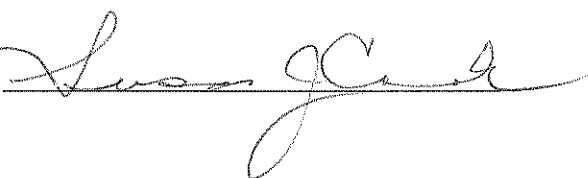
Funding for these services will be collected prior to trip departure and will be purchased on an as-needed basis.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award a contract regarding RFP No. 14.002, District Travel Services to the four vendors as presented.

Superintendent



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

Agenda Item *II.E.

***Award of Contract – RFP No. 14.002, District Travel Services**

June 12, 2014

Page 2

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

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

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

1000 points maximum were available, proposals scoring below 486 points were not to be considered for award:

<u>Service Type</u>	<u>Vendor Name</u>	<u>Score</u>	<u>Any "service" fees</u>
Site(s)/Trip(s) Specific	Guided Discoveries, Inc.	609	Built into specific trips
Site(s)/Trips(s) Specific	Lakeland Tours, LLC dba Worldstrides	690	Built into specific trips
General Full-Service	Sundance Travel, LLC/American Express	699	\$10 per student/adult
General Full-Service	Terra Travel	732	\$15 per student, \$0 per adult

All four (4) vendors are recommended for award based upon their evaluation scoring and variety of services offered. Two vendors (Guided Discoveries, Inc. and Lakeland Tours, LLC dba Worldstrides) offer site specific/trip specific services, such as, but not limited to, Catalina Island Marine Institute, AstroCamp, and Heritage Music Festival(s) with all associated costs covered in a "package deal" price. Two vendors (Sundance Travel/American Express and Terra Travel) are general full-service travel agencies having availability for any type of travel itinerary, with an additional per person service fee.

In 2013-2014, approximately \$251,940.64 was encumbered for the various services required.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Award of Contract – Bid No. 14.004, Moving and Relocation Services 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Director of Purchasing

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

On May 1, 2014, the District issued Bid No. 14.004, Moving and Relocation Services. The purpose of this bid is to obtain hourly service rates, equipment rental and supply costs from qualified firms to perform moving and relocation services for the schools and departments. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Thirteen (13) vendors were notified of the Bid. Four (4) responsive, responsible bids and one (1) no-bid were received and opened on May 22, 2014. Kim Orozco, Finance Manager of Capital Projects, and Larry Larson, Contract Manager for Purchasing, evaluated the bids and recommend the four (4) vendors as presented for award. A multiple award is the most advantageous to ensure the best service and the most complete product availability for the District.

The award of this solicitation will result in a one (1) year contract beginning upon award with the option to renew for two (2) additional years or portion thereof. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

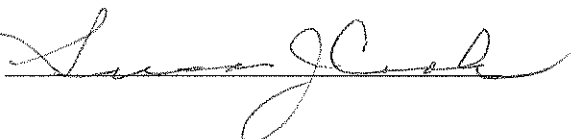
Funding for this expenditure is included in the individual school's or department's 2014-2015 M&O budgets and will be purchased on an as-needed basis.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award contract regarding Bid No. 14.004, Moving and Relocation Services to the four vendors as presented.

Superintendent



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

Agenda Item *II.F.

***Award of Contract: Bid No. 14.004, Moving and Relocation Services**

June 12, 2014

Page 2

Graebel Lightning Movers, Inc.
Desert View Logistics, LLC
S & M Moving Systems
Beltmann Group, Inc.

The committee deemed that the vendors listed would be sufficient to meet the various needs of every school and/or department to ensure timely moves at fair pricing.

The District expended \$48,852.00 in the 2013-2014 school year for these services.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium for Schools (GPPCS), Strategic Alliance for Volume Expenditures (SAVE), National Intergovernmental Purchasing Alliance (NIPA), 1 Governmental Procurement Alliance (1GPA) and The Cooperative Purchasing Network (TCPN) 1st Reading
INITIATED BY: Howard Kropp, Director of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator of Purchasing
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.R.S. 11-952; A.A.C. R7-2-1191-R7-2-1195

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

The Purchasing Department is recommending authorization to utilize the contracts presented for anticipated purchases in excess of the bidding threshold. No school or department can spend more than is budgeted without prior approval from the Finance Department. Schools and departments budget for goods or services without a particular vendor in mind.

Presented is a list of Intergovernmental Cooperative Purchase Agreements related to the Purchasing Department previously awarded by the Governing Board.

A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more public procurement units in accordance with an agreement entered into between the participants. By participating in a cooperative purchase, public entities that bid common items/services can obtain economy of scale pricing and best value and reduce administrative duplication of cost and effort for all participating public entities.

Copies of the contracts are available for review in the Purchasing Department. The Purchasing Department follows a process to perform due diligence on every cooperative contract prior to making a recommendation for award.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with the Greater Phoenix Purchasing Consortium for Schools (GPPCS), Strategic Alliance for Volume Expenditures (SAVE), National Intergovernmental Purchasing Alliance (NIPA), 1 Governmental Procurement Alliance (1GPA) and The Cooperative Purchasing Network (TCPN).

Superintendent



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

Agenda Item *H.G.

GPPCS CONTRACTS

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Special Education Services
Vendor(s):	
Achievement Therapy Services	Psycho/Assessment Resources
Arizona Psychological & Support Services	Psychoeducational Assessments School Services
Bilingual SLP Services	Ridge Zeller Therapy
Comprehensive Education Solutions	Roslyn Locker
Concentric Healthcare Staffing	SAS Educational Services
Cross Country Staffing	Seidl Innovative Occupational Therapy
Cumberland Therapy Services	Skyler Speech Therapy Services
Education Based Services	Soliant Health
Elemental Therapy Group	Southwest Psychological Services
Eleutheria	Speech Pathways
Foundation for Blind Children	Staffing Options and Solutions
Gary D. Stromberg & Associates	STARS
Horizon Pediatric Therapy	Supplemental Health Care
In Speech	Team Ed
Invo Healthcare Associates	Therapy Consultants (MedPeru)
Kaleidoscope Family Solutions	Therapy Matters
Kids Works	Therapy Rehabilitation Services (Ditare)
MTX Therapy Services	Therapy Time
Progressus Therapy	Top Echelon Contracting
Contract Issuer:	Contract issued through Tempe #31-01-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$93,689.60
Contract Title:	Special Education Tests & Related Materials
Vendor(s):	
Handwriting without Tears	Pro-Ed
Janelle Publications	Riverside Publishing
Lingui Systems	Slosson Education
Psychological Assessment Resources	Super Duper Educations
Patterson Medical	WPS - Western Psychological Services
NCS Pearson (Clinical Assessment Division)	
Contract Issuer:	Contract issued through Dysart #14-5203-008
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$183.68

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	PE Uniforms and Printed Apparel
Vendor(s):	
Arizona Cottons	K&S Sports Promotions
Axis Apparel	Pinnacle Prints & Embroidery
Buddy's All Stars	Team Sport Outfitters
Gameface Athletics	Universal Athletic
The Incentive Mall	
Contract Issuer:	Contract issued through Kyrene #K10-48-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools/Departments. M&O
Expended-To-Date:	\$0.00
Contract Title:	Professional Development Books
Vendor(s):	
Advance Educational Products	Gardner's Book
Davidson Titles	Barnes & Noble
Follett Educational Services	Follett Library Services
Contract Issuer:	Contract issued through GESD #10.11.005
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools/M&O
Expended-To-Date:	\$998.86

THERE IS AVAILABLE BUDGET CAPACITY: Funding sources may include Tax Credit, Auxiliary, and Student Activity

Contract Title:	Charter Bus Services
Vendor(s):	
All Aboard America	Michelangelo Leasing/Divine Transportation
American Explorer	Ryan's Express
American Transport	Tour West America
Dreamers Travels	Via Adventures
Contract Issuer:	Contract issued through Phoenix Union HS #1-212
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Funding sources may include Tax Credit, Auxiliary, and Student Activity.
Expended-To-Date:	\$12,140.00
Contract Title:	Clothing and Apparel
Vendor(s):	
Sunvalco Athletic	Game Face Athletics
Lids Team Sports	Universal Athletics
Phoenix Wholesale Printing	
Contract Issuer:	Contract issued through Agua Fria #110922
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Funding sources may include Tax Credit, Auxiliary, and Student Activity.
Expended-To-Date:	\$0.00
Contract Title:	Educational Camp Facilities
Vendor(s):	
Camp Shadow Pines	Pinerock Camp
Chapel Rock	Tonto Creek Camp
Friendly Pines	YMCA
Prescott Pines	
Contract Issuer:	Contract issued through Chandler #02-15-18.
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Funding sources may include Tax Credit, Auxiliary, and Student Activity funds.
Expended-To-Date:	\$0.00
Contract Title:	Educational Field Trips
Vendor(s):	
After Cool Outdoors	Game Truck
All About Learning	Heard Museum
Arizona Mills 26 Featuring IMAX	Mesa Golfland
Arizona Museum of Natural History	National Historical Fire Foundation/Hall of Flame Museum
Arizona Renaissance Festival	Stuffington Bear Factory
Chapel Rock Conference Center	Talent Team Performing Arts
Crow Canyon Archaeological Center	
Emmanuel Pines Camp	
Contract Issuer:	Contract issued through Peoria #01-82
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Funding sources may include Tax Credit, Auxiliary, and Student Activity funds.
Expended-To-Date:	\$110.00
Contract Title:	Educational Field Trips - Supplemental
Vendor(s):	
Airworx Trampoline Center	Frank Lloyd Wright Foundation
Arizona Museum of Natural History	Harkins Administration
Arizona-Sonora Desert Museum	Jobing.com Arena
City of Goodyear Ballparks	Junior Tours
Dance Sequins Studio	Pioneer Arizona Foundation
Ecology Project International	Prescott Pines Camp
Family Finance Educators	Southwest Shakespeare Company
Forum Music Festivals	
Contract Issuer:	Contract issued through Peoria #23-5552-67-13.
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Funding sources may include Tax Credit, Auxiliary, and Student Activity funds.
Expended-To-Date:	\$0.00
Contract Title:	Student Travel and Group Tour Services
Vendor(s):	

Brightspark Travel	Pine Summit
Educational Performance Tours	Project Exploration
Grand Classroom	School Tours of America
Music Travel Tours	Talent Team
MusicTrip.com	Terra Travel
Ocean Horizon	WorldStride
Contract Issuer:	Contract issued through Peoria #12-5551-56-37
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Funding sources may include Tax Credit, Auxiliary, and Student Activity funds.
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Professional Training and Consultant Services
Vendor(s):	
Adaptive Curriculum	Management Partnership
Aha! Process	Nicely Done Consulting
Arizona Education CADRE	Omega Education Solutions
Cathy A. Elliott, CPA	P & K Consulting
Center for Teacher Success	P2 Professional Development
Educational Training Specialists	Peaking Learning Systems
Excel - Inquiry Into Action	Sharon Bastes Enterprises
Heinfeld, Meech & Co.	Solution Tree
Human Resource Service Solutions	Storm Educational Enterprises
Independence Behavioral Coaching	The Leadership and Learning Center
K-12 Solutions (NCS Pearson)	The Professional Group Public Consulting
Larry Degnan Consultant	Traaen & Associates
Lead Team	Upslope Solutions
Level 3 Audio Visual	WestEd
Contract Issuer:	Contract issued through Tolleson High School #11-002-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. M&O, Title I and Grants.
Expended-To-Date:	\$8,460.00

Contract Title:	Staff Development and Leadership Training Services
Vendor(s):	
95% Group	Josephson Institute of Ethics
A+ Educators, LLC	Kagan Professional Development
Aden Associates	Key2Ed, Inc.
Arizona Education Cadre	Keys to Literacy
Arizona School Transformation Group	Learn-It Systems
Arizona Training Group (Daie Carnegie Training)	Loving Guidance
Associates for Educational Success	The Master Teacher
Benchmark Education	Mid-continent Research for Education and Learning
Calvin Terrell (dba: Social Centric)	Momentum Custom Learning
Cambium Education (dba: Voyager Learning)	National Reading Styles Institute
Carnegie Learning	NCS Pearson
Catapult Learning	Next Level Education Group
Center for Student Achievement	No Teacher Left Behind PD
Clark Consulting Group	Northwest Evaluation Association (NWEA)
Conscious Training	NotMyKid
CSR Educational Consulting Firm	Omega Education Solutions
Cynthia Elek	Opening Minds
Developmental Studies Center	P ² Professional Development
Discovery Education	S & S Heartsavers
Dodie Bloomberg	Scholastic
Dr. James Vicich and Associates	Scholastic (Scholastic Achievement Partners)
Education Design Unlimited	Science Learning Associates
Empower Educational Consulting	Solution Tree
Engaging Minds Now	Southwest Autism Research & Resource Center
Evans Newton	Strategic Research Institute
Executive Training Solutions	Strong & Associates, Educational Consulting
Heinfeld, Meech & Co.	Dr. Susan Bendix
Houghton Mifflin Harcourt (Leadership & Learning Ctr.)	Teach by Magic
Immedia	Thinking Maps
Insight Education Group	Traaen and Associates
Insights for Learning	Triumph Learning

Interaction Institute for Social Change	Trumpet Behavioral Health
Jerry Valentine Consulting	Zaner-Bloser
Contract Issuer:	Contract issued through PVUSD #13-045.
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. Title I and Grants.
Expended-To-Date:	\$2,713.32

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Maintenance and Operations Supplies and Equipment
Vendor(s):	
Accredited Lock Supply Co.	Marks Plumbing Parts
Action Entrances	Phoenix Electric Motors
American Refrigeration Supplies	Piedmont Plastics
Appliance Parts Company	Pittsburg Paints
Brown's Partsmaster	Plumbmaster
Canyon Paint	Quality Equipment and Spray
Crescent Electric Supply	RE Michel Company
Essco Wholesale Electric	Refrigeration Supply Distributor
Farnsworth Wholesale Company	Ramonoski Glass and Mirror Co.
Fimco Industries	SAN Plumbing Supply
Frazee Paint	Security Plus
Graybar Electric Company	Sherwin Williams
Helena Chemical Company	Southwest Steel Sales
Horizon	Superior Hardwoods
Independent Electric Supply	Sun Door and Trim
Interline Brands dba Sexauer	True View Windows and Glass Block
Intermountain Lock Security and Supplies	United Refrigeration
John Deere Landscape	Valley ACE Hardware
Kaman Industries	Vern Lewis Welding Supply
Contract Issuer:	Contract issued through Phoenix Union #1-1211
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis
Department/School Funding:	Maintenance/M&O
Expended-To-Date:	\$65,820.93
Contract Title:	Pest Control
Vendor(s):	
City Wide Pest Control	Quality Pest Management
Truly Nolen Pest Control	Orkin
Contract Issuer:	Contract issued through Avondale #11-004
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department/Capital and M&O
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Community Education Enrichment
Vendor(s):	
Abyss Community Sports and Education	Mad Science
All Star Driver Education	RMASS Education Seminars
All the Right Moves	Sabakiball International
Athletics in Training	Universal Driving School
Chess Emporium	Young Champions of America
Kidz for Life	
Contract Issuer:	Contract issued through Dysart #11-6310-008
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Community Enrichment Program/21st Century
Expended-To-Date:	\$0.00
Contract Title:	After School Enrichment Programs
Vendor(s):	
After Cool Fitness	Kidzweyes
All Star Driver ED	Lou Lou's Play School (dba: Future Kiddie)
All the Right Moves Life Training	Mrs. Hancock's, Inc.
Bilingual Baby	Rangolee Art From India
Bricks4Kidz	Morrison Sports (dba: Sportball Phoenix)

Chess Emporium	SWCMA Corp (dba: Southwest Center for Martial Art)
East Valley Children's Theatre	Talent Team
LD Music (dba: Elements Music)	Tumble Town Gymnastics
Game Truck	World Martial Arts
In Motion Arizona	Young Champions of America
Junior Golf Success	Eyes on Art (dba: Young Rembrandts)
Contract Issuer:	Contract issued through Mesa #11-81MP
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments/Grants, M&O
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Kitchen Repair Services
Vendor(s):	
Andrews Refrigeration	General Parts
Arrowhead Commercial Equipment	Reliable Refrigeration Service
Byassee Equipment	Service Solutions Group
CR Cooling & Refrigeration, Inc.	
Contract Issuer:	Contract issued through Osborn #2012-02-A
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Nutritional Service Department/M&O
Expended-To-Date:	\$16,000.00

NO COST TO THE DISTRICT:

Contract Title:	Disposal of Surplus Library and Textbooks
Vendor(s):	Follett Educational
Contract Issuer:	Contract issued through Glendale Elementary #11.12.010
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	No cost to the District.
Expended-To-Date:	No cost to the District.

SAVE CONTRACTS

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Educational Software for Special Education Students
Vendor(s):	Teachtown
Contract Issuer:	Contract issued through Paradise Valley #12-010
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$0.00
Contract Title:	Nursing Services
Vendor(s):	
360 Customer	Nurse Core of Phoenix
Academic Behavioral & Cognitive Consultants	ProCare Therapy
ACCEL	Professional Court Interpreting and Translating
Achieve Therapy	Progressive Therapy
Achievement Learning	Progressus Therapy
Achievement Therapy Services	Ridge Zeller Therapy
Adjairs Therapy	Rieger Services
Advantage on Call Staffing	Rockstar Recruiting
Alpha Vista Services	SEEK Arizona
Ardor Health Solutions	Soliant Health
Arizona Institute for Communication Cognitive	Southwest Autism Research and Resource Center
Basic in Arizona	Southwest Psychological Services
Cenpatco	Staffing Options and Solutions
Circharo Acquisitions (dba: Core Medical Group)	STARS
Concentric Health Care	Steps to Success
Dependable Nurses of Phoenix	Sunbelt Staffing
Dependable Staffing Services	Supplemental Health Care
Family Practice Medical Management	Team Ed.
Invo Health Care	Team Select Home Care
Learn It Therapy Services	Therapy One
Loving Care Agency	Therapy Rehabilitation Services
Maxim Healthcare Services	Therapy Time
Mediscan	Trumpet Behavioral Health
Mind Full Music Therapy	WG Hall
New Direction Solutions	Write Tract Therapy and Education Specialists
Contract Issuer:	Contract issued through Phoenix Elementary #002-1213
Estimated 2014-2015 Expenditures:	To be used on an as needed-basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$29,540.00
Contract Title:	Nursing Services
Vendor(s):	
Around the Clock Healthcare Services	NSI Nursing Services
Axis Medical Staffing	Nurse-Core
Career Staff Unlimited	Nurse Finders
Delta-T Group	Soliant Health
Dependable Nurses	WG Hall (dba: @ Work Medical Services)
Maxim Healthcare Services	
Contract Issuer:	Contract issued through Marana #13-04-17
Estimated 2014-2015 Expenditures:	To be used on an as needed-basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$0.00
Contract Title:	Special Education Services, Supplemental
Vendor(s):	
ACCEL	Kid Assist
Blanco, Guillermo	McLoughlin, Caven S.
CES	Maxim Staffing Solutions
Cross Country Staffing	Progressive Therapy
Delta-T Group	Ridge Zeller Therapy
Desert Choice Transport	Rieger Services
Dynamic Education Resources	Sonoran Therapy Group
Education Support Services	Southwest Psychological Services
Exceptional Educational Services	Team Ed

Foundation for Blind Children In Speech Invision HR Kaleidoscope	Therapy One Therapy Rehabilitation Services Therapy Time
Contract Issuer:	Contract issued through Tolleson #10-186-017-14
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$0.00
Contract Title:	Special Education Contracted Services
Vendor(s):	
Achievement Therapy Services Advanced Therapy Solutions Advantage on Call Therapy (PHS Staffing) Ann Goodrich APA - Arizona Psych Assessments Ador Health Basic in Arizona Bilingual Therapies C. Gaston Cenpatico (CHSP) Comprehensive Education Solutions Concentric Health Care Staffing Core Medical Group Creative Arts Therapy Services Delta-T Group Dependable Nurses of Phoenix Dr. Doris Blakes Greenway Ed. Service for Hearing Impaired Elemental Therapy Group ETS Exceptional Education Service Foundation for the Blind Gary Stromberg Innovative Home Health Care Kaleidoscope Kelli Dupps Learn It Therapy Services MD Home Health Mind-Full Music Therapy Services	MTX Therapy Services Nurse Core Pediatric Therapy Arizona Portrush, Inc. (Nursing Solutions) Progressus Therapy Provida Therapy Pueblo Rehab Services Rachel Passon (Play on Words) Ridge Zeller Therapy Riza Krafts Savvy Speech Simply SLPS Soliant Health Special Comforts Speech Doc Speech Pathways (Lisa Monheit) Staffing Options & Solutions STARS Super Cool Kids Therapy Supplemental Health Care Talking First Team Ed Therapy Matters Therapy One Therapy Time Therapy Rehab W.K. Newman & Associates Write Track Hand Writing Comp
Contract Issuer:	Contract issued through Kyrene #K12-26-17
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$0.00
Contract Title:	Special Education Services
Vendor(s):	
1st Choice Education Services Able Care Therapy Services ACCEL Achieve Therapy Advanced Therapy Solutions Advantage on Call Staffing Ardor Health Solutions AZ Autism United AZ PRN AZ Speech and Health Professionals Bilingual Therapies Bphysical CBHSP Arizona (Cenpatico) C. Gaston - Charlotte Stadel Cobb Pediatric Therapy Service CompHealth Conamore Therapy Concentric Healthcare Staffing Core Medical Group Creative Integrations Cumberland Therapy	Kids Talk KMW Star Enterprises Language Connection Learn-It Systems Mariposa Bilingual Speech - Language Therapy Maxim Healthcare Services Mediscan MGA Home Healthcare Michele R. Arboisier, MS, CCC-SLP Mind-Full Music Therapy Services PAVERS Phoenix Center for Success PPR Healthcare Prime Healthcare Staffing Professional Tutors of America Progressus Therapy Provida Staff Psychoeducational Assessment School Services Ridge Zeller Therapy Rieger Services Soliant Health

Darian Morgan	Speech Pathways
Delta-T Group	Speech Source
Dependable Nurses of Phoenix	Speech Therapy Services (Stephanie Miller)
Dependable Staffing Services	Spot On
East Valley Therapy	Staff Rehab
EBS Healthcare	Staffing Options and Solutions
Education Therapy Services	STARS
Eleutheria	Stevens Therapy Services
Essential Educational Services	Sunbelt Staffing
Family Practice Medical Management	Supplemental Health Care
Futures Education	SW Psychological Services
Guillermo Blanco	Team Ed
Hi-Star Center for Children	Theracare PLLC
Horizons Rehab Service	Therapy Matters
Humanus Corp.	Therapy One
Invo Health Care	Therapy Rehabilitation Services
JS Reporting	Therapy Source
Julie Denison (Accountable Healthcare)	Therapy Time
June Fijian Lin-Lee	TLC Therapy
K.I.I.D.S.	Trumpet Behavioral Health
Kaleidoscope Family Solutions	Voces Bilingual Speech Pathology
Kathleen Allen, Ph.D.	WK Newman and Associates
Kathryn Steidle, PT, LLC	Xtreme Classroom
Contract Issuer:	Contract issued through Gilbert #13-29-07-18
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services/M&O
Expended-To-Date:	\$41,107.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Assessment and Testing Materials
Vendor(s):	
Crestline Specialists	NCS Pearson (Clinical Assessment Division)
Curriculum Associates	Pro-Ed
Different Road to Learning	Slosson Educational Publications
Hawthorne Educational Services	Super Duper
Independent Living Aides	The Riverside Publishing Group
Janelle Publications	Therapro
Multi-Health Systems	Vision Associates
Contract Issuer:	Contract issued through Phoenix Elementary #006-1112
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Curriculum Department/M&O, Title I and other funding sources.
Expended-To-Date:	\$4,324.23
Contract Title:	Consultant Services - Educational and Prevention Programs
Vendor(s):	
Appelbaum Training Institute	JVA Consulting
AZ Foundation for Resource Education	Kidz for Life
AZ School Transformation Group	Mason Educational Consulting Associates
Catapult Learning	Pearson Clinical Assessment
Cawthorne Consultation Svcs. & Interventions	Sheri J. Smith Consulting
Chalex Literacy Consulting	Southwest Educational Consulting Associates
Community Bridges	Solution Tree
Houghton Mifflin Harcourt	Staff Development Resources
Independence Behavioral Coaching	Teacher Created Materials
Contract Issuer:	Contract issued through Mesa #10-52MP
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. M&O, Title I and Grants.
Expended-To-Date:	\$0.00
Contract Title:	Curriculum Audit Consultant Services
Vendor(s):	Curriculum Management System
Contract Issuer:	Contract issued through Phoenix Elementary #004-1112
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Curriculum Department/M&O, Title I and other funding sources.
Expended-To-Date:	\$0.00

Contract Title:	Instructional Courseware
Vendor(s):	
Adaptive Curriculum - Sebit	Ingenuit Works
Archipelago Learning - Study Island	Learning.com
Atomic Learning	Maps 101
Backbone Communications	McGraw Hill
Cambium Learning	NCS Pearson
Carnegie Learning	Read Naturally
Digital Direction International	Renaissance Learning
Exemplars	Scholastic
Houghton Mifflin Harcourt	Teacher Curriculum Institute
Contract Issuer:	Contract issued through Glendale #10.11.007
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. M&O, Title I and Grants.
Expended-To-Date:	\$0.00
Contract Title:	Instructional Software/Courseware for Reading Intervention
Vendor(s):	
Achieve 3000	Pearson (Success Maker)
Archipelago Learning (Study Island)	Renaissance Learning
Cambium Learning (Voyager)	Scholastic (Read 180)
Computer Generation	Plato
Compass Learning	McGraw Hill
Houghton Mifflin Harcourt	Wireless Generation
One Station	
Contract Issuer:	Contract issued through Mesa #11-55MP
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. M&O, Title I and Grants.
Expended-To-Date:	\$3,451.95
Contract Title:	Math Intervention Software and Materials
Vendor(s):	
ALEKS	Encyclopedia Britannica (SmartMath)
Carnegie Learning (Cognitive Tutor)	Pearson (Success Maker Math)
Contract Issuer:	Contract issued through Mesa #12-16MP
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. M&O, Title I and Grants.
Expended-To-Date:	\$42,970.00
Contract Title:	Supplemental Instructional Materials
Vendor(s):	Pearson Education (Pearson Learning Group)
Contract Issuer:	Contract issued through Phoenix Elementary #002-1011
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. M&O, Title I and Grants.
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Adaptive Equipment
Vendor(s):	
Able Net	Maxi Aids
Beyond Play	Medicale Shop
Boundless A.T.	Nasco Modesto
Digital Apex	Rifton Equipment
Dynavox Systems	Westone Supplies
Flaghouse	Writer Learning Systems/Advanced Keyboard
Contract Issuer:	Contract issued through Glendale Elementary #13.14.001
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$0.00
Contract Title:	Athletic Equipment and Supplies
Vendor(s):	
1st American Sports	MF Athletic
Aluminum Athletic Equipment	Pro Star Sports
Baden Sports	S&S Worldwide
BSN Sports	Seating Constructors USA

Buddy's All Stars	Sporttime (School Specialty)
Centennial Sale	Sunvalco Athletic Supply
East Valley Sports	Tomek Sports
Flaghouse	Universal Athletic
K & S Sport Promotions	
Contract Issuer:	Contract issued through Queen Creek #11-03-18
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$23,846.00
Contract Title:	Education Aids and Materials
Vendor(s):	
Ace Educational	Gardner's Book Service
American Teaching Supply (Teaching Stuff)	Highsmith
Blossom	Lakeshore Learning Materials
Classroom Products Warehouse	Nasco-Modesto
US/Constructive Playthings	Oriental Trading Co.
Demco	S&S Worldwide
EAI Education	
Educator's Outlet	School Specialty (Includes: Childcraft/Abilitations/ABC School
ETA Cuisenaire	Supply/Education Essentials/Integrations/Sax Arts/Sporttime/Speech Bin)
	School Xing
	Teacher Parent Connections
Contract Issuer:	Contract issued through Tucson USD #11-03-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$8,470.65
Contract Title:	General Merchandise Supplemental (Walk-in)
Vendor(s):	Target
Contract Issuer:	Contract issued through Scottsdale USD #12106
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O, Grants
Expended-To-Date:	\$112,528.77
Contract Title:	Instructional Aids - Music
Vendor(s):	
Allegro Music	Music Mart
Interstate Music	Music Time
J&M Music (dba: The Music Store)	Southwest Strings
J.W. Pepper and Sons	The String Shop of Arizona
Linton-Milano Music	Washington Music Center
Music and Art Center	West Music Company
Music is Elementary	
Contract Issuer:	Contract issued through Tempe Elementary #13-07-17
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$6,396.83
Contract Title:	Janitorial and Sanitation Supplies
Vendor(s):	Waxie
Contract Issuer:	Contract issued through City of Tucson #100489-01
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/M&O
Expended-To-Date:	\$136,808.64
Contract Title:	Medical Supplies
Vendor(s):	
Buddy's All Stars	MMS - A Medical Supply Co.
CPR Savers	Plak Smacker
Henry Schein, Inc.	United Health Supplies
Interboro Packaging Corp	William V. Macgill
Medco Supply	
Contract Issuer:	Contract issued through Tolleson Elementary #13-02-17
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$7,730.46

Contract Title:	Photographic Equipment and Supplies
Vendor(s):	
Aves Audio Visual Systems	Troxell Communications
Great Events	WB Hunt Company
Tempe Camera	
Contract Issuer:	Contract issued through Phoenix Union #1-811 and #1-811R
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$0.00
Contract Title:	Sheet Music
Vendor(s):	
Casio Interstate Music	Music & Arts Center
Chicago Music Store	Music Mart
J.W. Pepper & Sons	J&M Music (dba: The Music Store)
Linto-Milano Music	Sam Ash Quickship Corp.
Contract Issuer:	Peoria USD #34-3805-89-41
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O, Title I, Grants
Expended to date 2014-2015:	\$3,395.64
Contract Title:	Stockless Office and Classroom Supplies
Vendor(s):	Wist Office Products
Contract Issuer:	Contract issued through City of Mesa #2009104
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$0.00
Contract Title:	Teaching Aids and Supplies
Vendor(s):	
Abel Net	Oriental Trading Co.
Abrams Learning Trends	Really Good Stuff
Blick Art Materials	Renaissance Learning
Brodart Library Supplies	S&S Worldwide
Cannon Sports	Sargent-Welch
Center Enterprises	Scholastic
Constructive Plaything's	School Health
Demco	School Specialty
Discount School Supply	Standard Stationery
EAI Education	Super Duper Publications
Fisher Science Education	Teacher Discovery
Flinn Scientific	Teaching & Learning Stuff
Health Edco	TFH - USA
Homeroom Teacher	The Educational Outback
Jackdaws	The Library Store
Lone Star Learning	Therapro
Marjon Ceramics	Unity Education Resources
Maxi Aids	Ward's Natural Science
Nasco Modesto	Youthlight Books
National Education Systems	Wood, Etc.
National Reading Styles	
Contract Issuer:	Contract issued through Apache Junction #08-01-17
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$85,893.73
Contract Title:	Walk-in Grocery and Miscellaneous Items
Vendor(s):	
Albertsons	Costco Business Center
Bashas	Fry's Food
Food City	Safeway
AJ's	Sam's Club
Costco Wholesale	Smith's Food
Contract Issuer:	Contract issued through Glendale #11.12.001
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O, Grants
Expended-To-Date:	\$43,344.68

Contract Title:	Webhosting and Design Services
Vendor(s):	School WebMaster
Contract Issuer:	Contract issued through Page #10-211-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O
Expended-To-Date:	\$0.00
Contract Title:	Walk-in/Online Catalog Consumer Goods
Vendor(s):	
Best Buy	Kelley Communications
Byassee	Maricopa Ace Hardware
CDI	W.B. Hunt
HD Supply	
Contract Issuer:	Contract issued through Tucson UHSD #12-014MB
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools and Departments/M&O, Grants
Expended-To-Date:	\$707.59

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Web-based Evaluation Application
Vendor(s):	Netchemia, LLC
Contract Issuer:	Contract issued through Paradise Valley #12-019
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Human Resources/M&O
Expended-To-Date:	\$28,125.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Building Materials, Equipment and Supplies
Vendor(s):	
84 Lumber Company Store	Fastenal Company
Gilbert Ace Hardware	Frazee Paints
Paul's Scottsdale Hardware	Glidden Professional
Valley Ace Hardware	HD Supply
Barnes Distribution	Home Depot
Border Construction Specialties	Painter's Supply and Decorating Center
Dave Downing & Associates	PPG Paint's
Duncan Bolt	Premium Quality Lighting
Dunn Edwards Paint	Sexauer - Interline Brands
Electric Supply	Voss Lighting
Contract Issuer:	Contract issued through Mesa #11-84MP
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended-To-Date:	\$159,055.56
Contract Title:	Concrete and Paving Site Work
Vendor(s):	
Ace Asphalt of Arizona	CPC Asphalt
Arrowhead Builders	Sunland Asphalt
Cactus Asphalt	
Contract Issuer:	Contract Issued through Alhambra #M10-26-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended-To-Date:	\$0.00
Contract Title:	Electrical Services and Construction Site Work
Vendor(s):	
ALP Electric	KER Electric
Foster Electric Motor	Kimbrell Electric
JFK Electrical Contracting	Swain Electric
Jiollotti Electric Service	
Contract Issuer:	Contract Issued through Alhambra #M10-25-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O

Expended-To-Date:	\$0.00
Contract Title:	Fencing Materials and Installation Services
Vendor(s):	Empire Fencing Phoenix Fence
Contract Issuer:	Contract issued through Mesa #14-03MB
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department/Capital and M&O
Expended-To-Date:	New contract
Contract Title:	Ground Parts, Supplies and Equipment Service
Vendor(s):	A & G Turf Equipment Aero Equipment Supply Borders Turf & Tractor Ewing Irrigation
Contract Issuer:	Horizon Quality Equipment & Spray Simpson Norton
Estimated 2014-2015 Expenditures:	Contract Issued through Glendale #12.13.008 To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended-To-Date:	\$36,061.88
Contract Title:	Lock and Key Services
Vendor(s):	Anderson Lock and Safe Interstate Lock and Safe
Contract Issuer:	Contract issued through Alhambra #M10-24-15
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department/M&O
Expended-To-Date:	\$0.00
Contract Title:	Nursery & Landscaping Maintenance Products
Vendor(s):	Target Specialty Products
Contract Issuer:	Contract issued through Maricopa County #12026C
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department/M&O
Expended-To-Date:	\$9,000.00
Contract Title:	Performance Contracting Services
Vendor(s):	Climatec
Contract Issuer:	Contract issued through Crane #C-003-910
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department/M&O
Expended-To-Date:	\$0.00
Contract Title:	Preventative Maintenance for Heating, Ventilation, and Air Conditioning
Vendor(s):	Commonwealth Electric Company Pueblo Mechanical and Controls
Contract Issuer:	RMJ Electrical Contractors Urban Energy Solutions
Estimated 2014-2015 Expenditures:	Contract Issued through Tolleson Elementary #12-01-16 To be used on an as-needed basis.
Department/School Funding:	Maintenance Department/M&O
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Major Appliances (Over \$100)
Vendor(s):	Byassee Equipment
Contract Issuer:	Standard Restaurant Supply
Estimated 2014-2015 Expenditures:	Contract issued through Phoenix UHSD #2-513 To be used on an as-needed basis.
Department/School Funding:	Nutritional Services/Capital
Expended-To-Date:	\$0.00

NO COST TO THE DISTRICT:

Contract Title:	Direct Service Claims - Medicaid Reimbursement
Vendor(s):	Southwest Educational Billing Services

Contract Issuer:	Contract issued through Flagstaff #1170-10
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	No Cost to District
Expended-To-Date:	No Cost to District
Contract Title:	Employee Leaseback Program
Vendor(s):	Smartschoolsplus, Inc.
Contract Issuer:	Contract issued through Mesa #29-42MP
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	District-wide/various funding sources
Expended-To-Date:	No cost to District
Contract Title:	School Bus Advertising
Vendor(s):	Alpha Advertising Media-Aim
Contract Issuer:	Contract issued through Mesa #10-46MP
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	No Cost to District
Expended-To-Date:	No Cost to District

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Printing, Binding and Design Services
Vendor(s):	
Arizona Library Binding	Office Depot
Bluemedica	Rhonda Rae Reprographics
Century Graphic	Roswell Bookbinding
Complete Print shop	Schuster Print Marketing Services
International Minute Press of Gilbert	Techniprint Company
Contract Issuer:	Contract issued through Higley #012-202
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Printing Department/M&O
Expended-To-Date:	\$2,431.94

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Election Consultant
Vendor(s):	Primary Consultants
Contract Issuer:	Contract issued through Paradise Valley USD #11-041
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Governing Board/M&O
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Web-Based Content Management System
Vendor(s):	Schoolwires
Contract Issuer:	Contract issued through Flagstaff #1149-09
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Management Information Systems/M&O
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Energy Engineering Services
Vendor(s):	Building Energy Solutions Green Ideas LSW Engineering
Contract Issuer:	Contract issued through Tolleson Elementary #13-04-17
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Bond/Bldg. Renewal/Capital
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Vehicle Batteries
Vendor(s):	
Battery Systems	Performance Plus
NAPA	USD
Parts Authority AZ	WW Williams
Parts Mart	
Contract issuer:	Contract issued through Mesa #13-58MB
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation department / M&O
Expended-To-Date:	\$0.00

TCPN CONTRACT

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Job Order Contracting Services
Vendor(s):	
Caliente Construction #R5145	Chasse Building Team #R5146
Core Construction #R5147	FCI Construction, Inc. #R5148
Jokake Construction Services #R5149	McCarthy Building Co's, Inc. #R5150
SD Crange Builders, Inc. #R5151	SDB Contracting Services #R5152
Sky Construction & Engineering #R5153	Skyline Builders & Restoration #R5154
Weatherproofing Technologies #R5155	Woodruff Construction #R5156
Contract Issuer:	Contract issued through TCPN.
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Bond/Bldg. Renewal/Capital
Expended-To-Date:	\$47,400.60
Contract Title:	Job Order Contracting
Vendor(s):	Centennial Contractors
Contract Issuer:	Contract issued Through TCPN #R5080
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Bond/Bldg. Renewal/Capital
Expended-To-Date:	\$0.00

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	Asphalt Surfaces, Sport Surfaces and Related Construction Services
Vendor(s):	Sunland Asphalt
Contract Issuer:	Contract issued through TCPN #M0927
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance M&O
Expended-To-Date:	\$0.00
Contract Title:	Disaster Relief and Related Services (Emergency and Non-Emergency)
Vendor(s):	East Valley Disaster Services
Contract Issuer:	Contract issued through TCPN #R5024
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance M&O
Expended-To-Date:	\$0.00
Contract Title:	Roofing, Roof Repairs, Roof Maintenance
Vendor(s):	Progressive Services, Inc (dba) Progressive Roofing
Contract Issuer:	Contract issued through TCPN #M0928
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance M&O
Expended-To-Date:	\$198,546.01

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title:	MRO Supplies
Vendor(s):	Grainger
Contract Issuer:	Contract issued through TCPN #R4953
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	MMC/Individual Schools and Departments/M&O
Expended-To-Date:	\$1,077.61
Contract Title:	Solution to Build Stakeholder Engagement in Public Schools
Vendor(s):	Zarca Interactive (dba: K12 Insight)
Contract Issuer:	Contract issued through TCPN #12-24
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Indirect Costs (570)
Expended-To-Date:	\$0.00

1 GPA CONTRACT(s)**THERE IS AVAILABLE BUDGET CAPACITY:**

Contract Title:	Job Order Contracting
Vendor(s):	D.L. Withers Jokake Construction
Contract Issuer:	Contract issued through 1GPA
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Bond/Bldg. Renewal/Capital
Expended-To-Date:	\$468,704.90
Vendor(s):	Brignall Construction
Contract Issuer:	Contract issued through 1GPA
Description of Purchase:	Job Order Contracting (JOC - Supplemental)
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Capital Projects / M&O, Bonds
Expended-To-Date:	New contract

NIPA CONTRACT(s)**THERE IS AVAILABLE BUDGET CAPACITY:**

Contract Title:	Ground Parts, Supplies and Equipment Service
Vendor(s):	Caterpillar
Contract Issuer:	Contract issued through City of Tucson #120377
Estimated 2014-2015 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance / Capital
Expended-To-Date:	\$0.00

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Extension and Renewal of Annual Contracts for Specified Goods and Services 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator of Purchasing

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

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

Attached is information for the contracts that have been previously awarded by the Governing Board. These contracts will soon be expiring. Because performance under these contracts has been satisfactory, extension of these contracts is recommended. No school or department can spend more than is budgeted without prior approval from the Finance Department.

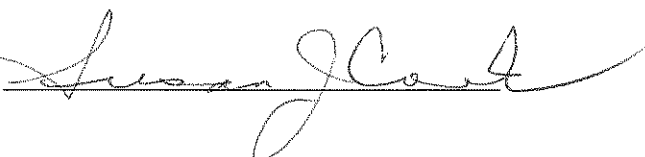
The estimated requirements cover the period of the contract and are reasonable and continuing. A multi-term contract encourages effective competition and promotes economies in school district procurement.

Copies of the individual contracts are available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the extension and renewal of annual contracts for specified goods and services as presented.

Superintendent



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

Agenda Item *II.H.

THERE IS AVAILABLE BUDGET CAPACITY:

SPECIAL SERVICES

Contract Title	10.013, Computer Assisted Instruction for Children with Autism
Vendor(s)	TeachTown
Board Approval	June 24, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$0.00
Contract Title	13.027, Tutoring & Substitute Teaching Agencies
Vendor(s)	
A Road 2 Learning	Martin Porres Educational
Accuracy Temporary Services (ATS)	Morris Tutoring Associates
Arizona Kids Think Too	On-Track Tutoring
Delta-T Group	Professional Tutors of America
Dependable Staffing Services	Rising Star Educational Services
Educate Empower Succeed, LLC	Sure Prep Learning
Board Approval	October 17, 2013
Proposed Extension	First
Renewal Options Remaining	Three
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$369,739.64

THERE IS AVAILABLE BUDGET CAPACITY:

MAINTENANCE SERVICES

Contract Title	09.026, Bulk Fertilizer
Vendor(s)	Fetizon-Fennemore
Board Approval	May 13, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$20,000.00
Contract Title	10.003, Trash Removal and Recycle Material Services
Vendor(s)	Republic West
Board Approval	June 10, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$111,884.51

Contract Title	10.019, Paint and Related Supplies
Vendor(s)	Dunn Edwards
Board Approval	August 26, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$53,509.58
Contract Title	13.014, Life and Safety Services
Vendor(s)	Western State Fire Protection
Board Approval	August 22, 2013
Proposed Extension	First
Renewal Options Remaining	Three
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$64,997.50

THERE IS AVAILABLE BUDGET CAPACITY:

TRANSPORTATION SERVICES

Contract Title:	10.009, Bus/Vehicle Parts, Lubricants/Fluids, Radiator Repair and Repair Services
Vendor(s):	
AAPAK	Interstate Battery
Arizona Brake & Clutch	Napa Auto Parts
Auto Safety House	Pioneer Distributing
Canyon State Bus	Quality Discount Auto Parts
Colby Welding and Radiator	S&K Allison Transmission
Firebird Truck and Auto Body	Southwest Diesel and Electric
Fleetpride	The Lighthouse
Board Approval	August 26, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining:	None
Proposed 2014-2015 Expenditures:	To be used on an as-needed basis.
Expended to date 2013-2014:	\$243,254.03
Contract Title	10.010, Drug/Alcohol Testing and Driver Physicals
Vendor(s)	Mobile Drug Testing Services Oschmann Employee Screening
Board Approval	July 8, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$10,773.00
Contract Title	10.021, Vehicle Glass Replacement
Vendor(s)	Bunker's Glass
Board Approval	August 26, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$3,004.53

Contract Title	13.005, Bus and Vehicle Washing Services
Vendor(s)	Ace Mobile Wash
Board Approval	June 13, 2013
Proposed Extension	First
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$9,502.50

THERE IS AVAILABLE BUDGET CAPACITY: NUTRITION SERVICES

Contract Title	10.016, Commercially Purchased Bakery Products
Vendor(s)	Holsum Bakery
Board Approval	June 24, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$133,420.11

Contract Title	11.003, Commercially Purchased Pizza
Vendor(s)	Sardella's Pizza
Board Approval	June 9, 2011
Proposed Extension	Third
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$139,137.74

Contract Title	11.002, Commercially Purchased Milk, Juice and Dairy Products
Vendor(s)	GH Processing
Board Approval	June 9, 2011
Proposed Extension	Third
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$1,612,336.42

Contract Title	11.004, Commercially Purchased Food and Non-Food Expendable Supplies
Vendor(s)	Shamrock Foods
Board Approval	June 9, 2011
Proposed Extension	Third
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$5,845,686.86

Contract Title	11.036, Armored Car Service
Vendor(s)	Dunbar Armored
Board Approval	May 10, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$23,537.45

Contract Title	12.007, Commercially Purchased Fruits and Vegetables
Vendor(s)	Willie Itule
Board Approval	June 28, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$165,611.81
Contract Title	13.016, Nutrition Smallwares
Vendor(s)	
Arizona Restaurant Supply	Sam Tell & Son
Central Restaurant Products	Standard Restaurant Supply
Hubert Company	TCB Manufacturing
Board Approval	June 13, 2013
Proposed Extension	First
Renewal Options Remaining	Three
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$79,125.58

THERE IS AVAILABLE BUDGET CAPACITY:

Contract Title	10.007, Grocery and Retail Supplies
Vendor(s)	Costco Wholesale
Board Approval	April 22, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$31,536.21
Contract Title	10.018, Sport Officials
Vendor(s)	Arizona Officiating PRO Sports SLJ Sports
Board Approval	June 9, 2011
Proposed Extension	Third
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$33,876.50
Contract Title	11.010, Instructional Aides and Supplies
Vendor(s)	
AFP Industries	Kaplan Early Learning
Arizona Furnishings	Lakeshore Learning Materials
Beecon Learning	Learning Resources
Constructive Playthings	Music and Art Center
Demco	National Educational Systems
EAI Education	Oriental Trading Company
Educators Outlet	S&S Worldwide
ETA hand2mind	Sargent-Welch
Fisher Science Education	Teaching Stuff
Frey Scientific	Wards Natural Science

Board Approval	August 25, 2011
Proposed Extension	Third
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$152,484.43
Contract Title	12.004, Bottle Water Services
Vendor(s)	DS Services of America
Board Approval	June 28, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$6,188.48
Contract Title	12.020 Student Identification System
Vendor(s)	Dorian Studio, Inc.
Board Approval	April 11, 2013
Proposed Extension	First
Renewal Options Remaining	Three
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$9,949.82

THERE IS AVAILABLE BUDGET CAPACITY: ADMINISTRATIVE SERVICES

Contract Title	10.022, Interest-based Negotiations Facilitator
Vendor(s)	Susan Sparks (dba A Blind Squirrel Enterprises)
Board Approval	August 26, 2010
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$14,745.89

THERE IS AVAILABLE BUDGET CAPACITY: FINANCE

Contract Title	11.032, Bond Underwriting Services
Vendor(s)	Piper Jaffray & Co.
Board Approval	April 26, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$0.00
Contract Title	11.033, Financial Consulting Services
Vendor(s)	Stifel, Nicolaus & Company (formerly Stone & Youngberg)
Board Approval	April 26, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$12,500.00

Contract Title	13.008, Banking Services
Vendor(s)	Wells Fargo Bank
Board Approval	May 9, 2013
Proposed Extension	First
Renewal Options Remaining	Three
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$9,956.96

THERE IS AVAILABLE BUDGET CAPACITY:

CAPITAL PROJECTS

Contract Title	10.032, Architectural Services
Vendor(s)	
ADM Group	HDA Architects
Corgan Associates	NTD Architects
EMC2	Orcutt/Winslow
Board Approval	January 27, 2011
Proposed Extension	Fourth and Final
Renewal Options Remaining	None
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$42,780.14
Contract Title	11.007, Window Treatments
Vendor(s)	Ardy's Mini-Blind Service
Board Approval	July 14, 2011
Proposed Extension	Third
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$16,782.99

THERE IS AVAILABLE BUDGET CAPACITY:

COMMUNICATION SERVICES

Contract Title	11.020, On-line Resources to Support Social Studies
Vendor(s)	Proquest
Board Approval	April 12, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$9,651.84
Contract Title	12.005, Printing on Demand Services
Vendor(s)	Complete Printshop Century Graphics
Board Approval	June 28, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$52,905.62

THERE IS AVAILABLE BUDGET CAPACITY:**HUMAN RESOURCES**

Contract Title	12.003, Background Checks
Vendor(s)	Universal Background Screening
Board Approval	June 28th, 2012
Proposed Extension	Second
Renewal Options Remaining	Two
Proposed 2014-2015 Expenditures	To be used on an as-needed basis.
Expended-To-Date 2013-2014	\$34,191.16

NO COST TO THE DISTRICT:

Contract Title	11.005, Student Accident Insurance
Vendor(s)	Arizona Student Assurance Plans
Board Approval	June 9, 2011
Proposed Extension	Third
Renewal Options Remaining	One
Proposed 2014-2015 Expenditures	No cost to the District.
Expended-To-Date 2013-2014	No cost to the District.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Sole Source Vendors 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Director of Purchasing

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

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

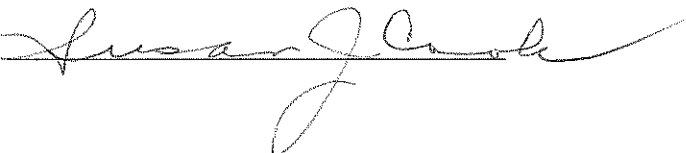
Per Arizona Administrative Code R7-2-1053, a contract may be awarded for a material, service or construction item without competition if the Governing Board determines in writing that there is only one source for the required material, service or construction item. It has been determined that the vendors listed provide services or materials that can only be procured from one source. Determination for Sole Source recommendation is based upon the following criteria:

- Item must match, is a repair part for, or is to be attached to existing equipment;
- No other manufacturer of this type of product exists;
- Type of product by other manufacturers does not meet District minimum requirements/technical characteristics;
- Support, upgrades and maintenance agreements for proprietary software;
- State mandated materials, assessments and services;
- Contractual agreement;
- Only available service in a particular area; or
- No reasonable alternative source exists.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the vendors as sole source providers for the noted services or materials for 2014-2015 as presented.

Superintendent



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

Agenda Item *III.

The funding for any expenditure for the attached list of vendors is included in the individual school's or department's 2014-2015 budget and will be purchased on an as-needed basis. No school or department can spend more than is budgeted without prior approval from the Finance Department.

A copy of the determination for each vendor is available for review in the Purchasing Department.

Due to new school procurement rules that take effect July 1, 2014 (R7-2-1002), school districts no longer have to declare utility companies or professional organizations as sole source vendors.

SOLE SOURCE PROCUREMENTS

R7-2-1053. Sole source procurements

- A. A contract may be awarded for a material, service or construction item without competition if the governing board determines in writing that there is only one source for the required material, service or construction item. The school district may require the submission of cost or pricing data in connection with an award under this Section. Sole source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole source procurement shall be retained in the procurement file by the school district.
- B. The school district shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the school district.

Historical Note

Adopted effective December 17, 1987 (Supp. 87-4).

Vendor	Status	Service	Rationale for SS Status	2013-2014 Expenditures	2014-2015 Budget/ Funding Source
UTILITIES					
City of Glendale	Continuing sole source vendor	Plan review, inspections, certifications, etc.	Required vendor for plan reviews/inspections for construction projects in the City of Glendale	\$0.00	Capital; Bond Budgets
City of Phoenix	Continuing sole source vendor	Plan review, inspections, etc.	Required vendor for plan reviews/inspections for construction projects in the City of Phoenix.	\$57,400.00	Capital; Bond Budgets
Arizona Department of Public Safety	Continuing sole source vendor	A.R.S. 41-2411. "The Arizona automated fingerprint identification system is established in the department of public safety for the purpose of retaining fingerprint files to be used ... purposes specifically permitted pursuant to law."	State mandated	\$28,000.00	HR M&O
Department of Economic Security	Continuing sole source vendor	Unemployment Benefits – paid on a quarterly basis based on unemployment findings	State mandated	\$108,000.00	M&O
Industrial Commission of Arizona	Continuing sole source vendor	Worker's Compensation Quarterly Tax Payments	State mandated	\$58,000.00	Workers Comp Trust
Northern Arizona University – Arizona K-12 Center	Continuing sole source vendor	Approved and funded by the Arizona Legislature in 1999, the K-12 center partners with Arizona's universities, other state and national learning institutions, educational organizations, and community and business leaders to bring innovative ideas and professional development support to Arizona educators to improve teaching practice and student achievement.	The specific programs provided for the Governor's Master Teaching Program, National Board Certification and Professional Development are uniquely focused to support educators in responding to Arizona educational issues.	\$9,300.00	Individual Schools' and Departments' M&O Budgets
Psychological Corporation, The (Pearson Assessment)	Continuing sole source vendor	Wechsler Intelligence Scale for Children (WISC-III), Bracken Basic Concept Scale (BBCS), Wechsler Preschool and Primary Scale of Intelligence (WPPSI-R)	State mandated intelligence testing required for students in special needs program	\$28,815.84	M&O

Budgets listed are for M&O, capital and other funds. Budgets may differ as grants are approved for 2014-2015.

Vendor	Status	Service	Rationale for SS Status	2013-2014 Expenditures	2014-2015 Budget/ Funding Source
Maricopa County Elections Department	Continuing sole source vendor	Election costs	Mandated	\$276,607.29	M&O
Maricopa County Environmental Services Dept	Continuing sole source vendor	Eating and Drinking Permits Food Processor Permit	Food permits for the District can only be obtained through Maricopa County	\$23,090.00	Food Services
Arizona Dept of Education	Continuing sole source vendor	Professional development opportunities provided by the Arizona Department of Education.	Professional Development – Provides training resources for Department mandated programs. No reasonable alternative exists.	\$27,015.00	Individual Schools' and Departments' M&O; Title I; 21 st Century; Title V; IDEA; English Immersion; Budgets
Riverside Publishing (Houghton Mifflin Co.)	Continuing sole source vendor	Woodcock Johnson Test of Cognitive Revised, TALCR, CELL, Woodcock Johnson Psychoeducational Battery, Woodcock-Muñoz Language Survey (WMLS), Woodcock Language Proficiency Battery-Revised (WLPB-R), Cognitive Abilities Test (CogAT) Form 6	Department of Education mandated	\$15,137.44	M&O
NCS Pearson (formerly AGS – American Guidance Service)	Continuing sole source vendor	Vineland Adaptive Behavior Scales Classroom & Survey Form Editions, Behavior Assessment System for Children (BASC) – State mandated.	Sole publisher, owns copyright to, and has exclusive worldwide distribution rights to this State mandated assessment	\$28,815.84	Individual Schools' M&O; IDEA Budgets
Arizona Department of Revenue	Continuing Sole source vendor	State payroll taxes	State mandated	\$42,296.00	All District funds
Arizona State Retirement System	Continuing Sole source vendor	Retirement contributions	State mandated	\$0.00	All District funds
Internal Revenue Service	Continuing sole source vendor	Federal Taxes	Federally mandated	\$0.00	All District funds
National Board for Professional Teaching Standards	Continuing sole source vendor	National Board Certification and course materials	Recognized by the Arizona Department of Education as the only vendor able to provide this certification.	\$4,900.00	Title II

Budgets listed are for M&O, capital and other funds. Budgets may differ as grants are approved for 2014-2015.

Vendor	Status	Service	Rationale for SS Status	2013-2014 Expenditures	2014-2015 Budget/ Funding Source
U.S. Postal Service/Postmaster	Continuing sole source vendor	Postage for Neopost mail machine	Additional postage is applied to postage machine through the U.S. Postal Service. No reasonable alternative exists.	\$50,000.00	MMC M&O
Runbeck Election Services, Inc.	Continuing sole source vendor	Printing and mailing of election informational pamphlets	County designated vendor for the printing and mailing of publicity pamphlets	\$21,375.21	M&O

The funding for any expenditure for the above list of vendors is included in the individual school's or department's 2014-2015 budget and will be purchased on an as-needed basis. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Budgets listed are for M&O, capital and other funds. Budgets may differ as grants are approved for 2014-2015.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Student Activity Treasurer for 2014-2015 1st Reading

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

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

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

SUPPORTING DATA

Funding Source: Student Activities
Budgeted: N/A

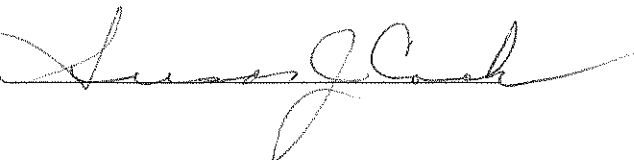
The Uniform System of Financial Records (U.S.F.R.) requires the Governing Board to appoint an administrative staff member as 2014-2015 student activities treasurer for all student activity funds. It is recommended that David Velazquez, Director of Finance, and Elizabeth Martinez, Accounting Manager, be appointed as treasurers of the Student Activities funds. It is also recommended that the Governing Board appoint the Office Manager of each school as assistant student activities treasurers for each school/site as follows:

District Office	Christine Wing	District Office	Cathy Thompson
Acacia	Kira Alexander	Mountain View	Jessica Martinez
Alta Vista	Luz Mariscal	Ocotillo	Blanca Zavalza
Arroyo	Shauna Bryan	Orangewood	Ima Jean Dolan
Cactus Wren	Sofia Ramirez	Palo Verde	Deena McGlade
Chaparral	Angela Harris	R. E. Miller	Marie Bebee
Cholla	Monica Ramirez	Roadrunner	Pam Talarico
Desert Foothills	Lolly Ramsdell	Royal Palm	Robbin Leivas
Desert View	TBH	Sahuaro	Robin Bence
Ironwood	Tina Cabral	Shaw Butte	Bonnie Duran
John Jacobs	Esther Heath	Sunburst	Diane Gasparini
Lakeview	Vayna Nelson	Sweetwater	Norma Sanner
Lookout Mountain	Audrey Damon	Sunnyslope	TBH

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve David Velazquez and Elizabeth Martinez as Student Activities Treasurers for student activity funds for the 2014-2015 school year and assistant treasurers for each school/site as presented.

Superintendent



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

Agenda Item *II.J.

***Student Activity Treasurer for 2014-2015**

June 12, 2014

Page 2

Manzanita	Lorraine Lee	Sunset	Diana Blevins
Maryland	TBH	Tumbleweed	Sherryann Cote
Moon Mountain	Diane Williams	Abraham Lincoln	Lisa Wilson
Mountain Sky	Kelli Knox	Washington	Maria Camacho

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

It is further recommended that the Office Managers to be hired (TBH) and any school office managers hired during the 2014-2015 school year are duly appointed as assistant student activities treasurers.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: June 12, 2014 Information
 AGENDA ITEM: *Petty Cash Accounts for 2014-2015 1st Reading

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

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

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

SUPPORTING DATA

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

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

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

- School Offices: \$25.00 per site (32 schools = \$800.00)
- Academic Support Programs (KidSpace): \$50.00 per site (24 sites = \$1,200.00)
- District Departments: \$100.00 per department - Maintenance, Nutrition Services, Materials Management, Transportation, Superintendent's Office: (5 departments = \$500.00)
- District Departments: \$50.00 per department - Academic Services, Business Services, Communication Services, Academic Support Services, Human Resources, Management Information Systems, Head Start, Print Services and Special Services (9 departments = \$450.00)

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the disbursement of petty cash funds as presented for 2014-2015 in a total amount not to exceed \$2,950.00.

Superintendent: 

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

Agenda Item *II.K.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
 1st Reading
AGENDA ITEM: *Reauthorization of Revolving and Change Funds for 2014-2015
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-1101, 15-1154

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

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

Change funds are used to make change for school lunches throughout the year and are divided among the schools for their use. Change funds are also established for school offices for providing change for various school events and athletic activities. Payment of expenditures from change funds shall not be permitted.

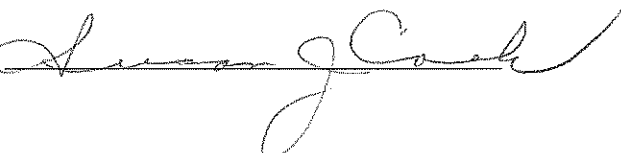
The amounts requested for approval this year are:

General Revolving Fund	\$10,000.00	
Food Service Change Fund	\$ 1,400.00	
School Office Change Fund	\$ 2,200.00	(\$50 per K-5/6 sites for 20 schools) (\$100 per K-7/8 and Middle school sites for 12 schools)

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board authorize a revolving fund for the General Fund in the amount of \$10,000.00, a Food Service Change Fund in the amount of \$1,400.00 and a School Office Change Fund in the amount of \$2,200.00 for the 2014-2015 fiscal year and further designate the Accounting Manager as the custodian of these funds.

Superintendent 

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

Agenda Item *II.L.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: June 12, 2014 Information
 AGENDA ITEM: *Reauthorization of Bank Accounts and Signers 1st Reading

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

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

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

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

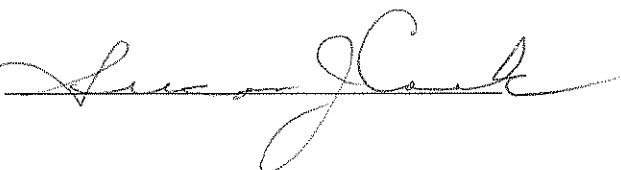
In accordance with the Uniform System of Financial Records VI-C-2, governing boards may authorize establishment of specific bank accounts and they must be used only for their intended purpose. Washington Elementary School District (WESD) maintains the following bank accounts and authorization is requested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

District Revolving Fund	ARS 15-1101
Miscellaneous Receipts Clearing Fund (general fund)	ARS 15-341.A.21
Food Service Clearing Account	AG Opinion I60-35
Auxiliary Operations Fund	ARS 15-1126
Student Activities Clearing Account	ARS 15-1122
Payroll Direct Deposit/ ACH Vendor Payments	ARS 15-1221
Employee Flexible Benefit Account	ARS 15-1223
Employee Benefits Trust/ACH	ARS 15-1223
Workmen's Compensation Fund	ARS 15-1223
Payroll Federal Withholding Taxes	USFR page VI-H-8

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board reauthorize the recommended bank accounts as presented and approve the recommended signers for all approved bank accounts established for Washington Elementary School District at Wells Fargo Bank.

Superintendent



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

Agenda Item *II.M.

***Reauthorization of Bank Accounts and Signers**

June 12, 2014

Page 2

The clearing accounts are typically accounts where money is deposited by schools during the month and one check is written each month after reconciliation to clear the account for deposit with the Maricopa County Treasurer. The revolving and auxiliary accounts utilize checks issued as needed and usually do not exceed \$500.00 for any single check.

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

Cathy Thompson	Director of Business Services
David Velazquez	Director of Finance
Elizabeth Martinez	Accounting Manager
Karen Erwin-Mikulski	Payroll Manager

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments 1st Reading
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 12-1602

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

Each fiscal year, the Maricopa County Superintendent of Schools requires an updated Resolution with current Governing Board member signatures if the District wishes to continue having the County Superintendent of Schools process employee garnishments.

The Maricopa County Superintendent of Schools currently charges \$50.00 for each employee garnishment order received and processed. The fee is a one-time set-up fee to the District because the Maricopa County Superintendent of Schools office responds to the agencies, courts, creditors and debtors in accordance with the laws governing the garnishment orders. The \$50.00 fee cannot be passed on to the employee. If the employee submits documentation to have the garnishment released or to make alternative payment arrangements prior to the garnishment being enforced, the processing fee is reduced to \$25.00. The Maricopa County Superintendent of Schools processes each employee garnishment every payday, for the life of the order.

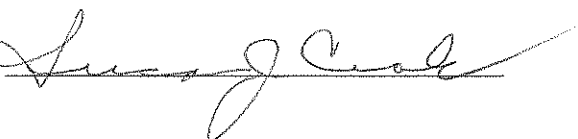
The following information provides support for the continuation of this service :

- ARS 12-1602 allows a school district to designate the County Superintendent of Schools as the chief disbursing officer for their school district.
- The District has been using this service since at least 1993.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the resolution appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all garnishment of wages made upon any District employee.

Superintendent



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

Agenda Item *II.N.

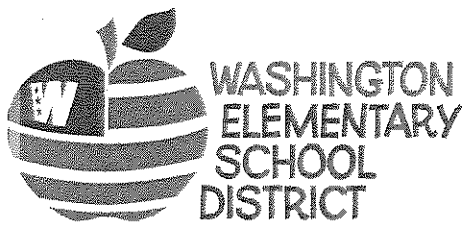
***Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments**

June 12, 2014

Page 2

- The Maricopa County Superintendent of Schools has a department solely dedicated to processing employee garnishments for school districts. An employer can be held liable, in full or in part, for failing to properly comply with legal garnishment orders. The District has never been held liable for failure to comply with an employee garnishment processed by the Maricopa County Superintendent of Schools. It is a testament to the level of efficiency and professionalism it has maintained when handling the sensitive, private, and confidential matter of employee garnishments.
- Due to the various types of employee garnishments, their complexities, and their potential legal liabilities, appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all employee garnishments is the most cost-effective method available and it also serves the best interests of the District and its employees.

The attached resolution appoints the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all garnishment of wages made upon any employee of the District.



Finance Department

David Velazquez, Director

4650 W. Sweetwater Ave. • Glendale, AZ 85304

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david.velazquez@wesdschools.org • wesdschools.org

GOVERNING BOARD
WASHINGTON SCHOOL DISTRICT NO.6

MARICOPA COUNTY ARIZONA

RESOLUTION

In accordance with Arizona Revised Statute 12-1602, the Governing Board of Washington School District No.6 of Maricopa County, Arizona, hereby requests and appoints the Maricopa County Superintendent of Schools as Chief Disbursing Office for all garnishment of wages made upon any employee of this District.

Passed and adopted this 12th Day of June 2014.

GOVERNING BOARD
WASHINGTON ELEMENTARY SCHOOL DISTRICT NO.6
OF MARICOPA COUNTY, ARIZONA

President

Vice President

Member

Member

Member

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Resolution Authorizing the Execution of Warrants Between Board Meetings 1st Reading
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARD 15-321 (G); DK

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

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

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

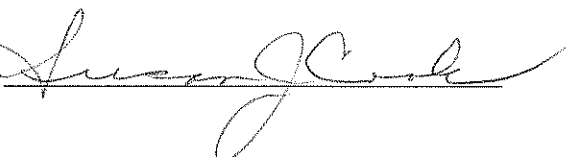
Through the adoption of Policy DK, the Board has directed prompt payment of salaries and bills. In order to accomplish this, the Governing Board may ratify the payment of salary and other expenses between Board meetings. A.R.S. §15-321(G) authorizes the Governing Board to adopt a resolution for this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

Attached is the proposed resolution.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board adopt the Resolution authorizing the execution of warrants between Board meetings for the 2014-2015 fiscal year.

Superintendent



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

Agenda Item *II.O.

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District during the 2014-2015 fiscal year in accordance with the provisions of A.R.S. §15-321.

This resolution was moved, seconded, and passed at a meeting of the Washington Elementary School District No. 6 Governing Board on June 12, 2014.

ATTEST:

President

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *Signatories for Payroll and Expense Warrants for 2014-2015 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 15-914.01

SUPPORTING DATA


Funding Source: N/A
Budgeted: N/A

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

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

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.P.

RESOLUTION

COMES NOW the Governing Board of School District Number 06 (Washington Elementary) of Maricopa County, Arizona and herewith respectfully represents that on the 12th day of June, 2014, at a Governing Board meeting, upon motion duly made, second it and carried with a vote of _____ "Ayes" and _____ "Nays" this board

RESOLVED THAT:

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

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

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

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

Dated this 12th day of June, 2014

President

Vice President

Member

Member

Member

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 Information
AGENDA ITEM: *District Representative for Procurement Protests for Fiscal Year 2014-2015
INITIATED BY: Howard Kropp, Director of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, R7-2-1006, R7-2-1001.32, R7-2-1147 and R7-2-1181

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

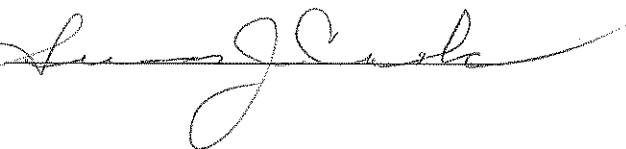
Pursuant to R7-2-1006, the Governing Board shall designate a District representative, as defined in R7-2-1001.32, to resolve bid protests. All bids issued by the District shall include the name of the District representative and shall indicate that any bid protest must be filed with the District representative.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

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

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.Q.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: June 12, 2014 Information
 AGENDA ITEM: *Renewal of Lease Agreements with Faith United Methodist Church and Royal Palm Baptist Church for 2014-2015 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DDB

SUPPORTING DATA

Funding Source: Civic Center Fund
 Budgeted: Yes

Pursuant to Board policy DDB, requiring annual review of rental fees, it has been determined that the District will again need to lease from Faith United Methodist Church and Royal Palm Baptist Church. The lease rate for both entities remains the same as last year.

The following existing agreements for WESD are effective July 1, 2014 through June 30, 2015.

Tenant	Location	2014-2015 Renewal Amount	Inception of Agreement	Proposed Expiration Date	Purpose
WESD	Faith United Methodist Church 8640 North 19 th Avenue Phoenix, AZ 85021	\$13,500.00	8/7/97	06/30/15	Portables/ R.E.M. Parking Easement
WESD	Royal Palms Baptist Church 8802 North 19 th Avenue Phoenix, AZ 85021	\$2,000.00	11/20/97	06/30/15	R.E.M Student Pick Up/Drop Off
TOTAL		\$15,500.00			

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the renewals of the annual WESD Lease Agreements with Faith United Methodist Church and Royal Palm Baptist Church, and authorize the Superintendent to execute the necessary documents on behalf of the District.

Superintendent



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

Agenda Item *II.R.



**WASHINGTON
ELEMENTARY
SCHOOL
DISTRICT**

Business Services

Cathy Thompson, Director

4650 W. Sweetwater Ave. • Glendale, AZ 85304

602-347-2615 • Fax: 602-347-2737

cathy.thompson@wesdschools.org • wesdschools.org

May 15, 2014

Mr. Jerry Dotto
Faith United Methodist Church
8640 N. 19th Avenue
Phoenix, AZ 85021

RE: Lease of property – 8640 N. 19th Avenue

Dear Mr. Dotto:

The Washington Elementary School District is in the process of reviewing leases for renewal consideration for 2014-15. We would like to renew the lease dated July 1, 2013 at the rate of \$13,500. The renewal will be in effect July 1, 2014 through June 30, 2015.

All terms and conditions set forth in the lease dated July 1, 2013 and rules and regulations shall apply. This agreement is subject to cancellation pursuant to ARS 38-511.

If you agree with this renewal, please sign below and return both copies at your earliest convenience, but no later than May 30th, 2014. An original signed copy will be mailed to you pending Governing Board approval.

Sincerely,

Cathy Thompson

**Washington Elementary School District #6
Business Services
4650 W. Sweetwater Ave.
Glendale, AZ 85304**

**Faith United Methodist Church
8640 N. 19th Avenue
Phoenix, AZ 85021**

Tenant:

Owner:

Dr. Susan Cook
Superintendent

Chairman, Board of Trustees

Date: _____

Vice Chairman, Board of Trustees

Date: 05/22/14

Governing Board: Tee Lambert, President • Bill Adams, Vice President
Clorinda Graziano, Member • Aaron Jahneke, Member • Chris Maza, Member

Dr. Susan J. Cook, Superintendent



8802 N. 19th Ave.
Phoenix, AZ 85021
(O) 602-944-3306
(F) 602-943-3462
www.royalpalms.org

May 2, 2014

Washington Elementary School District
Jared Nelson
Business Services
Washington Elementary School District

Mr. Jared Nelson,

Re: Use of Royal Palms Baptist Church west parking
Vendor # 91180

The Washington School District No.6 agrees to pay Royal Palms Baptist Church for the non-exclusive use of the west parking lot and the Alice Ave. entrance (not 19th Ave.) for the 2014-2015 school-year. The annual fee of \$2,000 is due in advance. This contract is renewable annually.

We require proof of liability coverage by WESD for children or parents injured on that lot while picking up or dropping off children; as well as, any time they might use the lot to attend a school function or do any other business with the school/district.

Please contact me with any concerns.

Sincerely,

Margaret Kerr,

Terms of this agreement accepted by:

Washington Elementary School District

Date

Margaret Kerr, Church Clerk, RPBC
margaret.kerr@qwestoffice.net

Date

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: June 12, 2014 Information

AGENDA ITEM: *Acceptance of the Lowe's Toolbox For Education Grant in the Amount of \$2,225.00 and the Verizon Foundation Grant in the Amount of \$1,750.00 1st Reading

INITIATED BY: Kathleen McKeever, Director of Academic Support Programs SUBMITTED BY: Kathleen McKeever, Director of Academic Support Programs

PRESENTER AT GOVERNING BOARD MEETING: Kathleen McKeever, Director of Academic Support Programs

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DDA

SUPPORTING DATA

Funding Source: Grants
Budgeted: Yes

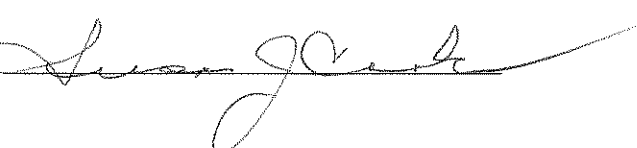
In accordance with Board policy, the Governing Board is advised that the following grants have been received in support of Washington Elementary School District students, parents, and staff.

Funder	Location	Amount	Purpose
Lowe's Toolbox For Education Grant	Sunset (N)	\$2,225.00	Interior Rugs
Verizon Foundation	Orangewood (N)	\$1,750.00	Sports Program

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the acceptance of the Lowe's Toolbox For Education Grant in the amount of \$2,225.00 and the Verizon Foundation Grant in the amount of \$1,750.00 and authorize the Superintendent to execute all necessary documents.

Superintendent 

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

Agenda Item *II.S.

TO:	Governing Board	<u> X </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Discussion
		<u> </u>	Information
DATE:	June 12, 2014	<u> </u>	1st Reading
AGENDA ITEM:	<u>*Proposed Governing Board Meeting Dates for the 2014-2015 School Year</u>		
INITIATED BY:	<u>Dr. Susan J. Cook, Superintendent</u>	SUBMITTED BY:	<u>Dr. Susan J. Cook, Superintendent</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Dr. Susan J. Cook, Superintendent</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	BE and ARS 15-321		

Funding Source: N/A
Budgeted: N/A

SUMMARY AND RECOMMENDATION

Superintendent

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

70.

“DRAFT”

Washington Elementary School District Governing Board Meeting Schedule 2014-2015

Meeting Dates:	Time:	Location:
July 10, 2014	7:00 p.m.	Governing Board Room
August 28, 2014	7:00 p.m.	Governing Board Room
September 11, 2014	7:00 p.m.	Governing Board Room
September 25, 2014	7:00 p.m.	Governing Board Room
October 16, 2014	7:00 p.m.	Governing Board Room
November 13, 2014	7:00 p.m.	Governing Board Room
December 11, 2014	7:00 p.m.	Governing Board Room
January 8, 2015	7:00 p.m.	Governing Board Room
January 22, 2015	7:00 p.m.	Governing Board Room
February 12, 2015	7:00 p.m.	Governing Board Room
February 26, 2015	7:00 p.m.	Governing Board Room
March 12, 2015	7:00 p.m.	Governing Board Room
April 9, 2015	7:00 p.m.	Governing Board Room
April 23, 2015	7:00 p.m.	Governing Board Room
May 14, 2015	7:00 p.m.	Governing Board Room
May 28, 2015	7:00 p.m.	Governing Board Room
June 11, 2015	7:00 p.m.	Governing Board Room
June 25, 2015	7:00 p.m.	Governing Board Room

* Regular Governing Board meetings start at 7:00 p.m. and are held in the Governing Board Room at the Administrative Center – 4650 West Sweetwater Avenue.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 12, 2014 X Information
AGENDA ITEM: *First Reading of Proposed Amended Board Policies GBED – Smoking by Staff Members, JICG – Tobacco Use by Students and KFAA – Smoking on School Premises at Public Functions 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: BGB

SUPPORTING DATA

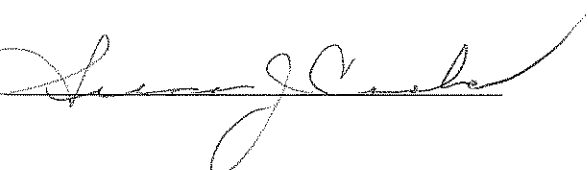
Funding Source: N/A
Budgeted: N/A

Because of the creation and use of tobacco substitutes, electronic cigarettes, other chemical inhalation devices and vapor products, it has become necessary to amend Policies GBED – Smoking by Staff Members, JICG – Tobacco Use by Students and KFAA – Smoking on School Premises at Public Functions to prohibit the possession, use and sale of such devices by students, staff, parents and community members on District property. The attached are the affected Policies and Exhibit JK-ED that include the appropriate revisions.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policies GBED – Smoking by Staff Members, JICG – Tobacco Use by Students and KFAA – Smoking on School Premises at Public Functions.

Superintendent 

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

Agenda Item *II.U.

SMOKING BY STAFF MEMBERS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 13-3622
 15-341
 15-712
 36-798.03
 20 U.S.C. 6083

CROSS REF.: JICG – Tobacco Use by Students
 KFAA – Smoking on School Premises at School Functions

TOBACCO USE BY STUDENTS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

Adopted: ~~date of manual adoption~~

LEGAL REF.: A.R.S. 13-3622
 15-341
 36-798.03
 20 U.S.C. 6083

CROSS REF.: GBED – Smoking by Staff Members
 KFAA – Smoking on School Premises at Public Functions

SMOKING ON SCHOOL PREMISES AT PUBLIC FUNCTIONS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the School.
- Established in accord with Arizona Revised Statute 15-712.

No person shall smoke marijuana in any public place.

Adopted: ~~October 13, 2012~~

LEGAL REF.: A.R.S. 13-3622
 15-341
 15-712
 36-2802
 36-798.03

20 U.S.C. 6083

20 U.S.C. 7181

20 U.S.C. 7183

CROSS REF.: GBED – Smoking by Staff Members
JICG – Tobacco Use by Students
KFA – Public Conduct on School Property

EXHIBIT**EXHIBIT****STUDENT DISCIPLINE****A GUIDE TO DISCIPLINARY ACTIONS****(Disciplinary Action Chart)**

This is a progressive discipline policy, which means that each successive offense merits a stronger consequence. Action taken by the school authority will fall between the minimum and maximum category identified on the enclosed disciplinary action chart. Employment of discipline alternative is at the discretion of the school authority.

	Range	First Offense	Repeated or Flagrant Offense
Absence/Tuancy	Minimum Maximum	C F	C K
Alcohol Possession/Use	Minimum Maximum	H I	K L
Alcohol Selling/Providing	Minimum Maximum	H L	May be subject to expulsion for the first offense
Arson* Setting a Fire	Minimum Maximum	I L	May be subject to expulsion for the first offense
Battery*/Physical Assault	Minimum Maximum	C L	May be subject to expulsion for the first offense
Bullying	Minimum Maximum	H K	K L
Bus Misconduct	Minimum Maximum	A K	F L
Cheating or Plagiarism	Minimum Maximum	A F	C K
Closed Campus	Minimum Maximum	F H	F K
Defiance of Authority	Minimum Maximum	B H	C L
Destruction of Property*/**	Minimum Maximum	H K	K L
Disorderly Conduct*	Minimum Maximum	A H	C L

EXHIBIT**EXHIBIT**

Drugs* Possession/Use	Minimum Maximum	H K	May be subject to expulsion for the first offense
Drugs* Selling/Providing	Minimum Maximum	H L	May be subject to expulsion for the first offense
Explosive Device – use	Minimum Maximum	E L	May be subject to expulsion for the first offense
Explosive Device – possession	Minimum Maximum	D L	May be subject to expulsion for the first offense
Extortion*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Fighting* – with a weapon	Minimum Maximum	H L	May be subject to expulsion for the first offense
Fighting – without a weapon	Minimum Maximum	D L	H L
Firearms – use	Minimum Maximum	C L	May be subject to expulsion for the first offense
Firearms – possession	Minimum Maximum	C L	May be subject to expulsion for the first offense
Forgery*/Dishonesty	Minimum Maximum	C G	C K
Gambling*	Minimum Maximum	A H	C K
Gang Association/Activity	Minimum Maximum	A L	K L
Gang Clothing, Symbols, Paraphernalia	Minimum Maximum	A G	G K
Hate Crime/Racial Harassment*	Minimum Maximum	H K	K L
Harassment	Minimum Maximum	A G	E I
Intimidation	Minimum Maximum	H K	K L
Littering*	Minimum Maximum	A E	C G
Loitering	Minimum Maximum	A F	G H

EXHIBIT**EXHIBIT**

Physical Aggression	Minimum Maximum	A G	C I
Possession of a Dangerous Object/Prohibited Items	Minimum Maximum	G L	May be subject to expulsion for the first offense
Profanity	Minimum Maximum	A F	G I
Robbery* – with a weapon	Minimum Maximum	G L	May be subject to expulsion for the first offense
Robbery* – without a weapon	Minimum Maximum	G L	May be subject to expulsion for the first offense
Sex Offenses*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Sexual Battery*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Sexual Harassment*	Minimum Maximum	G K	K L
Tardiness	Minimum Maximum	A B	C K
Theft – under \$10.00	Minimum Maximum	C F	F H
Theft/Larceny* – over \$10.00	Minimum Maximum	C K	K L
Threat of Physical Attack* - with a weapon	Minimum Maximum	G L	May be subject to expulsion for the first offense
Threat of Physical Attack – without a weapon	Minimum Maximum	C H	E J
Threat to an Educational Institution*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Tobacco Use or Possession*	Minimum Maximum	E H	H K
Trespassing	Minimum Maximum	A J	I L
Vandalism – destruction of property	Minimum Maximum	F K	G L
Verbal Abuse	Minimum Maximum	A H	C K

EXHIBIT**EXHIBIT**

Weapons* - possession	Minimum Maximum	C L	May be subject to expulsion for the first offense
Weapon* - use	Minimum Maximum	C L	May be subject to expulsion for the first offense

* Offenses are a violation of local, state or federal law. School authorities may notify appropriate police authorities. Such consequences are apart and in addition to those taken by the school.

** In cases of theft and destruction of property, restitution is mandatory.

Multiple offenses in a combination of categories may result in long-term suspension or expulsion.

Legend of Action Categories

- A. Conference with school official (i.e., teacher, counselor, administrator) who will attempt to reach an agreement with the student as to acceptable behavior.
- B. Formal conference between the student and one (1) or more school officials. A record is kept of the student's commitment to corrective behavior.
- C. Parental involvement by telephone, letter, or personal conference.
- D. Temporary or permanent removal from class means the student is not to attend one (1) or more classes for a specified period of time. During this period of removal, the student may be assigned appropriate on-campus duties or alternative classes.
- E. Out-of-school detention means the student is detained before school, during lunch period, or after school for a specific purpose.
- F. Appropriate individualized assignment and/or loss of privilege means the school official devises an assignment to fit the offense and/or the school official removes from the student one (1) or more privileges usually associated with the offense.

EXHIBIT**EXHIBIT**

- G. In-school suspension (one [1] to five [5] days) means the student is removed (suspended) from class(es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day detention may be employed as an alternative (grade 8).
- H. Out-of-school suspension (one [1] to five [5] days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Saturday or another day detention may be employed as an alternative (grade 8). Students must remain off campus for the duration of the suspension.
- I. Out-of-school suspension (six [6] to ten [10] days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Such action may precede recommendation for expulsion. Students must remain off campus for the duration of the suspension.
- J. Immediate suspension means the student shall be removed from campus due to clear and present danger to any or all concerned. Students must remain off campus for the duration of the suspension.
- K. Long-term suspension means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum ten (10) days. The Superintendent, after careful consideration of the facts of the case, may extend the suspension until a succeeding Governing Board meeting where the Board will act on the Superintendent's recommendation. As with any suspension, due process must be followed. The parent may appeal the recommendation by filing a written appeal with the Superintendent before the Governing Board takes action. Students must remain off campus for the duration of the suspension.
- L. Expulsion is the permanent removal from all Washington schools (see due process procedures).

Definition of Offenses

The Washington Elementary School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment.

EXHIBIT**EXHIBIT**

For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and would interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement, and maintaining an appropriate learning and behavioral environment.

The following section is most appropriate to high school students; however, the same expectations are held for K-8 students. According to Arizona law (ARS 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school sponsored activities.

It is the student's obligation to report dangerous objects such as knives, explosives, weapons, and/or illegal substances to the principal.

Absence/Truancy

Being absent from school or individual classes without the knowledge of the parents or without permission of the school.

Alcohol – Possession/Use

The violation of laws or ordinances associated with the possession or use of intoxicated alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events, and on school-sponsored transportation.

Alcohol – Selling/Providing

The violation of laws or ordinance prohibiting the manufacture, sale, purchase, transporting of intoxicating alcoholic beverages or substances represented as alcohol. This would include selling or providing at school, school-sponsored events, and on school-sponsored transportation.

Arson – Setting a Fire

Unlawful and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device and/or intentional burning of property belonging to the school, school personnel, or another person on campus. Firecrackers, fireworks, and trashcan fires would be included in this category if the

EXHIBIT**EXHIBIT**

use of such are/were contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included in the Weapon category.

Battery/Physical Assault

An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or “beats up on” another individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. Battery also includes the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes. This category is used only when the attack is serious enough where the intent is to do bodily harm to someone and warrants calling security or the police. Administrators will consider age and developmentally appropriate behavior before using this category. Examples include striking that causes bleeding, a broken nose, and kicking while a student is on the ground.

Bullying

Habitual harmful behavior that is deliberate and repetitive over time that involves an imbalance of power that can be verbal (threats, name calling, spreading rumors), physical (pushing, hitting, kicking), emotional (excluding, tormenting), racist (racial taunts) or involve rude gestures.

Bus Misconduct

Failing to follow district bus rules and regulations.

Cheating or Plagiarism

Taking someone else’s work for one’s own, practicing fraud or deception with relation to schoolwork or responsibilities.

Closed Campus

Violating the school’s written closed campus policy.

Defiance of Authority

Refusing to comply with the reasonable request of school officials.

Destruction of Property

Destroying, defacing, or mutilating objects or materials belonging to the school, school personnel, or other persons.

EXHIBIT**EXHIBIT****Disorderly Conduct**

Any act which substantially disrupts the orderly conduct of a school function or behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. Administrators will consider age and developmentally appropriate behavior before using this category.

Drugs – Possession/Use

The unlawful use, cultivation, possession, or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events, and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. Category does not include tobacco or alcohol.

Drugs – Selling/Providing

The unlawful use, cultivation, manufacture, distribution, possession, transportation, sale of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes selling or providing at school, school-sponsored events, and on school-sponsored transportation. Category includes over-the-counter medications. Category does not include tobacco or alcohol.

Explosive Device – Use

An explosive device is any bomb, grenade, mine, rocket, missile, pipe bomb, firecracker, smoke bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.

Explosive Device – Possession

In possession of an explosive device; bomb, grenade, mine, rocket, missile, pipe bomb, firecracker, smoke bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.

Extortion

The solicitation of money, or something of value, from another person in return for protection or in connection with a threat to inflict harm.

EXHIBIT**EXHIBIT****Fighting – With a Weapon**

Mutual participation in a fight involving physical violence with a weapon where there is no one main offender and one major injury on school grounds, at a school bus stop, on a school bus, or during school sponsored activities. Does not include verbal confrontation, tussles or other minor confrontations. Administrators will consider age and developmentally appropriate behavior before using this category.

Fighting – Without a Weapon

Mutual participation in a fight involving physical violence where there is no one main offender and one major injury on school grounds, at a school bus stop, on a school bus, or during school sponsored activities. Does not include verbal confrontation, tussles or other minor confrontations. Administrators will consider age and developmentally appropriate behavior before using this category.

Firearms – Use

The use of a firearm capable of causing bodily harm or property damage. Firearm means an loaded or unloaded gun (operable or inoperable) that will, that is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer; any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge or more than one-fourth (1/4) ounce, min, or similar device; and any combination of parts that could be readily assembled to form a firearm. Includes firearms of any kind including, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun or taser gun.

Firearms – Possession

In possession of a firearm capable of causing bodily harm or property damage. (See Firearms – Use for definition of firearm.)

Forgery/Dishonesty

Writing and/or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance also falls within this category of offense.

Gambling

Participating in games of chance for the purpose of exchanging money or something of value.

EXHIBIT**EXHIBIT****Gang Association/Activity**

Gang-type writing/graffiti will not be tolerated and will quickly be removed whether on clothing, skin, notebooks or anywhere else. Any written, verbal, or physical gestures (hand signs) that relate to a gang, including harassment, threatening, or disruption of school activities, is prohibited.

Gang Clothing, Symbols and Paraphernalia

The wearing of hats, bandanas, and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

Hate Crime/Racial Harassment

The use of verbal or physical threats or any language that is racially demeaning or offensive.

Harassment

The persistent or repeated annoying or tormenting of another.

Intimidation

Habitual aggressive behavior that is hurtful or deliberate. Examples include name-calling, sarcasm, spreading rumors, gossip, persistent teasing, graffiti, rude gestures, and abusive comments.

Littering

Leaving or depositing trash in places other than appropriate receptacles.

Loitering

Lingering or wasting time inappropriately.

Physical Assault/Student Confrontation

A verbal or physical interaction between two or more students, which is more severe than “horseplay”, but if undeterred, may lead to a fight. Includes inappropriate arguing, shouting, posturing, shoving, or scuffling. Includes the act of instigating or encouraging the confrontation or fighting between others through rumors, gossip, or relaying inflammatory information.

Possession of Dangerous Object/Prohibited Items

Possession of an item such as matches, poppers, laser pointers, or other objects, which may harm the student or another student.

EXHIBIT**EXHIBIT****Profanity**

Offensive, coarse or vulgar language.

Robbery – With a Weapon

The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force with a weapon. A key difference between robbery and larceny/theft is that a threat or battery is involved in a robbery. An example of robbery is extortion of lunch money.

Robbery – Without a Weapon

The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and larceny/theft is that a threat or battery is involved in a robbery. An example of robbery is extortion of lunch money.

Sexual Offenses

Sexual contact or other unlawful behavior intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place), and obscenity (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness, such as phone calls or other communication, unlawful manufacture, publishing, selling, buying or possessing materials, such as literature or photographs). Examples include entering or downloading pornographic content (words or pictures) onto school computers. Administrators will consider age and developmentally appropriate behavior before using this category. This category does not include swearing or profanity.

Sexual Battery

Forcible sexual assault against the person's will or not forcibly or against a person's will where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity. Includes rape, fondling/touching private body parts of another person, indecent liberties, and child molestation. These incidents are severe enough to warrant calling in law enforcement. Administrators will consider age and developmentally appropriate behavior before using this category.

EXHIBIT**EXHIBIT****Sexual Harassment**

To discriminate against any student in any course or program in any educational institution in the evaluation of academic achievement or providing benefits, privileges, and placement services on the basis of the student's submission to or rejection of sexual advances or requests for sexual favors by administration, staff, teachers, students, or other school board employees.

To create or allow to exist an atmosphere of sexual harassment, defined as deliberate, repeated and unsolicited physical action, gestures, or verbal or written comments of a sexual nature, when such conduct has the proposed effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment. Administrators will consider age and developmentally appropriate behavior before using this category. See Policy ACA, Sexual Harassment, for a full explanation.

Tardiness

Arriving late to class or leaving early without a verified excuse.

Theft (under \$10.00)

The unlawful taking of property of another person without personal confrontation.

Theft/Larceny (over \$10.00)

The unlawful taking, carrying, leading, or riding away of property of another person without threat, violence or bodily harm. Included are pocket-picking, purse or backpack snatching, if left unattended or no force was used to take it from the owner, theft from a building, theft from a motor vehicle or other vehicle parts or accessories, theft of a bicycle, theft from a machine or device which is operated or activated by the use of a coin or token, and all other types of larcenies. Administration will consider age and developmentally appropriate behavior before using this category. NOTE: In the event of theft or damage to personal items brought to school, such as musical instruments, computers, electronic devices, cell phones, etc., are not covered by district insurance.

Threat of Physical Attack – With a Weapon

To unlawfully place another person in fear of bodily harm displaying the weapon.

Threat of Physical Attack – Without a Weapon

To unlawfully place another person in fear of bodily harm without displaying the weapon. Could include verbal threats including threats made in writing, verbally, verbally over the phone or electronically.

EXHIBIT**EXHIBIT****Threat to an Educational Institution**

Interference with or disruption to an educational institution by any of the following:

Causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.

Causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.

Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.

Refusing to obey a lawful order to leave the property of an educational institution.

Tobacco – Possession or Use

The possession, use, distribution, or sale of tobacco products, **tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products** on school grounds, school-sponsored events, and on school-sponsored transportation.

Trespassing

To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by building administrator, or designee of the facility or campus function.

Vandalism/Destruction of Property

Any destruction or damage of district/school or personal property on school grounds or during school-sponsored activities.

Verbal Abuse

Statements that intimidate, threaten, berate, or otherwise harm another person.

EXHIBIT**EXHIBIT****Weapons – Possession**

Possession of any *weapon* or *simulated weapon* to inflict harm on another person or to intimidate any person. A *weapon* means any of the following –

- A *firearm* (see Firearm – Possession/Use for definition).
- A *knife*, other than a folding pocket knife with a blade length of not more than 2 ½ inches that cannot be locked in an open position.
- A *destructive device*, includes any device other than a *firearm* that will, or is designed to, or may be readily concerted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow, or any collection of parts that could be readily assemble to form a *destructive device*.
- A *dangerous instrument*, including anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury. Examples include chains (any not being used for the purpose for which it was normally intended and capable of harming an individual), pipes (any length of metal not being used for the purpose it was normally intended), razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils and pens), nunchakus, brass knuckles, Chinese stars, or billy clubs.
- A *simulated weapon* means an instrument displayed or represented as a weapon.

Weapons – Use

Use or intention of use of any *weapon* or *simulated weapon* to inflict harm on another person or to intimidate any person. (See Weapons – Possession for definition of a *weapon*.)

This list is not all-inclusive. A student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the school administrator or Superintendent.

TO:	Governing Board	<u>X</u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u>X</u>	Discussion Information 1st Reading
DATE:	June 12, 2014		
AGENDA ITEM:	Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2014-2015		
INITIATED BY:	Diana Howsden, Director of Head Start Services	SUBMITTED BY:	Diana Howsden, Director of Head Start Services
PRESENTER AT GOVERNING BOARD MEETING:	Diana Howsden, Director of Head Start Services		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:			

Funding Source: Head Start
Budgeted: Yes



City of Phoenix
Human Services Department
INTERGOVERNMENTAL AGREEMENT (IGA)

This Intergovernmental Agreement (IGA) is hereby entered into by and between the City of Phoenix, a municipal corporation, acting through its Human Services Department, hereinafter referred to as the "City" AND Washington Elementary School District hereinafter referred to as "Contractor". Contract No. _____

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

TERM OF AGREEMENT: 7/1/2014-6/30/2015 Amount: \$2,506,511

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

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

Signature

Signature

Printed Name

part

Moises Gallegos
Printed Name

Title

Acting Human Services Director
Title

Date

Date

ATTEST:

City Clerk

Date: _____

IGA DETERMINATION – CITY

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

APPROVED AS TO FORM:

ACTING

City Attorney

IGA DETERMINATION - CONTRACTOR

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

APPROVED AS TO FORM:

Public Agency Legal Counsel

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

Page 1 of 1, Signature Page



City of Phoenix
Human Services Department

STANDARD TERMS AND CONDITIONS-Intergovernmental Agreement (IGA)

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City of Phoenix
Human Services Department

1. DEFINITION OF TERMS

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

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

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

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

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

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

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

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

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

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

2.0 COMPLIANCE WITH APPLICABLE LAWS

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

2.1 NON-DISCRIMINATION: Contractor is prohibited from discriminating against any applicant, worker, employee, any member of the public, or recipients of benefits because of race, color, religion, sex, national origin, age, or disability nor otherwise commit an unfair employment practice. This includes, but not be limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

Contractor further agrees to incorporate the preceding paragraph in all subcontracts, job-consultant agreements, or subleases of this agreement entered into by Contractor.

Specifically, the following non-discrimination laws apply:

Unless exempt under Federal law, Contractor shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, and State Executive Order No. 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities.

Contractor shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment of qualified persons because of physical or mental disability.



City of Phoenix
Human Services Department

Contractor shall comply with the requirements of the Fair Labor Standards Act of 1938, as amended.

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

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

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

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

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

- 2.2 SMOKING POLLUTION CONTROL MEASURES:** The Contractor shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986, A.R.S. § 36-601-01, and the Pro-Children Act of 1994, 20 USC 7183 (which prohibits smoking in any indoor facility or portion of a facility [owned, leased, or contracted for] used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18). These laws regulate smoking in places of employment and enclosed public places located within the City of Phoenix.
- 2.3 DRUG-FREE WORKPLACE:** The Contractor agrees to comply with the Drug-Free Workplace Act of 1988 (P.L. 100-690). This law requires contractors and subcontractors of federal funds to certify they will provide drug-free workplaces. This certification is a precondition to receiving a contract or grant.
- 2.4 LOBBYING:** The Contractor agrees to comply with the "Disclosure of Lobbying Activities" regulations (P.L. 101-121; 31 U.S.C. 1353). This law requires contractors and grantees of federal funds to certify that no federal funds are used for lobbying activities and provides for penalties for failure to provide this certification. This certification is a requirement for contracting.
- 2.5 DEBARMENT:** The Contractor agrees to abide by Executive Order 12549, Debarment and Suspension (34 CFR, Part 85, Section 85.510, Participant Responsibilities), published as Part VII of the May 26, 1988, Federal Register (pages 19159-19211).



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- 2.6 LEGAL WORKER:** As required by A.R.S. §41-4401, Contractor agrees to comply with all federal immigration laws and regulations that relate to its employees and/or subcontractors' employees, and their compliance with A.R.S. §23-214, subsection A. Contractor also agrees that any violation of this requirement shall be deemed a material breach of the contract that is subject to penalties up to and including termination of the contract. Contractor acknowledges that City retains the legal right to inspect the papers of its contractor or subcontractor employees that work on the contract to verify such compliance.
- 2.7 FEDERAL IMMIGRATION AND NATIONALITY ACT:** Contractor shall comply with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees during the contract term. Contractor shall maintain Employment Eligibility Verification Forms (I-9) as required by the U.S. Department of Labor. At the City's discretion, the City may request verification of compliance. If the Contractor does not comply with this requirement, the City retains the right to pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. Contractor shall bear all costs necessary to verify compliance.
- 2.8 CRIMES AGAINST CHILDREN:** Contractor shall comply with the requirements related to reporting to a peace officer or child protective services incidents of crimes against children as specified in A.R.S. §13-3620.
- 2.9 POLITICAL ACTIVITY:** Contractor shall comply with the requirements of the Hatch Act which restricts political activity of individuals employed by recipient or sub-recipients whose principal employment is in connection with an activity that is financed in whole or in part by grants made by the Federal agency.
- 2.10 BIOLOGICAL AGENTS & TOXINS:** Contractor shall comply with the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) which prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.
- 2.11 SEAT BELT USE:** Pursuant to EO 13043 (4/16/1997), Increasing the Use of Seat Belts in the US, Contractors are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.
- 2.12 EQUAL EMPLOYMENT OPPORTUNITY:**
A. In order to do business with the City, Contractor must comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Contractor will direct any questions in regard to these requirements to the Equal Opportunity Department, (602) 262-6790.

For Contractor with more than 35 employees:

- B. Any Contractor in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit an unfair employment practice. The Contractor will ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability. Such action shall include but not be limited to the following: Employment,



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promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The Contractor further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract. Contractor further agrees that this clause will be incorporated in all subcontracts, job-consultant agreements or subleases of this agreement entered into by Contractor. The Contractor further agrees not to discriminate against any worker, employee or applicant, or any member of the public, because of sexual orientation or gender identity or expression and shall ensure that applicants are employed, and employees are dealt with during employment without regard to their sexual orientation or gender identity or expression.

C. Documentation. Contractor may be required to provide additional documentation to the Equal Opportunity Department affirming that a nondiscriminatory policy is being utilized.

D. Monitoring. The Equal Opportunity Department shall monitor the employment policies and practices of Contractor subject to this article as deemed necessary. The Equal Opportunity Department is authorized to conduct on-site compliance reviews of selected firms, which may include an audit of personnel and payroll records, if necessary.

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

In addition, City of Phoenix Administrative Regulation 4.45 requires Contractors and/or its contract workers, if performing work for, or on behalf of the City, shall be required to obtain background checks.

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

3.0 CONTRACT ADMINISTRATION AND OPERATION

3.1 RELATIONSHIP OF PARTIES/EMPLOYEE DISCLAIMER: In all matters relating to this agreement each party hereto shall be solely responsible for the acts of its employees and agents, and employees or agents of one party shall not be considered employees or agents of the other party. Except as otherwise provided herein, no party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other party. Nothing in this agreement is intended to create or constitute a joint venture, partnership, agency, trust, or other association of any kind between the parties or persons referred to herein.

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

3.3 RETENTION, INSPECTION, AUDIT, AND COPYING OF RECORDS: Consistent with Arizona



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

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

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

- A. Adequate identification of the service provided and each service recipient's application for contract and subcontract activities;
- B. Personnel records which contain applications for employment, job titles and descriptions, hire and termination dates, a copy of the fingerprint clearance card, wage rates, and effective dates of personnel actions affecting any of these items;
- C. Time and attendance records for individual employees to support all salaries and wages paid;
- D. Records of the source of all receipts and the deposit of all funds received by the Contractor;
- E. Original invoices, statements, sales tickets, billings for services, deposit slips, etc, and a cash disbursement journal and cancelled checks to reflect all disbursements applicable to this contract;
- F. A complete general ledger with accounts for the collection of all costs and/or fees applicable to the contract; and
- G. Copies of lease/rental agreements, mortgages and/or any other agreements which in any way may affect contract expenditures.

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

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

A. Sub recipient - Federal Funds over \$500,000

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

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



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B. Sub recipient– Federal Funds under \$500,000

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

C. For-profit Sub recipient

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

D. Vendor

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

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

3.6 VISITATION AND INSPECTION: Contractor's or subcontractor's facilities, services and individuals served, pertaining to the contract shall be available for visitation, inspection by the City and any other appropriate agent of the City, State, or Federal Government. At the discretion of the City, visitation and inspection may occur at any time during regular business hours, announced or unannounced. If the Department deems it to be an emergency situation, City may at any time visit and inspect the Contractor's or subcontractor's facilities, services and individuals served.

3.7 PROFESSIONAL STANDARDS: Contractor shall deliver contract services in a humane and respectful manner, and in accordance with any and all applicable professional accreditation standards. Levels of staff qualifications, applicable licenses, permits, and authority required must be maintained as presented in the contract.

3.8 CONFIDENTIALITY AND DATA SECURITY: Contractor shall observe and abide by all applicable City, State and Federal statutes, rules, and regulations regarding use or disclosure of information including, but not limited to personally identifying information/data, substance abuse, alcohol abuse, mental health, and/or HIV AIDS, concerning applicants for and recipients of contract services. To the extent permitted by law, Contractor shall release information to the City as required by the terms of this contract, by law, or upon request. In addition, Contractor shall acknowledge they are prohibited from releasing information to other independent parties, and from using the information for any purpose other than it was originally intended.

All data, regardless of form, including originals, images and reproductions, prepared by, obtained by, or transmitted to Contractor related to this Agreement is confidential, proprietary information owned by the City. Unless as specifically provided in this Agreement, the Contractor shall not disclose data generated in the performance of the service to any third person without the prior written consent of the City Manager, or his/her designee.



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Contractor shall secure and protect personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, at all times to avoid unauthorized access. At a minimum, Contractor must encrypt and/or password-protect electronic files and includes data stored on laptop computers, computerized devices, or removable storage devices. When this data is no longer required, Contractor shall redact or destroy the data through appropriate and secure methods that ensure it cannot be viewed, accessed, or reconstructed.

In the event that the data is believed to have been compromised, Contractor shall notify the Department Director immediately, and is prohibited from notifying the individuals affected by the breach without prior written consent of the City. Contractor shall agree to reimburse City for any costs incurred to investigate potential breaches of the data, and where applicable, the cost of notifying individuals that are affected by the breach. Contractor shall also acknowledge that it will be responsible for any costs the City incurs to defend itself, including attorneys' fees, and for monetary damages or penalties the City is assessed as a result of breaches of information resulting from Contractor's negligence.

Contractor further agrees to incorporate the preceding paragraph in all subcontracts, job-consultant agreements, or subleases of this agreement entered into by Contractor.

It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court and may result in immediate termination of this Agreement without notice.

3.9 COMPETITIVE BIDDING: If the purchase of supplies and equipment has been authorized in the contract, Contractor shall procure all such items at the lowest practicable cost and shall purchase all non-expendable items costing \$1,000 or more and having a useful life of more than one year, through a generally accepted and reasonable competitive bidding process. Any procurement in violation of this provision shall be considered a financial audit exception. Contractor shall expend City funds in a manner that would serve the public interest and honor the public trust.

3.10 CAPITAL EQUIPMENT:

- A. If the contractor is authorized to purchase capital equipment or receives capital equipment from the City, it shall be itemized in the contract for utilization in the delivery of contract services. If capital equipment is purchased as authorized by this contract, the Contractor shall maintain complete and up-to-date inventory records for all capital equipment purchased hereunder. Capital equipment specifically designated to be purchased within this contract, in whole or in part with City funds, shall be reported in accordance with City inventory policies and procedures. The Contractor shall report capital equipment purchased with contract funds to the City within thirty (30) days of purchase and submit the capital equipment inventory form to the person designated by the City to receive notices, and shall perform an annual inventory of all capital equipment purchased with City funds or received from the City.
- B. The City shall retain an equitable interest equal to the purchase price paid, or a fair estimate or appraisal of current market value, whichever is less, in all capital equipment purchased under this contract. The City shall be included as a co-insured on any insurance policy that covers capital equipment purchased under this contract.
- C. The Contractor shall not dispose of any capital equipment purchased under this contract without the prior written consent of the City. Such consent, if given, may include direction as to the means of disposition and the utilization of proceeds, including any necessary adjustments to the contract.



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- D. Upon termination of this contract, any capital equipment purchased under this contract shall be disposed of as directed by the City, and if sold, the City shall be compensated in the amount of its equitable interest.
- E. Contractors who are authorized to purchase computer hardware and/or software for use in contract services, or who receive donated hardware or software, must maintain a Computer Policy Manual defining regulations related to computer hardware/software.
- F. Contractor shall maintain all equipment purchased with City funds according to the manufacturer's recommended maintenance schedule unless otherwise permitted in writing by the City.

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

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

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

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

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

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

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

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

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



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use of any copyrighted material.

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

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

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

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

4.0 COSTS AND PAYMENTS

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

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

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

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

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



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actual lawful damages in any court of law.

4.4 SUBSTANTIAL INTEREST DISCLOSURE:

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

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

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

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

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

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

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

Under no circumstances shall the City authorize payment to the Contractor that exceeds the Reimbursement Ceiling stated in the contract without an amendment to this contract in



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accordance with the Amendment section of these terms and conditions. Under no circumstances shall the City make payment to the Contractor for services performed prior to or after the term of the contract without timely extension or renewal of the contract.

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

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

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

5.0 CONTRACT CHANGES

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

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

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

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

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

1. Change of address, telephone number, email, fax number;



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2. Change of Contractor's authorized signatory or his/her designee;
3. Change in the name and address of the designated representatives to which notices are to be sent;
4. Changes in contract related personnel positions of the Contractor which do not affect staffing ratios or staff qualifications required under this contract.
5. Change in the name of the Contractor where the ownership remains the same.
6. In Cost Reimbursement or Unit Fee contracts, whenever there is less than a 10% increase or decrease in any budget category.

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

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

6.0 RISK AND LIABILITY

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

6.2 Insurance Requirements for Governmental Parties to an IGA:
None.

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

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

6.3 FORCE MAJEURE:

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

Force Majeure shall not include the following occurrences:

- 6.3.2 A. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
- B. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and conditions; or



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C. Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.

6.3.3 If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

6.3.4 Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

7.0 CONTRACT TERMINATION

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

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

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

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

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



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use of funds provided under this contract.

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

- 7.6 TERMINATION BY CONTRACTOR:** Contractor may terminate the contract, in whole or in part, upon 90 days prior written notice to the City specifying the effective date.
- 7.7 CANCELLATION FOR CONFLICT OF INTEREST:** The Contractor acknowledges that this contract is subject to cancellation pursuant to the provisions of Arizona Revised Statute § 38-511.
- 7.8 NOTIFICATION TO SUBCONTRACTORS OF TERMINATION:** In the event the contract is terminated, with or without cause, or expires, the Contractor, upon receipt of the written notice, shall notify all subcontractors in writing of the effective date of the termination, and minimize all further costs to the City.
- 7.9 CONTINUATION OF PERFORMANCE THROUGH TERMINATION:** Each party shall continue to perform, in accordance with the requirements of the contract, up to the date of termination, as directed by the City. In the event of termination, all contract documents, data, and reports shall become the property of the City and be delivered upon request. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted up to the effective date of the termination. Whenever determined appropriate by the City, Contractor shall assist the City in the transition of services to other contractors or to the City.
- 7.10 TRANSITION OF ACTIVITIES:** If a contract is awarded to a new contractor for similar services currently being performed by the Contractor, the City's authorized representative will coordinate all transition activities. During the transition period, the Contractor shall work closely with the new contractor's personnel and/or City's staff to ensure a thorough transfer of duties and responsibilities. The City reserves the right to determine which service delivery almost completed will remain with the current Contractor of record.
- 7.11 PREDECESSOR AND SUCCESSOR CONTRACTS:** The execution or termination of this contract shall not be considered a waiver by the City of any and all rights it may have for damages suffered through a breach of this or a prior contract with the Contractor.
- 7.12 SUSPENSION OR DEBARMENT:** The City may, by giving written notice to the Contractor, immediately terminate this contract if the City determines that the Contractor has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.
- 8.0 CONTRACTUAL REMEDIES**
- 8.1 (a) CONTINUATION DURING DISPUTES:** The parties shall agree as a condition of any contract awarded, that notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the contract entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by an Arizona Court of competent jurisdiction.
- (b) APPLICABLE LAW:** This Agreement is executed and delivered in the State of Arizona, and the substantive laws of the State of Arizona (without reference to choice of law principles) shall govern their interpretation and enforcement. Any action brought to interpret or enforce any



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provision of this Agreement that cannot be administratively resolved, or otherwise related to or arising from this Agreement, shall be commenced and maintained in the state or federal courts of the State of Arizona, in Maricopa County, and each of the parties, to the extent permitted by law, consents to jurisdiction and venue in such courts for such purposes.

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

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

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



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SPECIAL TERMS AND CONDITIONS – Education Division

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

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

School Districts must comply with the cost principles and Uniform Administrative Requirement codified by 45 CFR Part 92.
5. Under Section 4, Costs and Payments of the Standard Terms & Conditions, ADD the following new paragraph:
4.11 Contractor must expend a minimum of 98% of the Reimbursement Ceiling amount during the contract term. Failure to expend a minimum of 98% of the Reimbursement Ceiling during the contract term may result, at the option of the City, in a reduction of the award amount in the following contract period. This includes the base grant and the Training and Technical Assistance funding.
6. Under Section 6.2 Insurance of the Standard Terms & Conditions, ADD the following:
Contractor shall meet the insurance requirements for student accident coverage as identified in Federal Code of Requirements CFR 45-1301.11.



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ADD THE FOLLOWING PROGRAMMATIC SPECIAL TERMS & CONDITIONS:

1. Contractor shall serve the funded number of children and operate a center-based four or five-day program option as specified in the approved annual Program Approach Form.
2. For any changes in classrooms stated on the Facility Location Chart, Contractor shall request approval in writing 30 days in advance, and City will notify Contractor in writing of either approval or denial of the request.
3. **LICENSURE/EDUCATION/TRAINING REQUIREMENTS:**
 - A. Contractor shall submit a copy of a current Arizona Childcare License, or a provisional license, to the City prior to the opening of a new classroom. This license must be maintained on file at all times during the contract term.
 - B. Contractor shall require paid employees assigned to classrooms to be trained in First Aid and CPR and to maintain a current certificate. Contractor shall require new employees to achieve a certificate within 45 days of commencing employment.
 - C. Contractor shall ensure that all teachers, who deliver Head Start services, meet the Head Start or State of Arizona requirements. Contractors will ensure the teachers possess at a minimum, an Associate's Degree in Early Childhood. In addition, at least 50 percent of instructional staff must have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children by September 30, 2013. In addition, teaching assistants, by September 30, 2013, must have a child development associate credential (CDA), be enrolled in a CDA program that will be completed within two years, or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree.
4. With reference to the requirements stated in the Scope of Work, Service Requirements, Section 3.12 - Eligibility, Recruitment, Selection, Enrollment and Attendance, if Contractor does not meet enrollment quotas as stated in the contract, City reserves the right to reduce applicable amounts in all budget categories or to reduce funded enrollment.

ADD THE FOLLOWING ADMINISTRATIVE SPECIAL TERMS & CONDITIONS:

1. **Term of Agreement:**

The term of agreement will commence on July 1, 2014 and end June 30, 2015.
If Contractor continues its Delegate Agency status, City shall initiate a new contract annually beginning July 1.
2. **ADD the following requirement for Training & Technical Assistance Funding:**

In accordance with the attached approved budget, Contractor shall separate the expenditures on the invoice for costs incurred for training and technical assistance.
3. **Data Sharing:**
 - A. Contractor shall observe and abide by all applicable City, State and Federal statutes, rules, and regulations regarding use or disclosure of information including, but not limited to personally identifying information/data, substance abuse, alcohol abuse, mental health, and/or HIV AIDS, concerning applicants for and recipients of contract



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services. To the extent permitted by law, Contractor shall release information to the City as required by the terms of this contract, by law, or upon request. In addition, Contractor shall acknowledge they are prohibited from releasing information to other independent parties, and from using the information for any purpose other than it was originally intended.

- B. All data, regardless of form, including originals, images and reproductions, prepared by, obtained by, or transmitted to Contractor related to this Agreement is confidential, proprietary information owned by the City. Unless as specifically provided in this Agreement, the Contractor shall not disclose data generated in the performance of the service to any third person without the prior written consent of the City Manager, or his/her designee.
 - C. Contractor shall secure and protect personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, at all times to avoid unauthorized access. At a minimum, Contractor must encrypt and/or password protect electronic files including data stored on laptop computers, computerized devices, or removable storage devices. When this data is no longer required, Contractor shall redact or destroy the data through appropriate and secure methods that ensure it cannot be viewed, accessed, or reconstructed. At no time will a user leave a terminal when confidential information is displayed or when the terminal is unlocked or logged on. Any personnel changes requiring change or removal of access shall be reported promptly to the City.
 - D. In the event that the data is believed to have been compromised, Contractor shall notify the Department Director immediately, and is prohibited from notifying the individuals affected by the breach without prior written consent of the City. Contractor shall agree to reimburse City for any costs incurred to investigate potential breaches of the data, and where applicable, the cost of notifying individuals that are affected by the breach. Contractor shall also acknowledge that it will be responsible for any costs the City incurs to defend itself, including attorneys' fees, and for monetary damages or penalties the City is assessed as a result of breaches of information resulting from Contractor's negligence.
 - E. Contractor further agrees to incorporate the preceding paragraph in all subcontracts, job-consultant agreements, or subleases of this agreement entered into by Contractor.
 - F. It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court and may result in immediate termination of this Agreement without notice.
 - G. The Contractor shall be responsible for updating CMS with current information regarding pre-registrations received by the Contractor, results of developmental screenings, results of the DECA, and status of children with suspected disabilities.
4. Reporting Requirements:
CONTRACTOR shall manage data and generate the following reports:

Financial Reports:

- A correctly completed Monthly Expenditure Report and Funding Request for monthly reimbursement
- Monthly In-kind Report



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- Two copies of single Audit Report
- Budget Modifications, as needed, prior to expending the funds
- If applicable, a correctly completed Fixed Asset List for all equipment/property costing \$5,000 or more, purchased in whole or in part with Head Start funds.
- Year-To-Date Administrative Expense Report due at end of each quarter

Programmatic Reports/Data:

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

- Annual Program Calendar due July 1
- Copies of interagency agreements prior to the execution of the agreements
- Disability agreements with school districts due July 1
- Disability Service Plan due July 1
- ERSEA Plan by March 29 and July 1
- Final Facility Location Chart by July 1
- Fixed Assets List by July 1
- Head Start Delegate Agency Monthly Reports by the 5th
- Instructional Staff Qualifications Form by the 15th
- Names, addresses, and telephone numbers of Policy Council representatives by November 1 to Administrative Assistant
- School Readiness Analysis by November 15, February 14, and June 16
- Selection Criteria by March 28 and July 1
- Self Assessment Report and Improvement Plan due no later than June 2
- Service Plan by July 1
- Transition Agreements by July 1
- Update Head Start Enterprise System no later than August 1 with class locations and contact information
- Update Head Start Enterprise System no later than November 1 with Policy Committee chair
- Entered into HSES for the Program Information Report (PIR) due by July 15:
 - Staff Qualifications
 - Salary Information
 - Number of Volunteers
 - Class Operation Information
 - Child Care Information
- Refunding Application by December 6:
 - Administrative Cost Analysis
 - Budget Narrative
 - Cost Allocation/Distribution of Costs
 - Delegate Agency Information Form
 - In-kind Budget
 - In-kind Budget Narrative
 - Line Item Budget
 - Organization Chart
 - Policy Council Approval Form (June 27)
 - Program Approach Form
 - Program Narrative
 - Staffing Schedule
 - T&TA Budget
 - T&TA Budget Narrative
 - T&TA Plan



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

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

5. Notices:

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

To CITY at:

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

Phone: 602 262-4042
Fax: 602 495-5690
Email: patricia.nightingale@phoenix.gov

To CONTRACTOR at:

Washington School District
ATTN: Diana Howsden
Head Start Director
8430 N. 39th Ave.
Phoenix, AZ 85051-4778

Phone: 602-347-2206
Fax: 602-347-2215
Email: diana.howsden@wesdschools.org



SECTION 1 – PURPOSE

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

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

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

SECTION 2 – DEFINITIONS

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

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

SECTION 3 – SERVICE REQUIREMENTS

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

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

3.1 Child Health and Developmental Services 1304.20

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



SCOPE OF WORK

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

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

B. CITY shall:

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

3.2 Education and Early Childhood Development 1304.21

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

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

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

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

B. CITY shall:

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

3.3 Child Health and Safety 1304.22

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



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

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

B. CITY shall:

- Provide content area support, training, and technical assistance
- Submit the State's required Immunization Report
- Track and monitor asthma and health care plans

3.4 Nutrition Services 1304.23

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

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

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

B. CITY shall:

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

3.5 Child Mental Health 1304.24

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

B. CITY shall:

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

3.6 Family Partnership 1304.40

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



SCOPE OF WORK

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

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

B. CITY shall:

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

3.7 Community Partnerships 1304.41

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

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

- Community Partnerships
- Advisory Committees
- Transition Services

B. CITY shall:

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

3.8 Program Governance 1304.50

A. CONTRACTOR shall:

- Maintain a Governing Board and Policy Committee that participates in key decision-making and oversight for the Head Start Program and identify the structure and function of this body.
- Develop and maintain a Policy and Procedures Manual that includes, but is not limited to, the following:
 - a) By-laws of Policy Committee
 - b) Roles and responsibilities of all governing body members
 - c) Governance and Management Responsibilities
 - d) Training requirements to become members
 - e) Internal dispute resolution

B. CITY shall:

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

3.9 Management Systems and Procedures 1304.51

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



SCOPE OF WORK

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

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

B. CITY shall:

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

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

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

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

- Organizational Structure
- Classroom Staffing
- Job Descriptions
- Recruitment, Selection, and Termination
- Head Start Director Qualifications
- Teacher Qualifications (Head Start Act 648-A)
- Staff Qualifications – General
- Assurance of Being An Equal Opportunity Employer
- Standards of Conduct
- Performance Appraisals
- Employee Grievance Procedures
- Declaration Exclusions
- Probationary Period
- Child Abuse Reporting Procedures
- Staff and Volunteer Health
- Training and Development for Staff and Volunteers

3.11 Facilities, Materials, Equipment, and Transportation 1304.53

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

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

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



3.12 Eligibility, Recruitment, Selection, Enrollment and Attendance 1305

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

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

- Eligibility – Determine the eligibility of children, ensuring that no more than 10 percent are from families that exceed low-income guidelines. Ensure that at least 10 percent of those served are children with disabilities.
- Recruitment – Define the recruitment area. Recruit those most in need of Head Start services, including previously underserved populations.
- Selection – Select children and families based on enrollment criteria, and maintain a waiting list of 20% of the enrollment.
- Enrollment – Assign children to program options that meet the need of their families, and meet the service requirements for each option. Give Early Head Start children priority whenever possible.
- Maintain the funded enrollment level, fill vacancies as they occur but no later than 30 days, and analyze enrollment data to inform the planning process.
- Attendance – Analyze and report the causes of absenteeism, when average daily attendance falls below 85 percent.

B. CITY shall:

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

3.13 Services for Children with Disabilities 1308

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

A. CONTRACTOR shall:

- Comply with all federal laws - Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), Title 504 of the Rehabilitation Act of 1973, state regulations, and Head Start Performance Standards in the provision of services to children with disabilities and their parents.
- Maintain an enrollment of children with disabilities that is at least 10% of its total actual enrollment beginning from the midpoint of the program year to its end.
- Maintain all documentation accordingly, subject to ongoing monitoring for compliance.
- Perform the following tasks and activities related to the disabilities performance standards:
 1. Ensure that children with disabilities and their parents are integrated into all components of the Head Start Program, as outlined in the Service Plan.
 2. Adhere to the following screening and referral timelines:
 - Developmental screenings for all children entering Head Start without a current IEP within 45 calendar days of enrollment.
 - Referrals within five (5) days of the completed developmental screening or re-screen.
 - Evaluation and eligibility determination within 60 days from the date the parent permission to evaluate form is signed.
 3. Outline in its School District policies and procedures, individual and collective responsibilities in the following areas:
 - Head Start participation in the public agency's Child Find plan under Part B of IDEA, including district protocols for out-of-district children.
 - Joint training of staff and parents;
 - Procedures for referral for evaluations, Individual Education Plan (IEP) meetings and placement decisions. Procedures must include identification and accommodation of health issues for IDEA-eligible children.



- Parent involvement in the IEP process that must include:
 - ❖ Notifying parents of the IEP meeting at least two weeks in advance to ensure that they will have an opportunity to participate;
 - ❖ Notifying Head Start of upcoming IEP and placement meetings at least two weeks in advance to ensure participation of a Head Start representative;
 - ❖ Using other methods to ensure parent participation if neither parent can attend, e.g., individual or conference telephone calls;
 - ❖ Providing parents with a copy of the procedural safeguards in the parent's language of understanding before the IEP meeting date;
 - ❖ Encouraging parents to provide information about their child and their desires for their child's program;
 - ❖ Providing interpreters, if needed; and
 - ❖ Holding the IEP meeting without the parent after repeated, unsuccessful and documented attempts are made to secure their participation, e.g., phone calls/outcomes, copies of correspondence and home visit records.
- Transition;
- Resource sharing; and
- Head Start commitment to provide the number of children receiving services under IEPs to the School District for the December 1 Count.

B. CITY shall:

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

SECTION 4 – COLLABORATION WITH PUBLIC PRE-SCHOOL

In accordance with Section 642(e)(5) of the Head Start Act and pursuant to the directive of the U.S. Department of Health and Human Services relating to Local Educational Agencies (LEAs) that manage publicly funded preschool programs, the City and the Contractor agree to perform the following joint work activities:

A. Educational activities, curricular objectives, and instruction

1. Support the use of a research-based early childhood curriculum that is aligned with the Arizona Early Learning Standards and the Head Start Performance Standards.
2. Utilize a research-based, ongoing assessment tool for children. Contractor will share the overall results of the assessment by September of each year.
3. Continue to explore ways to integrate the Head Start and public pre-school activities such as joint field trips, special projects, and parent events.
4. Share partnerships with community resources that can assist with reading readiness and literacy training.

B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs.

1. Conduct a meeting by March of each school year to develop a joint recruitment plan that could include joint screening and registration activities; joint public awareness notices; inclusion in the Child Find process; and sharing of registration data on individual children.
2. If CITY determines that a child is ineligible for its services, a referral will be made to the Contractor in the child's area.
3. Contractor will coordinate with CITY to gather SASI/Infinite Campus data for Head Start enrolled children as appropriate.
4. Contractor will coordinate with the coordinator for homeless students to identify homeless children that would benefit from Head Start services.



- C. Educational activities, curricular objectives, and instruction
 - 1. By March of each year, meet to discuss selection priorities for the children served by the Head Start agencies. This will include a discussion of the community needs.
 - 2. Identify any underserved populations and develop a plan to prioritize registrations for the population.
- D. Definition of service areas
 - 1. Review the services areas annually to insure they most effectively address the LEA attendance boundaries.
- E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development
 - 1. At least once per year, discuss opportunities for joint staff training and, if feasible, develop a training plan.
- F. Program technical assistance
 - 1. Share technical assistance opportunities that can link State and Head Start resources to maximize the quality of services provided by all early childhood programs.
- G. Provision of services to meet the needs of working parents, as applicable
 - 1. Identify resources in the service area that can serve parents needing full day, full year services for the children. In some cases, this may include developing a partnership to jointly serve the children.
- H. Communication and parent outreach for smooth transitions to kindergarten
 - 1. Develop systematic policies and procedures for transitioning Head Start children to kindergarten. This will include the transfer of Head Start program records, understanding and communicating the requirements of kindergarten, maintaining parent involvement, and joint outreach efforts to parents.
 - 2. City Head Start staff will meet with Contractor representatives at least annually to discuss the educational, developmental, and other needs of individual children transitioning to kindergarten. Whenever possible, this will include joint parent/teacher meetings.
- I. Provision and use of facilities, transportation, and other program elements
 - 1. Coordinate the location of classroom sites in the community in order to maximize the availability of services to families.
 - 2. Whenever possible, the programs will collaborate to share the use of transportation and facilities such as jointly operating classes or co-locating classes.
 - 3. Coordinate planning in order to use state and local funds as the 20% non-federal matching requirement for Head Start in order to maximize Head Start funds. The matching funds can be for classroom space, transportation, parent training, staff training, disabilities services, health services, equipment supplies, office space, and professional development.

	Available Budget	
Base Budget	\$	2,506,511
Total Available	\$	2,506,511
Minimum In-Kind	\$	626,628
T&TA		
Total Contract Ceiling	\$	2,506,511

**Head Start YR 49
Staffing Schedule**
WASHINGTON ELEMENTARY SCHOOL DISTRICT

Position	Employee Last Name	Employee First Name	Hours per Day	Rate per Hour	Days per Year	Annual Salary	Position Type
Director	Howdsden	Diana	7	\$ 36.42	261	\$ 69,956.70	Exempt
Program Coordinator	Pilsbury	Michaele	7	\$ 27.92	261	\$ 53,634.49	Exempt
Mentor Specialist	Rohrer	Pamela	8	\$ 21.44	227	\$ 38,939.54	Exempt
Mentor Specialist	Olalde	Claudia	8	\$ 21.16	227	\$ 38,425.47	Exempt
Office Manager	Rubalcaba	Yvonne	7	\$ 19.04	261	\$ 36,575.93	Exempt
Office Spec. HS	Azlin	Linda	6	\$ 14.13	227	\$ 18,074.19	Non-exempt
Office Tech-HS	Goris	Cindy	8	\$ 14.08	227	\$ 25,568.19	Non-exempt
Office Tech HS	Salcedo	Veronica	8	\$ 11.72	260	\$ 24,369.28	Non-exempt
Office Tech HS-part time	TBH Yr 49		4	\$ 11.72	227	\$ 10,638.13	Non-exempt
Certified Teacher	Alexander	Shelly	8	\$ 22.70	209	\$ 35,589.77	Exempt
Certified Teacher	Alvidrez	Robin	8	\$ 23.11	209	\$ 36,223.04	Exempt
Certified Teacher	Ascencio	Tania	8	\$ 22.30	209	\$ 34,956.50	Exempt
Certified Teacher	Beckenhauer	Kathryn	8	\$ 23.42	209	\$ 36,713.83	Exempt
Certified Teacher	Chase	Joyce	8	\$ 22.30	209	\$ 34,956.50	Exempt
Certified Teacher	Cromack	Elisabeth	8	\$ 21.91	209	\$ 34,339.07	Exempt
Certified Teacher	Goebel	Debbie	8	\$ 23.11	209	\$ 36,223.04	Exempt
Certified Teacher	Gonzalez	Sarah	8	\$ 23.11	209	\$ 36,223.04	Exempt
Certified Teacher	Harrell	Kathi	8	\$ 23.11	209	\$ 36,223.04	Exempt
Certified Teacher	Heller	Debra	8	\$ 28.89	209	\$ 45,278.81	Exempt
Certified Teacher	Howick	Patricia	8	\$ 22.70	209	\$ 35,589.77	Exempt
Certified Teacher	Miller	Diana	8	\$ 24.12	209	\$ 37,806.22	Exempt
Certified Teacher	Livingstone	Lindsey	8	\$ 22.70	209	\$ 35,589.77	Exempt
Certified Teacher	Miller	Linda	8	\$ 21.91	209	\$ 34,339.07	Exempt
Certified Teacher	Shusher	Lucia	8	\$ 21.91	209	\$ 34,339.07	Exempt
Certified Teacher	Torrella-Akers	Heather	8	\$ 25.27	209	\$ 39,611.04	Exempt
Certified Teacher	Walden	Sophia	8	\$ 21.91	209	\$ 34,339.07	Exempt
Certified Teacher	Wood	Beverly	8	\$ 22.30	209	\$ 34,956.50	Exempt
Support Instructor	Aguirre	Juana	6.5	\$ 12.91	209	\$ 17,535.25	Non-exempt
Support Instructor	Banuelos	Floredic	6.5	\$ 12.96	209	\$ 17,603.85	Non-exempt
Support Instructor	Campa	Millie	6.5	\$ 12.91	209	\$ 17,535.25	Non-exempt
Support Instructor	Satterlund	Vanessa	6.5	\$ 12.06	209	\$ 16,382.69	Non-exempt
Support Instructor	Creswell-Liotta	Brenda	6.5	\$ 12.06	209	\$ 16,382.69	Non-exempt
Support Instructor	Cruz Gallarza	Adriana	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Barrett	Maria Isabelle	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Selzer	Caitlyn	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Estrada	Norma	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Meza	Karina	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Gonzalez	Christina	6.5	\$ 12.06	209	\$ 16,382.69	Non-exempt
Support Instructor	Gover	Rachael	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Hernandez	Blanca	6.5	\$ 12.33	209	\$ 16,753.16	Non-exempt
Support Instructor	currently	vacant	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Holt	Bobbie	6.5	\$ 12.38	209	\$ 16,821.76	Non-exempt
Support Instructor	Kaven	Maisie	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Larios	Esabel	6.5	\$ 12.53	209	\$ 17,027.57	Non-exempt
Support Instructor	Manzo	Joanne	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Moreno	Andrea	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Mast	Jennifer	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	McCarty	Judy	6.5	\$ 12.56	209	\$ 17,068.74	Non-exempt
Support Instructor	Melendez	Stephanie	6.5	\$ 12.38	209	\$ 16,821.76	Non-exempt
Support Instructor	Meza	Maria	6.5	\$ 12.20	209	\$ 16,574.79	Non-exempt
Support Instructor	Olalde Ortiz	Alicia	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Olguin	Lisa	6.5	\$ 12.43	209	\$ 16,890.37	Non-exempt
Support Instructor	Olheiser	Aaron	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Valdez	Eddie	6.5	\$ 16.04	209	\$ 21,788.71	Non-exempt

**Head Start YR 49
Staffing Schedule
WASHINGTON ELEMENTARY SCHOOL DISTRICT**

Position	Employee Last Name	Employee First Name	Hours per Day	Rate per Hour	Days per Year	Annual Salary	Position Type
Support Instructor	Bobian	Roxanne	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Valenzuela	Reyna	6.5	\$ 12.69	209	\$ 17,233.39	Non-exempt
Support Instructor	Hunter	Chelsey	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Ortega	Ada	6.5	\$ 12.43	209	\$ 16,890.37	Non-exempt
Support Instructor	Rajaei-Tehrani	Nooshin	6.5	\$ 12.20	209	\$ 16,574.79	Non-exempt
Support Instructor	Rulloda	Sydney	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Support Instructor	Todorova	Evgeniya	6.5	\$ 12.06	209	\$ 16,382.69	Non-exempt
Support Instructor	Smith	Cindy	6.5	\$ 12.63	209	\$ 17,151.06	Non-exempt
Support Instructor	Tieman	Lindsey	6.5	\$ 12.00	209	\$ 16,300.37	Non-exempt
Instructional Asst (Sub)	Hernandez	Patricia	4	\$ 9.56	194	\$ 7,422.21	Non-exempt
Instructional Asst (Sub)	Soto	Maria	4	\$ 9.23	194	\$ 7,163.57	Non-exempt
Instructional Asst (Sub)	Moncibaez	Loretta	4	\$ 9.23	194	\$ 7,163.57	Non-exempt
Instructional Asst (Sub)	Maya	Consuelo	4	\$ 9.52	194	\$ 7,390.86	Non-exempt
Instructional Asst (Sub)	currently vacant	hiring in process	4	\$ 9.23	194	\$ 7,163.57	Non-exempt
Instructional Asst (Sub)	Pepple	Kameryn	4	\$ 9.23	194	\$ 7,163.57	Non-exempt
Instructional Asst (Sub)	currently vacant	hiring in process	4	\$ 9.23	194	\$ 7,163.57	Non-exempt
Instructional Asst (Sub)	currently vacant		4	\$ 9.23	194	\$ 7,163.57	Non-exempt

TOTAL SALARIES:

1,630,181.41

FICA	7.65%	124,708.88
Worker's Compensation	1.10%	17,932.00
Arizona State Retirement	11.60%	189,101.04
Health/Dental/Life Insurance	62 \$ 5,047.00	312,914.00

644,655.92

TOTAL SALARY AND FRINGE

2,274,837.32

Days 261/209/227/194
Insurance \$5,047.00
Benefits 20.35%

Grand Total Budget	2,506,511.00
Total Salary & Fringe	<u>2,274,837.32</u>
Net Operating Budget	<u>231,673.68</u> 9.24%

1% salary increase

Budget by Federal Category				
Head Start Program Year 49				
Delegate Agency: WASHINGTON ELEMENTARY SCHOOL DISTRICT 8940051005				
Cost Category	GL Account #	Account Title	Justification	Proposed Budget

a. SALARIES:

	Diana-			
	957.900.3300.6151.571.ADMN;			
	Support Classified -			
	957.900.3300.6160.xxx.0000 &			
	Yvonne-			
6151/6160/6167	957.900.3300.6160.571.ADMN	Salaries - Non City	See Staffing Schedule	1,630,181
		Total Salaries:		1,630,181

b. FRINGES:

6221	957.900.3300.6221.xxx.0000	F.I.C.A.	See Staffing Schedule	124,709
6260	957.900.3300.6260.xxx.0000	Workers' Compensation	See Staffing Schedule	17,932
6231	957.900.3300.6231.xxx.0000	Arizona State Retirement	See Staffing Schedule	189,101
6210	957.900.3300.6210.xxx.0000	Group Health Insurance	See Staffing Schedule	312,914
		Total Fringes:		644,656

c. TRAVEL:

e. SUPPLIES:

	Acct			
6612	957.900.3300.6612.xxx.0000	Books, Education	\$25.00 per child x 588	14,700
6612	957.900.3300.6612.571.0000	Books, Education	Resource Books/materials: \$200 x 70 (69 staff plus 1 copy for the office)	14,000
6612	957.900.3300.6612.571.ADMN	Office Supplies	\$400/per office staff-includes copy supplies/paper, etc x 8 staff	3,200
6612	957.900.3300.6612.xxx.0000	Photographic Supplies	\$400 x 18 teachers	7,200
6613	957.900.3300.6613.xxx.0000	Non Instructional Supplies	\$15 x 588 students	8,820
6613	957.900.3300.6613.571.PRNT	Parent Fund	\$100 per class x 36 classrooms	3,600
6613	957.900.3300.6613.571.0000	Policy Committee Supplies	\$30 per month x 11 months	330
6613	957.900.3300.6613.571.0000	Policy Committee Fund (including snacks for meetings)	\$400 for Policy Committee Reimbursement	400
6613	957.900.3300.6613.571.0000	Employee morale, health & welfare cost, snacks	Volunteer appreciation 300 x \$10	3,000
6613	957.900.3300.6613.571.0000	Employee morale, health & welfare cost	69 Staff/Volunteers x \$30	2,070
6613	957.900.3300.6613.571.0000	Safety Supplies	Field Trip/Safety Teeshirts \$125 x 36 classrooms	4,500
6612	957.900.3300.6612.xxx.0000	Disposable Meal Supplies	\$100 per class x 36 classrooms	3,600
6612	957.900.3300.6612.571.0000	Medical and Dental	Dental hygiene supplies \$103 x 140days	14,420
6612	957.900.3300.6612.571.0000	Medical and Dental	First Aid / Dental Curriculum Supplies \$25 per classroom x 36	900
6737	957.900.3300.6737.571.0000	Classroom Technology Equip	\$200 per class x 36 classrooms	7,200
6731	957.900.3300.6731.571.0000	Classroom/Recreational Supplies/Furniture and Equipment	\$400 x 36classrooms	14,400
		Total Supplies:		102,340

f. CONTRACTUAL:

h. OTHER:

6330	957.900.3300.6330.571.0000	Other Profess Purch Svcs	T.B. Skin test for 100 parent volunteers & 10 prosp. new hires x \$25	2,750
6330	957.900.3300.6330.571.0000	Other Profess Purch Svcs	Prospective Employee Health Screening (10) - \$40 per screening	400
6331	957.900.3300.6331.571.0000	Other Purchased Svcs	CPR and First Aid: 72 staff x \$25	1,800
6330	957.900.3300.6330.571.0000	Consultants	Continue training on team building and Curriculum training (2 trainings at approx \$8306 each)	16,612
6890	957.900.3300.6890.571.PRNT	Parent Fund	\$100 per class x 36classrooms	3,600
6810	957.900.3300.6810.571.0000	Subscription/Membership Fees	Association annual membership dues: local and national: approx. \$2068.93	2,069
6331	957.900.3300.6331.571.0000	Meeting/Training	Arizona Head Start Association Meeting \$50 x 4staff x 4meetings	800
6810	957.900.3300.6810.571.0000	Child Care Licensing	renewal of 7 sites at shared cost and one site at \$1300= (7 sites x \$1950)+(1 site x \$1300)	14,950
6510	957.900.3300.6510.xxx.0000	Field Trips	36 Field trips (bus cost) x \$200	7,200

Budget by Federal Category Head Start Program Year 49 Delegate Agency: WASHINGTON ELEMENTARY SCHOOL DISTRICT \$940051005					
Cost Category	GA Account #	Account Title	Justification	Proposed Budget	Category
6890	957.900.3300.6890.571.0000	Field Trips	Field trips (admission cost) \$15 x 588 students and 61 staff	9,735	
6330	957.900.3300.6330.571.0000	Student Accident Insurance	estimated \$6 per student x 588 students	3,528	
6616	957.900.3300.6616.xxx.0000	Food Experiences	\$20 x 10 months x 36 classrooms	7,200	
6616	957.900.3300.6616.571.0000	Other Operating Costs/Bottled Water	\$120 per month for bottled water x 10 months x 6 dispensers	7,200	
6616	957.900.3300.6616.571.0000	Meals	Volunteers, Student Teachers, Interns and returned children's meals \$70.00 per month x 10 months x 36 classrooms	25,200	
6616	957.900.3300.6616.571.0000	Staff Meals	4 day: 140days x \$3.15 x 1 staff x 36 classrooms		
6550	957.900.3300.6550.571.0000	Printing	4 day: 140 days x 3.15 x 7 instructional assistant's average \$366.34 per job 20 jobs	18,963	
				7,327	
Total Other:				129,334	
Total WESD Year 49				506,511.00	

Head Start Program Year "49"
Projection of Breakout of Costs for Development and Administration
(DELEGATE AGENCY ADMINISTRATIVE COSTS)
WASHINGTON SCHOOL DISTRICT

Personnel:

<u>Salaries</u>	<u>% Admin.</u>	<u>Salary</u>	
Agency Director-Administrator	48.00%	33,579.21	51,867.00
Office Manager	50.00%	18,287.96	
<u>Fringes</u>	<u>% Admin.</u>	<u>Fringes</u>	
FICA @ 7.65%	3.18%	3,967.84	20,511.00
Worker's Compensation @ 1.10%	3.18%	570.54	
AZ State Retirement @ 11.6%	3.18%	6,016.57	
Health/Life/Dental/Insurance @ \$5,047.00	3.18%	9,955.93	

Program Costs

<u>Travel</u>	<u>% Admin.</u>	<u>Travel</u>	
			0.00
<u>Supplies</u>	<u>% Admin.</u>	<u>Supplies</u>	
Office Supplies	100.00%	3,200.00	3,200.00
<u>Other</u>	<u>% Admin.</u>	<u>Other</u>	
			0.00

Agency In-Kind

<u>Total Personnel</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Custodial Services	7.20%	1,696.00	89,078.00
Personnel Management Svcs	100.00%	9,747.00	
Purchasing Svcs	100.00%	41,818.00	
Director of Curriculum	100.00%	2,161.00	
Finance Specialist Svcs	100.00%	4,439.00	
<u>Total Personnel-Fringe</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Custodial Services	7.20%	345.14	
Health/Life/Dental Costs - Custodial	2.72%	373.20	
Personnel Management Svcs	100.00%	1,983.43	
Purchasing Svcs	100.00%	8,509.89	
Director of Curriculum	100.00%	439.71	
Finance Specialist Svcs	100.00%	903.26	
Health/Life/Dental Costs - Custodial	100.00%	6,568.05	
<u>Space/Other Costs</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Office -Space & Land Use	100.00%	3,448.21	
Classroom - Space& Land Use	0.00%	0.00	
Playground Space	0.00%	0.00	
Internet Connection	0.00%	0.00	
Phones	0.00%	0.00	
Custodial Supplies	7.22%	227.38	
Library Supplies	0.00%	0.00	
Utilities (except phone)	5.23%	3,101.44	
Library (other resources)	0.00%	0.00	
Custodial (other resources)	0.00%	0.00	
Copiers	24.73%	3,317.62	

Total Agency Administrative and Development Cost Contributions

Adjusted Federal Budget YR 48	2,506,511
Non-Federal (Minimum 25% of Fed.)	693,195
	<u>3,199,706</u>
Agency Administrative %	5.15%

In-Kind Budget Head Start Program Year 49 Agency: Washington Elementary School District					
Category	Account Title	Justification	Program Budget Totals	Administrative Budget Totals	Annual In-Kind Budget
Salaries					
Direct Hrs	Parent Volunteers	Average of previous 2 years	264,481.11	0.00	\$ 264,481.11
Direct & Admin Svcs		Total cust. Stry per site*%HS bldg			
Hrs	Custodial	use=\$23,560.95	21,864.92	1,696.03	23,560.95
		Total library stry per site*%HS			
Direct Hrs	Library	enroll=\$24,112.56	24,112.56	0.00	24,112.56
Direct Hrs	Search to Serve	\$555,148.07*10.82024%	60,068.38	0.00	60,068.38
	Personnel				
Admin Svcs	Management Svcs	\$521,785.55*1.86793%	0.00	9,747.00	9,747.00
Admin Svcs	Purchasing Svcs	\$620,822.22*6.73584%	0.00	41,817.65	\$ 41,817.65
	Director of				
Admin Svcs	Curriculum	\$90,232.20*2.39464%	0.00	2,160.73	\$ 2,160.73
	Finance Specialist				
Admin Svcs	Svcs	\$45,580.23*9.6743%	0.00	4,438.60	\$ 4,438.60
Total Gross Salaries			\$ 370,526.97	\$ 59,860.00	\$ 430,386.98
Fringe Costs					
Direct Hrs	Parent Volunteers	\$264,481.11*20.35%	53,821.91	0.00	\$ 53,821.91
Direct & Admin Svcs					
Hrs	Custodial	\$23,560.95*20.35%	4,449.51	345.14	\$ 4,794.65
Direct Hrs	Library	\$24,112.56*20.35%	4,906.91	0.00	\$ 4,906.91
Direct Hrs	Search to Serve	\$60,068.38*20.35%	12,223.92	0.00	\$ 12,223.92
	Health/Life/Dental	Cust. Ben.*Sqft+Lib Ben*HS enroll+STS			
Direct Hrs	Costs	Ben*%of stud.=\$13,721.51	13,348.31	373.20	\$ 13,721.51
	Personnel				
Admin Svcs	Management Svcs	\$9,746.59*20.35%	0.00	1,983.43	\$ 1,983.43
Admin Svcs	Purchasing Svcs	\$41,817.65*20.35%	0.00	8,509.89	\$ 8,509.89
	Director of				
Admin Svcs	Curriculum	\$2,160.73*20.35%	0.00	439.71	\$ 439.71
	Finance Specialist				
Admin Svcs	Svcs	\$4,438.60*20.35%	0.00	903.26	\$ 903.26
	Health/Life/Dental				
Admin Svcs	Costs	Total benefits*%of Admin Svcs=\$6,568.05		6,568.05	\$ 6,568.05
Total Direct Fringe Costs			\$ 88,750.56	\$ 19,123.00	\$ 107,873.24
Total Personnel Services			459,277.53	78,983.00	538,260.22
Space/Other Costs					
	Office - Space &				
Other Admin	Land Use	6,629,476.02*2.60067%*2%	0.00	3,448.21	\$ 3,448.21
	Classroom - Space &				
Other Direct	Land Use	Total Bldg & Land Use*HS%=\$45,019.16	45,019.16	0.00	\$ 45,019.16
	Playground Space				
	(164 sq ft per school				
Other Direct	@ \$5.00/sp ft)	14*164*5	11,480.00	0.00	\$ 11,480.00
Other Admin	Internet Connection	NA	0.00	0.00	\$ -
Other Direct & Admin	Phones	NA	0.00	0.00	\$ -
Other Direct & Admin	Custodial Supplies	Total supplies*HS space use=\$3,150.55	2,923.17	227.38	\$ 3,150.55
Other Direct	Library Supplies	Total supplies*HS enroll=\$85.19	85.19	0.00	\$ 85.19
	Utilities (except				
Other Direct & Admin	phone)	Total utilities*space%=\$59,282.36	56,180.92	3,101.44	\$ 59,282.36
	Library (other				
Other Direct	resources)	Total library other*enrollment%=\$2,837.86	2,837.86	0.00	\$ 2,837.86
	Custodial (other				
Other Direct & Admin	resources)	Total cust. Other*space%=\$31.33	31.33	0.00	\$ 31.33
		Total copier lease&Maint+other			
Other Direct & Admin	Copiers	copiers*HS Enroll%=\$13,418.05	10,100.43	3,317.62	\$ 13,418.05
Total Space/Other Direct Costs			\$ 128,658.06	\$ 10,095.00	\$ 138,752.71
Donations					
	50% of Y47 final=	\$32,364.83*50%	16,182.42		\$ 16,182.42
Total Other Costs			\$ 144,840.48	\$ 10,095.00	\$ 154,935.13
Grand Total			\$ 604,118.01	\$ 89,078.00	\$ 693,196.01

Personnel Costs

Job Title	Cost	# of Staff	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Head Start Administrator-Director	69,957	1	48.00%	38.00%	2.00%	2.00%	6.00%	2.00%	2.00%	0.00%	0.00%	100.00%
Program Coordinator-Pilsbury	53,634	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Mentor Specialist-Rohrer	38,940	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Mentor Specialist-Oldalde	38,425	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Office Tech-Salecedo	24,369	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	100.00%
Office Manager-Rubalcaba	36,576	1	50.00%	28.00%	2.00%	2.00%	16.00%	2.00%	0.00%	0.00%	0.00%	100.00%
Office Specialist-Azlm	18,074	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	100.00%
Office Tech-Goris	25,568	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	100.00%
Office Tech-part time-TBH	10,638	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	100.00%
Certified Teacher Part Year	633,297	18	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Support Instructor Part Year	602,908	36	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Program Aides Part Year	57,794	8	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Total Personnel Costs	1,630,181	71										

WESD - In-kind Match

Parent Volunteers	264,481		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Custodial Services	23,561		7.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	92.80%	0.00%	100.00%
Library	24,113		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Search to Serve	60,068		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
Personnel Management Svcs	9,747		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Purchasing Svcs	41,818		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Director of Curriculum	2,161		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Finance Specialist Svcs	4,439		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total In-Kind Personnel Costs	430,387											

Fringe Costs

Fringe Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
FICA Withholding	124,709		3.18%	56.33%	5.53%	5.53%	24.06%	5.05%	0.33%	0.00%	0.00%	100.00%
Worker's Compensation	17,932		3.18%	56.33%	5.53%	5.53%	24.06%	5.05%	0.33%	0.00%	0.00%	100.00%
AZ State Retirement	189,101		3.18%	56.33%	5.53%	5.53%	24.06%	5.05%	0.33%	0.00%	0.00%	100.00%
Health/Dental/Life Insurance (53)	312,914		3.18%	56.33%	5.53%	5.53%	24.06%	5.05%	0.33%	0.00%	0.00%	100.00%
Total Fringe Costs	644,656											0.00%

WESD - In-kind

Parent Volunteers	53,822		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Custodial Svcs	4,795		7.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	92.80%	0.00%	100.00%
Library	4,907		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Search to Serve	12,224		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
Health/Life/Dental Costs	13,722		2.72%	5.00%	92.28%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Personnel Management Svcs	1,983		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Purchasing Svcs	8,510		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Director of Curriculum	440		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Finance Specialist Svcs	903		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Health/Life/Dental Costs	6,568		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total In-Kind Fringe Costs	107,873											

Travel

Travel Item	Cost	Allocation	Admin.	Educn	Health	Nutrition		Disabilities	Trans.	Occupancy	Other	Non HS Funds
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Supplies

Supplies Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Books, Education	14,700		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Books, Education	14,000		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Office Supplies	3,200		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Photographic Supplies	7,200		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Non Instructional Supplies	8,820		0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Parent Fund	3,600		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Policy Committee Supplies	330		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Policy Committee Fund	400		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Employee morale, health and welfare	3,000		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Employee morale, health and welfare	2,970		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Safety Supplies	4,500		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Disposable Meal Supplies	3,600		0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Medical and Dental	14,420		0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Medical and Dental	900		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Classroom Technology Equip	7,200		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Classroom/Recreational Supplies	14,400		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Total Supplies	102,340											

Other												
WESD												
Other Profess Purch Sves	2,750		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Other Profess Purch Sves	400		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Other Profess Purch Sves	1,800		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Consultants	16,612		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Parent Fund	3,600		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Subscription/Membership Fees	2,069		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Meeting/Training	800		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Child Care Licensing	14,950		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
Field Trips	7,200		0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
Field Trips Admission	9,735		0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
Student Accident Insurance	3,528		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Food Experiences	7,200		0.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Other Operating Costs	7,200		0.00%	0.00%	33.00%	33.00%	0.00%	0.00%	0.00%	0.00%	34.00%	100.00%
Meals	25,200		0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Staff Meals	18,963		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Printing	7,327		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Total Other	129,334											

WESD - In-kind												
Office Space	3,448		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Classroom Space	45,019		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Playground Space	11,480		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Internet Connection	0		0.00%	92.79%	0.00%	0.00%	7.21%	0.00%	0.00%	0.00%	0.00%	100.00%
Phones	0		0.00%	92.79%	0.00%	0.00%	7.21%	0.00%	0.00%	0.00%	0.00%	100.00%
Custodial Supplies	3,151		7.22%	92.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Library Supplies	85		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Utilities (except phone)	59,282		5.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	94.77%	0.00%	100.00%
Library (other resources)	2,838		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Custodial (other resources)	31		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
Copiers	13,418		24.73%	44.98%	7.00%	7.00%	7.00%	4.29%	5.00%	0.00%	0.00%	100.00%
Total In-Kind Other	138,753											

John C. Lincoln In-kind												
Staff Training Rooms	0.00		0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	100.00%
TV/VCR Usage	0.00		0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	100.00%
Total In-Kind JC Lincoln	0.00											

WESD - In-kind

Personnel Costs

Job Title	Cost	# of Staff	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Head Start Director-Howden	69,957	1	33,579	26,584	1,399	1,399	4,197	1,399	1,399	-	-	69,957
Program Coordinator-Pitshury	53,634	1	-	34,862	2,682	2,682	10,727	2,682	-	-	-	53,634
Mentor Specialist-Rohrer	38,940	1	-	25,311	1,947	1,947	7,788	1,947	-	-	-	38,940
Mentor Specialist-Olaide	38,425	1	-	24,977	1,921	1,921	7,685	1,921	-	-	-	38,425
Office Tech-Salcedo	24,369	1	-	2,437	4,874	4,874	8,529	2,437	1,218	-	-	24,369
Office Manager-Rubaleaba	36,576	1	18,288	10,241	732	732	5,852	732	-	-	-	36,576
Office Specialist-Azlin	18,074	1	-	1,807	3,615	3,615	6,326	1,807	904	-	-	18,074
Office Tech-Goris	25,568	1	-	2,557	5,114	5,114	8,949	2,557	1,278	-	-	25,568
Office Tech-part time-TBH	10,638	1	-	1,064	2,128	2,128	3,723	1,064	532	-	-	10,638
Certified Teacher Part Year	653,297	18	-	391,978	32,665	32,665	163,324	32,665	-	-	-	653,297
Support Instructor Part Year	602,908	36	-	361,745	30,145	30,145	150,727	30,145	-	-	-	602,908
Program Aides Part Year	57,794	8	-	34,677	2,890	2,890	14,449	2,890	-	-	-	57,794
Total Personnel Costs	1,630,181	71	51,867	918,239	90,111	90,111	392,277	82,246	5,332	-	-	1,630,181

WESD - In-kind Match

Parent Volunteers	264,481	-	-	-	-	-	264,481	-	-	-	-	264,481
Custodial Services	23,561	-	1,696	-	-	-	-	-	-	21,865	-	23,561
Library	24,113	-	-	24,113	-	-	-	-	-	-	-	24,113
Search to Serve	60,068	-	-	-	-	-	-	60,068	-	-	-	60,068
Personnel Management Svcs	9,747	-	9,747	-	-	-	-	-	-	-	-	9,747
Purchasing Svcs	41,818	-	41,818	-	-	-	-	-	-	-	-	41,818
Director of Curriculum	2,161	-	2,161	-	-	-	-	-	-	-	-	2,161
Finance Specialist Svcs	4,439	-	4,439	-	-	-	-	-	-	-	-	4,439
Total In-kind Personnel Costs	430,387	-	59,860	24,113	-	-	264,481	60,068	-	21,865	-	430,387

Fringe Costs

Fringe Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
PICA Withholding	124,709	-	3,968	70,245	6,893	6,893	30,009	6,292	408	-	-	124,709
Worker's Compensation	17,932	-	571	10,101	991	991	4,315	905	59	-	-	17,932
AZ State Retirement	189,101	-	6,017	106,516	10,453	10,453	45,504	9,540	618	-	-	189,101
Health/Dental/Life Insurance (63)	312,914	-	9,956	176,256	17,297	17,297	75,298	15,787	1,023	-	-	312,914
Benefit Savings	-	-	-	-	-	-	-	-	-	-	-	-
Total Fringe Costs	644,656	-	20,511	363,118	35,634	35,634	155,126	32,524	2,108	-	-	644,656

WESD - In-kind

Parent Volunteers	53,822	-	-	-	-	-	53,822	-	-	-	-	53,822
Custodial, Library & Search to Serve	4,795	-	345	-	-	-	-	-	-	4,450	-	4,795
Library	4,907	-	-	4,907	-	-	-	-	-	-	-	4,907
Search to Serve	12,224	-	-	-	-	-	-	12,224	-	-	-	12,224
Health/Life/Dental Costs	13,722	-	373	686	12,662	-	-	-	-	-	-	13,722
Personnel Management Svcs	1,983	-	1,983	-	-	-	-	-	-	-	-	1,983
Purchasing Svcs	8,510	-	8,510	-	-	-	-	-	-	-	-	8,510
Director of Curriculum	440	-	440	-	-	-	-	-	-	-	-	440
Finance Specialist Svcs	903	-	903	-	-	-	-	-	-	-	-	903
Health/Life/Dental Costs	6,568	-	6,568	-	-	-	-	-	-	-	-	6,568
Total In-kind Fringe Costs	107,873	-	19,123	5,593	12,662	-	53,822	12,224	-	4,450	-	107,873

Travel

Travel Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
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Supplies

Supplies Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Books, Education	14,700	-	-	11,025	1,470	1,470	-	735	-	-	-	14,700
Books, Education	14,000	-	-	10,500	1,400	1,400	-	700	-	-	-	14,000
Office Supplies	3,200	-	3,200	-	-	-	-	-	-	-	-	3,200
Photographic Supplies	7,200	-	-	7,200	-	-	-	-	-	-	-	7,200
Non Instructional Supplies	8,820	-	-	-	4,410	4,410	-	-	-	-	-	8,820
Parent Fund	3,600	-	-	-	-	-	3,600	-	-	-	-	3,600
Policy Committee Supplies	330	-	-	-	-	-	330	-	-	-	-	330
Policy Committee Fund	400	-	-	-	-	-	400	-	-	-	-	400
Employee morale, health and welfare cost	3,000	-	-	-	-	-	-	-	-	-	3,000	3,000
Employee morale, health and welfare cost	2,070	-	-	-	-	-	-	-	-	-	2,070	2,070
Safety Supplies	4,500	-	-	4,500	-	-	-	-	-	-	-	4,500
Disposable Meal Supplies	3,600	-	-	-	-	3,600	-	-	-	-	-	3,600
Medical and Dental	14,420	-	-	-	14,420	-	-	-	-	-	-	14,420
Medical and Dental	900	-	-	900	-	-	-	-	-	-	-	900
Classroom Technology Equip	7,200	-	-	7,200	-	-	-	-	-	-	-	7,200
Classroom/Recreational Supplies	14,400	-	-	10,800	1,440	1,440	-	720	-	-	-	14,400
Total Supplies	102,340	-	3,200	52,125	23,140	12,320	4,330	2,155	-	-	5,070	102,340

Other

Other Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Other Profess Purch Svcs	2,750	-	-	2,750	-	-	-	-	-	-	-	2,750
Other Profess Purch Svcs	400	-	-	400	-	-	-	-	-	-	-	400
Other Profess Purch Svcs	1,800	-	-	-	-	-	-	-	-	-	1,800	1,800
Consultants	16,612	-	-	16,612	-	-	-	-	-	-	-	16,612
Parent Fund	3,600	-	-	-	-	-	3,600	-	-	-	-	3,600
Subscription/Membership Fees	2,069	-	-	2,069	-	-	-	-	-	-	-	2,069
Meeting Training	800	-	-	800	-	-	-	-	-	-	-	800
Child Care Licensing	14,950	-	-	-	-	-	-	-	-	14,950	-	14,950
Field Trips	7,200	-	-	5,400	-	-	-	-	1,800	-	-	7,200
Field Trips Admission	9,735	-	-	7,301	-	-	-	-	2,434	-	-	9,735
Student Accident Insurance	3,528	-	-	3,528	-	-	-	-	-	-	-	3,528
Food Experiences	7,200	-	-	4,320	1,440	1,440	-	-	-	-	-	7,200
Other Operating Costs	7,200	-	-	-	2,376	2,376	-	-	-	-	2,448	7,200
Meals	25,200	-	-	12,600	-	12,600	-	-	-	-	-	25,200
Staff Meals	18,963	-	-	-	-	-	-	-	-	-	18,963	18,963
Printing	7,327	-	-	5,495	733	733	-	366	-	-	-	7,327
Total Other	129,334	-	-	61,275	4,549	17,149	3,600	366	4,234	14,950	23,211	129,334

WESD - In-Kind

Office Space	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
Office Space	3,448	-	3,448	-	-	-	-	-	-	-	-	3,448
Classroom Space	45,019	-	-	45,019	-	-	-	-	-	-	-	45,019
Playground Space	11,480	-	-	11,480	-	-	-	-	-	-	-	11,480
Internet	-	-	-	-	-	-	-	-	-	-	-	-
Phones	-	-	-	-	-	-	-	-	-	-	-	-
Custodial Supplies	3,151	-	227	2,923	-	-	-	-	-	-	-	3,151
Library Supplies	85	-	-	85	-	-	-	-	-	-	-	85
Utilities (except phone)	59,282	-	3,101	-	-	-	-	-	-	56,181	-	59,282

Library (other resources)	2,838	-	-	-	-	-	-	-	-	-	-	2,838
Custodial (other resources)	31	-	-	-	-	-	-	-	-	-	-	31
Copiers	13,418	3,318	6,035	939	939	939	576	671	-	-	-	13,418
Total In-Kind Other	138,753	10,095	68,381	939	939	939	576	671	56,212	-	-	138,753

John C Lincoln In-kind

Staff Training Rooms	-	-	-	-	-	-	-	-	-	-	-	-
TV/VCR Usage	-	-	-	-	-	-	-	-	-	-	-	-
Total In-Kind JC Lincoln	-	-	-	-	-	-	-	-	-	-	-	-

WESD - In-kind

Donations	16,182	-	-	-	-	-	-	-	-	-	-	16,182
Total In-Kind Donations	16,182	-	-	-	-	-	-	-	-	-	-	16,182

Total Federal Share	693,195	75,578	1,394,757	153,433	155,213	555,333	117,291	11,674	14,950	28,281	-	2,506,511
Total In-kind Match	693,195	89,078	114,269	13,601	939	319,242	72,868	671	82,527	-	-	693,195
Total Service Cost	3,199,706	164,656	1,509,026	167,035	156,153	874,575	190,159	12,345	97,477	28,281	-	3,199,706
Percent of Total		5.15%	47.16%	5.22%	4.88%	27.33%	5.94%	0.39%	3.05%	0.88%	0.00%	100.00%

**Washington Elementary School District No.6
Head Start Program
Budget Narrative
PY 49**

Staffing Schedule

Salaries

\$1,630,181.41

The staffing schedule reflects the number of staff that is required to operate the program in a manner that leads to excellence in operation and best practice. The salaries identified in the staffing schedule include 18 certified Teachers, 36 Support Instructors, and eight (8) Instructional Assistant (sub) positions, a Head Start Director, a Program Coordinator, two (2) Mentor Specialists, an Office Specialist, two (2) full-time Office Technicians, one part-time Office Technician/Data Clerk and an Office Manager.

WESD actively seeks highly qualified staff that can be supported by current funding levels. Thirty-six (36) WESD classes (18 physical rooms with double sessions) will provide Head Start services for groups of 15-17 children each utilizing the center based program option. The 36 sections will each have three (3) paid staff, A Certified Teacher and two (2) Support Instructors.

Each Certified Teacher will work with one group of 15-17 children in the morning session and another group of 15-17 children in the afternoon session. Each Certified Teacher will maintain child-staff ratios with the assistance of two (2) Support Instructors. The Instructional Assistant (sub) position will be used to ensure classroom coverage and to enable staff to observe other classrooms and attend staff development opportunities during work scheduled hours. Additional support will be provided by volunteers to assist the current teaching staff. Volunteers are used whenever possible to enrich the program and to involve parents in the learning process.

Fringe Benefits

\$644,655.92

Medical and Dental Insurance

The line item for medical insurance is \$312,914.00. The amount reflects the annual cost of providing group medical coverage for 62 members of the Head Start staff who are scheduled to work a minimum of 30 hours per week.

The following fringe benefits are also paid to employees:

F.I.C.A. at 7.65% totaling \$124,708.88

Workers Compensation at 1.10% totaling \$17,932.00

Arizona State Retirement at a predicting amount of 11.6% totaling \$189,101.04

Note: 8% of the salary and fringes for the Director, Program Coordinator, Office Manager and Office Specialist are supported and paid for out of the First Things First Scholarship Grant.

Supplies \$102,340

Books, Education & Resources: \$14,700.00
($\$25.00 \text{ per child} \times 588 \text{ students} = \$14,700.00$)

Supports Head Start Performance Standard 1304.20, 1304.21 and 1304.40
Supports individual classroom budgets and enables staff to purchase materials and supplies as the individual needs and interests of the children are identified.

Books, Education & Resources: \$14,000.00
(Resource books and materials: $\$200 \times 70$ (69 staff plus 1 office copy) = \$14,000)

Supports Head Start Performance Standard 1304.20, 1304.21 and 1304.40
Supports and enables staff to purchase resource books and materials based on individual and program needs.

Office Supplies: \$3,200.00
($\$400 \text{ per office staff} \text{--includes copy supplies, paper, etc.} \times 8 \text{ staff} = \$3,200$)
Supports Head Start Performance Standard 1304.40, 1304.20, 1304.22, 1304.23 and 1304.51

Supplies and small equipment required for operation of WESD Administrative Office (pencils, pens, staples, etc.) as well as communication (written) to students, parents and community partnerships.

Photographic Supplies \$7,200.00
($\$400 \times 18 \text{ staff}$)

Supports Head Start Performance Standard 1304.21
Provide documentation for observations, student portfolios and to display photos throughout the classroom to encourage self-esteem and an opportunity for parents to see child's interaction during the school day.

Non-Instructional Supplies \$8,820.00
($\$15 \times 588 \text{ students} = \$8,820$)

Supports Head Start Performance Standard 1304.21
Supports and enables staff to purchase needed materials that are not used directly for instruction of students. These items consist of but are not limited to cleaning products not provided by custodial staff, office paper, file folders, paper clips, paper products, etc.

Parent Fund \$3,600.00
($\$100 \text{ per class} \times 36 \text{ classrooms} = \$3,600.00$)

Supports Head Start Performance Standard 1304.20, 1304.21, 1304.22, 1304.24, 1304.40, 1305, and 1308
Funds provide for consultants and materials for parent workshops and/or parent field trips.

Policy Committee Supplies: \$330
($\$30$ per month x 11 months = \$330)
Supports Head Start Performance Standard 1304.50
Funds provide meeting materials such as paper, pen, notebooks, etc. for monthly Policy Committee meetings.

Policy Committee Fund: \$400
($\$400$ for Policy Committee reimbursement)
Supports Head Start Performance Standard 1304.50
Provide monies for policy committee group to participate fully in their group responsibilities. Funds are used to cover items such as: child care, transportation, food and trainers.

Employee/Volunteer morale, health and welfare cost:
\$3,000.00
($\$300$ volunteers x $\$10$ = $\$3,000$)
Supports Head Start Performance Standards 1304.52(j)(3)
Funds support volunteer appreciation. Funds are used in a variety of ways, including snacks, to support volunteers to let them know that their volunteering is valued.

Employee morale, health and welfare cost: \$2,070.00
($\$30$ x 69 staff/volunteers = $\$2,070$)
Supports Head Start Performance Standards 1304.52(j)(3)
Funds support staff appreciation. Funds are used in a variety of ways to support staff to let them know they are valued.

Safety Supplies: \$4,500.00
(Field trip/safety tee-shirts $\$125$ x 36 classrooms = $\$4,500$)
Supports Head Start Performance Standard 1304.22, 1304.23, 1304.20 and 1304.53
Funds are utilized to purchase tee-shirts for children and staff to wear on classroom field trips in order to identify them as a group.

Disposable Meal Supplies: \$3,600.00
($\$100$ per class x 36 classrooms = $\$3,600$)
Supports Head Start Performance Standard 1304.23 (c)
The program provides disposable meal supplies, such as cups, plates and plastic ware to facilitate the food experience in the classroom.

Medical and Dental: \$14,420.00
(Dental hygiene supplies \$103 x 140 days = \$14,420)
Supports Head Start Performance Standard 1304.23 (b)(3) and 1304.22 (f)(2)
Funds are utilized to ensure that effective dental hygiene practices are being practiced in the classrooms.

Medical and Dental: \$900.00
(First Aid/Dental Curriculum Supplies \$25 per classroom x 36 classrooms = \$900.00)
Supports Head Start Performance Standard 1304.23 (b)(3) and 1304.22 (f)(2)
Funds are to be used for first aid kits, the restocking of kits and dental curriculum supplies.

Classroom Technology Equipment: \$7,200.00
(\$200 per class x 36 classrooms)
Supports Head Start Performance Standard 1304.40
Funds are utilized to enhance technology in the classrooms. Providing equipment to extend children's learning and support the curriculum.

Classroom/Recreational Supplies: \$14,400.00
(\$400 x 36 classrooms = \$14,400)
Supports Head Start Performance Standard 1304.20, 1304.21, and 1304.40
Funds are utilized to enhance the classrooms. Outdoor and indoor supplies and furniture.

Other Operating Costs **\$129,334.73**

Other Professional Purchased Services \$2,750.00
(TB Skin test for 100 parent volunteers and 10 prospective new hires x \$25 = \$2,750)
Supports Head Start Performance Standard 1304.52(j)(3)
Funds are used to cover costs of TB skin tests for parent volunteers and prospective new hires for the program.

Other Professional Purchased Services: \$400.00
(Prospective Employee health screening (10) x \$40 per screening = \$400)
Supports Head Start Performance Standard 1304.22
This line item is allocated to cover the costs of employee health screenings for prospective new employees.

Other Professional Purchased Services: \$1,800.00
(CPR and first aid: 72 staff x \$25 = \$1,800)
Supports Head Start Performance Standard 1304.22

This line item is allocated to cover the costs of employee new and renewal CPR and First Aid certificates that is a requirement of classroom staff.

Consultants: \$16,612.00

(2 trainings at approximately \$8,306 each = \$16,612)

Supports Head Start Performance Standard 1304.52(k)(1)-(3)

Continue training on team building and Curriculum training with national professional trainers.

Parent Fund: \$3,600.00

(\$100 per class x 36 classrooms=\$3,600)

Supports Head Start Performance Standard 1304.50

This line item is allocated to provide monies for the classroom parent committee group to participate fully in their responsibilities. Funds are used for a variety of purposes such as child care, transportation, food and/or trainers.

Subscription/Membership Fees : \$2,068.93

(dues are approximately \$2068.93)

Supports Head Start Performance Standard 1304.21

This line item is allocated to cover the costs of annual membership fees to the National Head Start Association. The associations assist in maintaining the programs ability to stay current in delivering quality services to children and families.

Meeting/Training: \$800.00

(\$50 x 4 staff x 4 meetings =\$800)

Supports Head Start Performance Standard 1304.52(k)(1)-(3)

This line item is allocated to cover the costs of the opportunity for office staff to attend training events, conferences and to attend quarterly AHSA meetings.

Child Care Licensing: \$14,950.00

(7 sites at a shared cost of \$1950 each and one site at \$1300=\$14,950)

Supports Head Start Performance Standard 1304.20 (a)(i), 1304.20(c), and 1304.22(f)

The program budgets for renewals of Child Care licensure in the event that the Grantee is no longer able to cover the costs. For FY49 8 sites are up for renewal. In the case of the Grantee covering the costs of renewals, the program will reallocate the funds wherever deemed necessary.

Field Trips: \$7,200.00

Field Trips: \$9,735.00

(36 field trips (bus cost) x \$200=\$7,200 and field trip (admission costs) \$15 x 588 students and 61 staff =\$9,735)

Supports Head Start Performance Standard 1304.21

Funds are allocated for opportunities for each child to be exposed to and to enrich their lives through new experiences in the community. Field trip costs include transportation and admission fees.

Student Accident Insurance: \$3,528.00
(estimated \$6 per student x 588 students = \$3,528)
Supports Head Start Performance Standard 1304.53

Funds are allocated to cover the cost of accident insurance to ensure the safety of enrolled students.

Food Experiences: \$7,200.00
($\$20 \text{ per month} \times 10 \text{ months} \times 36 \text{ classrooms} = \$7,200$)
Supports Head Start Performance Standard 1304.23

Funds are utilized to cover the cost of classroom nutritional activities which enhance the child's understanding of nutrition, as well as support literacy, math, social and self-help skills.

Other Operating Costs: \$7,200.00
($\$120 \text{ per month} \times 10 \text{ months} \times 6 \text{ dispensers} = \$7,200$)
Supports Head Start Performance Standard 1304.21

Funds used to provide drinking water for students at all times. Drinking water dispensers are placed in classrooms that do not have drinking water facilities.

Meals: \$25,200.00
($\$70 \text{ per month} \times 10 \text{ months} \times 36 \text{ classrooms} = \$25,200$)
Supports Head Start Performance Standard 1304.23

Funds are allocated to provide and implement a nutrition program that meets the nutritional needs and feeding requirements of each child including those with special dietary needs and children with disabilities. Funds also provide meals for volunteers, student teachers, interns and returned children's meals to meet performance standards.

Staff Meals: \$18,963.00.00
(4 day: $140 \text{ days} \times \$3.15 \times 1 \text{ staff} \times 36 \text{ classrooms} + 140 \text{ days} \times \$3.15 \times \text{approx. } 7 \text{ instructional Assistants} = \$18,963$)
Supports Head Start Performance Standard 1304.23

Funds are allocated to provide meals for staff to meet performance standards.

Printing: \$7,326.80
(Average $\$390.80 \text{ per job} \times 20 \text{ jobs} = \$7,815.80$)
Supports Head Start Performance Standard 1304.20, 1304.22, 1304.23, 1304.40 and 1304.51

Funds allocated to cover printing costs and materials for the classrooms to limit use of school campus printing materials.

Total Budget: \$2,506,511.00

Training and Technical Assistance Plan

Delegate: Washington Elementary School District

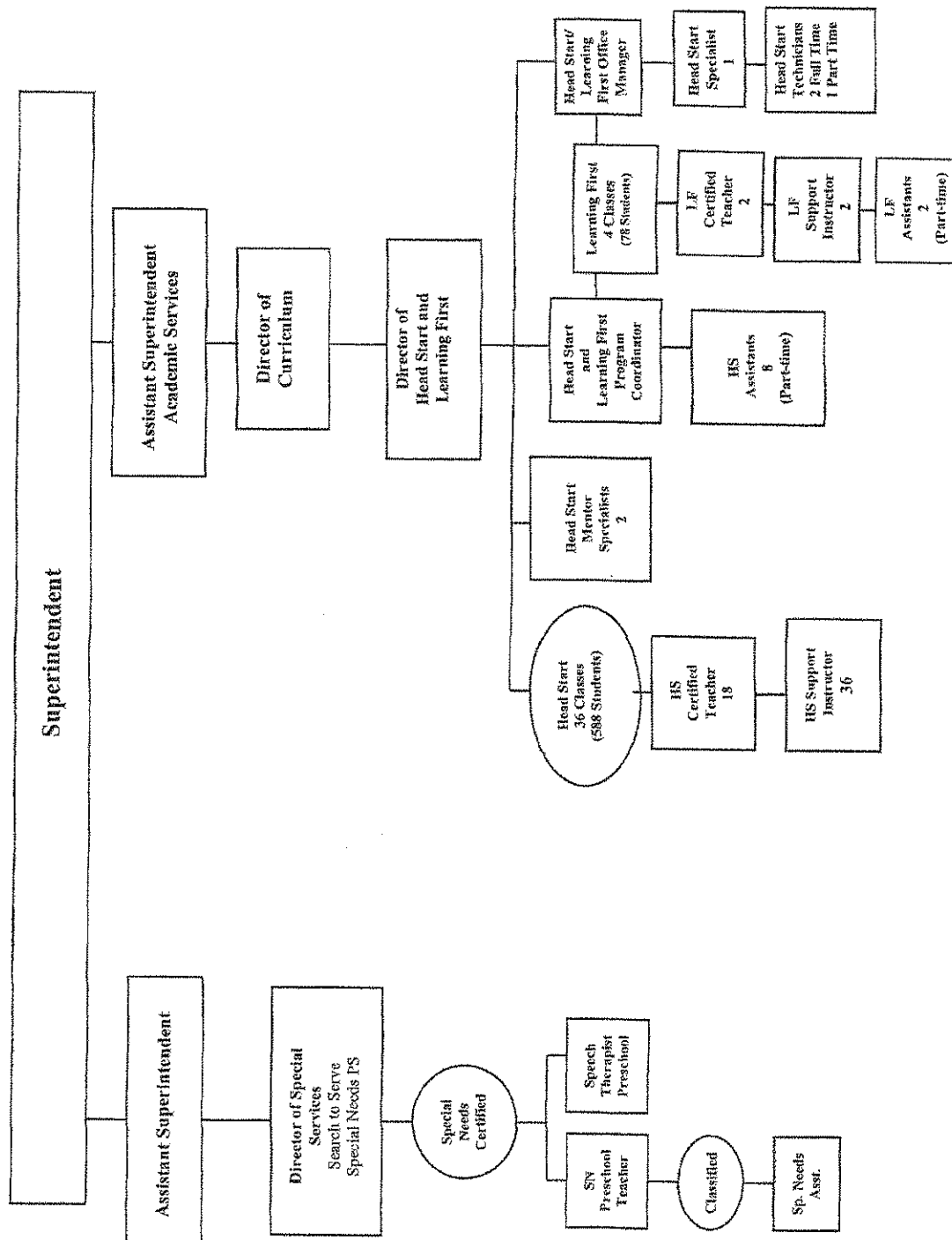
Monitoring Tools: Classroom Observations, Family Handbook, Governing Board Minutes, Lesson Plans, Monitoring, Parent Surveys, Parent Training Evaluations, Participant Evaluations, Professional Development Plans, Program Information Report, Self Assessment, Sign In Sheets, Training Certificates

Training Needed	Data Source	Provider	Audience	Outcome	Target Date	Cost
Child Abuse and Neglect	1304.22(a)(5)	Community Partner	Parents	Family members will be informed of roles and responsibilities as related to regulations	September 2014, January 2015	\$0
Child Abuse and Neglect	1304.52(k)(3)(i)	Community Partner	Delegate Staff	Staff will be able to recognize child abuse and neglect and the policies and procedures for reporting	August 2014	\$0
Curriculum Training	1304.21	WESD Staff	Delegate Staff	Staff will receive Creative Curriculum training and materials	Fall 2014	\$0
Drivers Training	1310.17 (b)(2), 1307.17(d)	not applicable		Not providing transportation services		\$0
Dual Language Learners	640(a)(3)(B)(ii),			See Grantee Plan		\$0
Education and Development Needs of Children	1304.40(e)(3)	WESD Staff	Parents	Parents will be provided training and technical assistance on developmental milestone and developmentally appropriate practices instruction and activities	December 2014	\$0
Emergency Preparedness	1310.17(b)(4)	WESD Staff	Delegate Staff	Staff will understand the procedures for Emergency Preparedness	October 2014	\$0
Family Assistance with Nutrition	1304.23, Parent Surveys	Community Partner	Parents	Parents will receive resources and information regarding the importance of health eating and sound nutrition	Throughout Year	\$0
First Aid/CPR	1310.17(b)(3)	Community Partner	Delegate Staff	All staff will have documentation of First Aid/CPR	Throughout year	\$0

Training Needed	Data Source	Provider	Audience	Outcome	Target Date	Cost
Governing Body Orientation and Training	1304.52(k)(4)	WESD Director	Governing Board	Members understand their responsibilities and are able to provide make appropriate decisions	October 2014, February 2015	\$0
Head Start Goals	1306.23(b), Goals and Objectives	WESD Staff	Delegate Staff	Staff will be able to clearly articulate goals and action steps that are driven and aligned to District and Head Start goals	August 2014	\$0
Joint Training on Disabilities	1308.4(l)(2)	Disability Specialist	Parents, Staff	Parents and staff will be provided training and technical assistance recognizing developmental delays, meeting individual goals, and needs	October 2014	\$0
Maintenance and Safety Checks	1310.17(b)(6)	WESD Staff	Delegate Staff	Staff will be educated on policies and procedures and Head Start and Childcare licensure requirements	August 2014	\$0
Mental Health	1304.24(a), Parent Surveys	Grantee Staff	Parents	Families will obtain resources and strategies to address individual difficulties related to mental health	November 2014	\$0
Operating Special Equipment	1310.17(b)(5)	Not Applicable		Not operating any special equipment		\$0
Parent Rights and Responsibilities	1304.52(k)(3)(ii)	WESD Staff	Parents	Parents are aware of their rights and able to advocate for child	October 2014	\$0
Parents as Primary Teachers	1304.21			See Grantee Plan		\$0
Pedestrian Safety	1310.21(a)	WESD Staff	Parents	Parents will understand the importance of compliance with pedestrian safety practices, policies, and procedures	September 2014	\$0
Policy Committee Orientation and Training	1304.52 (k)(4)	WESD Staff	Policy Committee	Member understand their responsibilities and are able to provide guidance to program	September 2014	\$0
Staff Orientation	1304.52(k)(1), Monitoring	WESD Staff	Delegate Staff	Staff will receive training and technical assistance on District and Head Start policies and procedures	August 2014	\$0

Training Needed	Data Source	Provider	Audience	Outcome	Target Date	Cost
Staff Professional Development	1304.52(k)(1 – 3)	Ezra Holland	Delegate Staff	Staff will participate in staff development event with national professional trainers	August 2014	\$0
Teacher Continuing Education	648A(a)(5), Staff Surveys	Grantee Staff, WESD Staff, and Community Partner	Teaching Staff	Teaching staff will participate in ongoing Staff Development	Throughout year	\$0
Transition Training	1304.41(c)(1)(iv) 1304.52(k)(3)(ii)	WESD Staff	Delegate Staff	Staff will implement smooth transitions in and out of Head Start	November 2014	\$0
Vehicle Training	1310.17(b)(1)	not applicable		Not providing transportation services		\$0
Working with children with disabilities	640(a)(3)(B)(ii)	WESD Staff	Delegate Staff	Staff will learn strategies for meeting IEP Goals and individual needs of children	October 2014	\$0
					TOTAL	\$0

Head Start Services Organizational Chart 2014-2015



FACILITY LOCATION CHART / PROGRAM OPTION

DELEGATE AGENCY: Washington Elementary School District No. 6

DIRECTOR'S NAME:	PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:
Diana Howsden	602-347-2297	602-347-2215	diana.howsden@wesdschools.org
OTHER KEY STAFF:	PHONE NUMBER:	FAX NUMBER:	EMAIL ADDRESS:
Michael Pilsbury, Coordinator	602-347-2212	602-347-2215	michael.pilsbury@wesdschools.org
Yvonne Rubalcaba, Office Mgr.	602-347-2284	602-347-2215	yvonne.rubalcaba@wesdschools.org
Claudia Olalde, Mentor Specialist	602-347-2219	602-347-2215	claudia.olalde@wesdschools.org
Pam Rohrer, Mentor Specialist	602-247-2221	602-347-2215	pam.rohrer@wesdschools.org

NAME OF SITE / ADDRESS	CLASSROOM	HOURS	# OF CHILDREN	PROGRAM OPTION**	TEACHER/ Support Instructor
Acacia 3021 W. Evans Phoenix, AZ 85053-5799	Room #117	AM: 7:30-11:00 PM: 11:30-3:00	AM: 16 PM: 16	DS	T: Lindsey Livingstone SI: Maria Meza SI: Caitlyn Selzer
Arroyo 4535 W. Cholla Glendale, AZ 85304-3599	Room #B3-A	AM: 7:30-11:00 PM: 11:30-3:00	AM: 15 PM: 15	DS	T: Robin Alvidrez SI: Esabel Larios SI: Eddie Valdez
Alta Vista 8710 N. 31 st Ave Phoenix, AZ 85051-3998	Room # (room is not numbered)	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Elisabeth Cromack SI: Millie Campa SI: Bobbie Holt
Desert View 8621 N. 3 rd St. Phoenix, AZ 85020-3185	Room # 501	AM: 7:30-11:00 PM: 11:30-3:00	AM: 16 PM: 16	DS	T: Heather Torella-Akers SI: Karina Meza SI: Brenda Creswell-Lioffa
John Jacobs 14421 N. 23 rd Ave Phoenix, AZ 85053	Room # 38	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Debra Heller SI: Flora Banuelos SI: Sydney Rulloda
Manzanita 8430 N. 39 th Ave Phoenix, AZ 85051-4799	Room # 901	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Shelly Alexander SI: Jennifer Mast SI: Andrea Moreno
Maryland 6503 N. 21 st Ave Phoenix, AZ 85015-1555	Room # 44	AM: 7:30-11:00 PM: 11:30-3:00	AM: 15 PM: 15	DS	T: Tania Ascencio SI: In Hiring Process SI: Vanessa Satterlund

Moon Mountain 13425 N. 19 th Ave Phoenix, AZ 85029-1698	Room # E115	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Debbie Goebel SI: Blanca Hernandez SI: Lindsey Tieman
Mountain View 801 W. Peoria Phoenix, AZ 85029-5301	Room # C154	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Diana Miller SI: Juana Aguirre SI: Nooshin Rajaei-Tehrani
Mountain View 801 W. Peoria Phoenix, AZ 85029-5301	Room # C156	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Lucia Slusher SI: Lisa Olguin SI: Adriana Cruz-Galarza
Ocotillo 3225 W. Ocotillo Phoenix, AZ 85017-1055	Room # E118	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Kathi Harrell SI: Ada Ortega SI: Stephanie Melendez
Richard E. Miller 2021 W. Alice Phoenix, AZ 85021-4299	Room # Portable	AM: 7:30-11:00 PM: 11:30-3:00	AM: 15 PM: 15	DS	T: Patty Howick SI: Alicia Olalde-Ortiz SI: Maria Isabelle Barrett
Sahuaro 12835 N. 33 rd Ave Phoenix, AZ 85029-2209	Room # 805	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Beverly Wood SI: Judy McCarty SI: Aaron Olheiser
Shaw Butte 12202 N. 21 st Ave Phoenix, AZ 85029-5599	Room # A-1	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Sophia Walden SI: Christina Gonzalez SI: Maisie Kaven
Sunset 4626 W. Mt. View Road Glendale, AZ 85302-2609	Room # 514	AM: 7:30-11:00 PM: 11:30-3:00	AM: 16 PM: 16	DS	T: Kate Beckenhauer SI: Joanne Manzo SI: Norma Estrada
Sunnyslope 245 E. Mt. View Rd Phoenix, AZ 85020	Room # 301	AM: 7:30-11:00 PM: 11:30-3:00	AM: 16 PM: 16	DS	T: Joyce Chase SI: Cindy Smith SI: Roxanne Bobian
Tumble weed 4001 W. Laurel Lane Phoenix, AZ 85029	Room # 38	AM: 7:30-11:00 PM: 11:30-3:00	AM: 15 PM: 15	DS	T: Linda Miller SI: Rachael Gover SI: Jenny Todorova
Washington 8033 N. 27 th Ave Phoenix, AZ 85051-6399	Room # A103	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Sarah Gonzalez SI: Reyna Valenzuela SI: Chelsey Hunter

** SS = Single Session
DS = Double Session
ED = Extended Day
FD = Full Day

GRANT APPLICATION REPORT

Agency Washington Elementary School District No. 6

Program Approach Form

I. Funded Enrollment		Number of Pregnant Women:
1. Funded enrollment by program option:		0
Center-based enrollment	588	
Home-based enrollment		
Combination option enrollment		
Family child care enrollment		
Other option enrollment		
Total Enrollment	588	

II. Program Schedule				
1. Program schedule number		1	2	3
2. Program option identification		CB		
3. Funded enrollment		588		
Complete #4-9 for center-based, family child care, combination, and other options				
4a. Number of classes/groups/family child care settings		36		
4b. Double session		36		
5. Number of hours of classes/groups/FCC settings per child, per day		3.5		
6. Number of days of classes/groups/FCC settings per child, per week		4		
7. Number of days classes/groups/FCC settings per child, per year		140		
8. Number of home visits per child, per year		2		
9. Number of hours per home visit		1		
Complete #10-13 for home-based options				
10. Number of home visits per child, per year				
11. Number of hours per home visit				
12. Number of hours per home-based socialization experience				
13. Number of home-based socialization experiences per child per year				

Other Cash and In-kind Funding Sources

Other Cash and In-kind Funding Sources		Value
<u>Federal Funding</u>		
1.	Federal Child Development and Child Care funds	
2.	USDA Funds for Nutrition Services	
3.	Other Federal Funding (CAFPC Food Reimbursements)	\$296,835
<u>State Funding</u>		
4.	State Preschool Programs)	
5.	Other Local Government Funding ()	
<u>Local Government Funding</u>		
6.	School District Funding	
7.	Other Local Government Funding ()	
<u>Other Funding</u>		
8.	Tribal Government Funding	
9.	Fund-raising Activities	
10.	Other ()	
<u>TOTAL</u>		\$296,835

NOTICE OF FEDERAL INTEREST

Delegate Agency: Wasington School District

Description of Fixed Assets:

<u>School</u>	<u>Asset Description</u>	<u>Date Acquired</u>	<u>Purchase Cost</u>
Acaccia	Playground	6/30/2011	\$51,583.39
Acaccia	Teach Smart Learning System	5/9/2011	\$9,082.32
Alta Vista	Teach Smart Learning System	5/9/2011	\$9,082.32
Arroyo	Teach Smart Learning System	5/9/2011	\$9,082.32
Desert View	Teach Smart Learning System	5/9/2011	\$9,082.32
John Jacobs	Teach Smart Learning System	3/9/2011	\$9,082.32
Manzanita	Fencing-Ornamental Panel	6/30/2004	\$7,165.15
Manzanita	Teach Smart Learning System	5/9/2011	\$9,082.32
Moon Mountain	Teach Smart Learning System	2/9/2011	\$9,082.32
Mountain View	Playground	6/30/2004	\$47,830.67
Mountain View	Teach Smart Learning System	5/9/2011	\$9,082.32
Mountain View	Teach Smart Learning System	5/9/2011	\$9,082.32
Ocotillo	Teach Smart Learning System	3/9/2011	\$9,082.32
Richard E. Miller	Teach Smart Learning System	5/9/2011	\$9,082.32
Maryland	Teach Smart Learning System	5/9/2011	\$9,082.32
Maryland	Teach Smart Learning System	5/9/2011	\$9,082.32
Shaw Butte	Teach Smart Learning System	5/9/2011	\$9,082.32
Sunnyslope	Teach Smart Learning System	5/9/2011	\$9,082.32
Sunset	Teach Smart Learning System	2/9/2011	\$9,082.32
Tumbleweed	Playground	6/30/2011	\$38,603.37
Washington	Teach Smart Learning System	5/9/2011	\$9,082.32
Desert View	Playground Equipment	3/1/1998	\$11,717.87
Manzanita	Playground Equipment	10/6/1998	\$30,997.41
Manzanita	Playground-Recreation Design	7/27/1998	\$30,997.41
Maryland	Playground Equipment	3/1/1998	\$11,430.74
Shaw Butte	Playground Equipment	3/1/1998	\$17,952.24
	TOTAL		<u>\$402,677.69</u>

The Head Start Delegate Agency understands and agrees to the following Special Conditions:

1. There are grant incorporated conditions which restrict the use of property or equipment that have Federal Interest;
2. The property may not be used for any purpose inconsistent with that authorized by Head Start Act and applicable regulations;
3. The property may not be mortgaged or used as collateral, sold, demolished or otherwise transferred to another party, without the written permission of the Secretary of Health and Human Services (HHS) or an employee who has the authority to give this permission on behalf of HHS;

4. The equipment may not be sold or demolished without or otherwise transferred to another party, without the written permission of the Secretary of Health and Human Services (HHS) or an employee who has the authority to give this permission on behalf of HHS;
5. These grant conditions and requirements cannot be altered or nullified through a transfer of ownership.

Completed by an Authorized Signatory:

Signature

Date

Printed Name

Title

WASHINGTON COST ALLOCATION PLAN / ANALYSIS for FY49

List the sources of Federal and other revenue for the program, supported by historical or other data to substantiate the amounts.

The Washington Elementary School District Head Start program currently receives \$2,506,511 in federal funds for the provision of Head Start services. Last year the agency was awarded level funding.

In 2013, the Washington School District was awarded \$228,332 from First Things First for the provision of Pre kindergarten services.

Describe how many of the total number of Head Start enrollees are covered by Federal Head Start funds in the cost allocation plan if the agency is serving children with funds from more than one source.

The total number of slots funded at the Washington Elementary School District (WESD) is 666. 588 slots are funded by the Head Start program at a cost per child of \$4,262. A total of 78 slots are funded by First Things First. 40 slots are at a cost per child of \$333.34 and 38 slots are at a cost per child of \$250 per month. Both of these programs are managed by the Head Start Director and Program Coordinator with administrative support from the Office Manager and Office Specialist.

Describe the methods used to determine the allocation of the costs of shared resources to the various funding sources.

The Head Start program and the Pre-K program are funded to be stand alone programs, meaning, each program is funded to pay for personal services, supplies and other expenses.

The shared resources that are allocated are the Director, Program Coordinator, Office Manager and the Office Specialist. These positions are responsible for program oversight which includes the administration of the budget, management of staff, including teacher evaluation and ensuring compliance with federal and state requirements.

The allocation methodology is based on percentage of FTEs in each program.

Percentage of Slots

There are 666 total slots for Head Start (588) and FTF (78). There is a total of 71 staff, 65 staff in the Head Start program and 6 providing services in the FTF program. The total funding is \$2,734,843. The Head Start staff accounts for 92% of the total staff. The FTF program is 8%. These percentages are based on the number of staff and not total funding as using funding as the basis of allocations is not allowable. Based on these percentages 92% of the Director, Program Coordinator, Office Manager and Office Specialist's salary and fringe would be charged to Head Start and 8% would be charged to FTF.

Specify the basis for allocating costs within specific cost categories (personnel, space, supplies) and provide a description for how expenditures within the major cost categories will be allocated and recorded in the grantee agency's accounting system.

The method of allocating cost is based on the percentages of FTEs in each program. These percentages are applied to shared personnel. In this case the shared personnel are the Director, Program Coordinator and Office Manager.

Position	Hours	Rate	Days	Salary	92%	8%
Director	8	36.42	261	\$76,045	\$69,961	\$6,084
Program Coordinator	8	27.92	261	\$58,296	\$53,633	\$4,663
Office Manager	8	19.04	261	\$39,756	\$36,575	\$3,181
Office Specialist	7	14.13	227	\$22,453	\$20,656	\$1,797

Supplies and Other Expenses

There are no other costs outside of personal services that require allocation as each program is funded for supplies and other expenses.

Recording Allocations

The percentages for Head Start (92%) and FTF (8%) are entered into the districts' payroll system and each funding source is charged respectively.

Nonfederal Share

Washington Head Start utilizes the services provided by Washington Elementary School District and volunteers. The table below indicates the methodology used to calculate the value of each item.

Category	Methodology
Personal Services	Time and effort logs
Space costs	Actual expenditures
Facilities costs	Actual expenditures

POLICY COMMITTEE
APPROVAL FORM
YEAR 49 HEAD START

The Policy Committee has approved the
program and budget components for Year
49 Head Start Program beginning
July 1, 2014 and ending June 30, 2015.

Washington Elementary School District #6
(Name of Delegate Agency)

Policy Committee Chair:

Monica Alanis

Signature

Monica Alanis

Printed Name

4/30/14

Date

There are only two changes in the Intergovernmental Agreement with the City of Phoenix this year. They are as follows:

1. Page 5, item 2.12:

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

New agreement states:

- A. In order to do business with the City, Contractor must comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Contractor will direct any questions in regard to these requirements to the Equal Opportunity Department, (602) 262-6790.

For Contractor with more than 35 employees:

- B. Any Contractor in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit an unfair employment practice. The Contractor will ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability. Such action shall include but not be limited to the following: Employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training; including apprenticeship. The Contractor further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract. Contractor further agrees that this clause will be incorporated in all subcontracts, job-consultant agreements or subleases of this agreement entered into by Contractor. The Contractor further agrees not to discriminate against any worker, employee or applicant, or any member of the public, because of sexual orientation or gender identity or expression and shall ensure that applicants are employed, and employees are dealt with during employment without regard to their sexual orientation or gender identity or expression.
- C. Documentation. Contractor may be required to provide additional documentation to the Equal Opportunity Department affirming that a nondiscriminatory policy is being utilized.
- D. Monitoring. The Equal Opportunity Department shall monitor the employment policies and practices of Contractor subject to this article as deemed necessary. The Equal Opportunity Department is authorized to conduct on-site compliance reviews of selected firms, which may include an audit of personnel and payroll records, if necessary.

2. Page 14, item 6.3: Force Majeure:

Verbiage is not changed, the numbering of the items has changed from 6.3.1, 6.3.2, 6.3.3, 6.3.4, and 6.3.5 to 6.3.1, 6.3.2 A, B, C, 6.3.3 and 6.3.4.

**Washington Elementary School District Head Start
Program Planning 2014 – 2015**

July

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

- **Submit to Grantee:**
 - Administrative Cost Report
 - Submit PIR Information
 - Current Parent Handbook
 - Disabilities Services Summary for Program Year 2013 - 14
 - Summary of program Transition Activities

August

- Conduct Staff orientation
- Distribute Year 49 Staff Calendar
- Conduct annual Staff training of Dept. of Health Services Child Care Licensure Regulations, Head Start Performance Standards, WESD Head Start program Service Plans and WESD District Policies
- Conduct classroom Family Orientations
- Conduct development screenings
- First day of class
- Conduct classroom Family Training Survey
- Develop Family Training Plan
- Develop Disabilities Training Plan
- Election of classroom Policy Committee Representatives

- **Policy Committee Meeting** (last meeting for previous year Policy & Community reps): (end of month)
 - PC approval of:
 - June Policy Committee Minutes
 - Hiring and termination recommendations (as needed)
 - Conduct Policy Committee orientation
 - PC review:
 - Proposed Policy Committee meeting dates for Sept. 2014 – Aug. 2015
 - Policy Committee By-laws
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - WESD Head Start Program Planning Procedures Calendar 2014 – 2015
 - Shared Governance Procedures
 - Dispute and Impasse Procedures
 - Program Budget and Expenditures

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

**Washington Elementary School District Head Start
Program Planning 2014 – 2015**

September

- Assessment of program bilingual language needs
- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)
 - August Policy Committee Minutes
 - Policy Committee meeting dates for Sept. 2013 – Aug. 2014
 - Policy Committee By-laws, if amended
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - Hiring and termination recommendations (as needed)
- PC review:
 - Program philosophy
 - Program long and short range goals and objectives
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (Date to be determined on as needed basis, otherwise information is provided to the Governing Board member)
 - CC review of:
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Quarterly Administrative Costs Report
 - Names and information of newly elected Policy Council Representatives

October

- Data Collection Outcome Measures-Time One
- Conduct Home visits
- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)
 - PC election Policy Committee Officers and Policy Council Representatives
 - PC approval of:
 - Program philosophy
 - Program long and short range goals and objectives
 - Hiring and termination recommendations (as needed)
 - PC review of:
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (as needed)
 - CC review of:
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Administrative Cost Report

November

- **Governing Board Presentation:**
 - GB approval of:

Washington Elementary School District Head Start Program Planning 2014 – 2015

Program philosophy
Program long and short range goals and objectives
Hiring and termination of Head Start personnel (as needed)

- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)
 - PC review of:
 - IGA (Program Refunding Application, Service Plans and Program Option, PY 50)
 - Program monthly reports
 - PC approval of:
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Head Start Refunding Grant/Contract Renewal documents for Program Year 50
 - Community Assessment Updates
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

December

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

January

- **Governing Board Presentation:**
 - Conduct Governing Board orientation
 - Review of Child Outcomes Measures
 - Review and approval of Self Assessment process
- Data Collection Outcomes Measures – Time Two
- Analyze Parent Satisfaction Survey results
- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)
 - PC approve of:
 - Self Assessment process
 - PC review of:
 - Child Outcomes Measures
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
 - PC Self Assessment training

**Washington Elementary School District Head Start
Program Planning 2014 – 2015**

- **Head Start Communication Committee Meeting:** (if needed)
 - CC review of:
 - Self Assessment process/training
 - Review Parent Satisfaction Survey results
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Final submittal of any revised programmatic and fiscal renewal documents of PY 49

February

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

March

- Analyze Self Assessment Results
- Design Program Improvement Plan from Self Assessment results
- Begin new program year recruitment
- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)
 - PC approval of:
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Plan (ERSEA Plan)
 - PC review of:
 - Self-Assessment Results/Program Improvement Plans (as applicable)
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

**Washington Elementary School District Head Start
Program Planning 2014 – 2015**

Quarterly Administrative Costs Report
Two copies of Single Audit Report

April

- Conduct staff evaluations
- Recruitment and intake process commences
- Develop schedule for submission of Head Start student applications from COP Caseworkers
- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)
 - PC review of:
 - Program Improvement Plan
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

May

- Submit Staff Performance Review to WESD Human Resources
- Conduct Staff Training Needs Assessment
- Conduct Parent Satisfaction Survey
- Data Collection Outcomes Measures – Time Three
- Prepare Head Start calendar (aligned to WESD calendar)
- Parent and Staff Recognition Event (based on availability of funds)
- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)
 - PC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 50 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2015 -2016
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (as needed)
 - CC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 50 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2015 - 2016
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Copy of Self-Assessment and Program Improvement Plan

June

- Analyze Staff Training Needs Assessment
- Analyze Parent Satisfaction Survey
- Conduct independent Audit
- Finalize Preschool/Head Start calendar (aligned to WESD calendar)
- **Governing Board Head Start Presentation:**
 - GB review of:
 - Parent Satisfaction Survey

Washington Elementary School District Head Start Program Planning 2014 – 2015

Child Outcomes Measurers Report

-GB approval of:

Program Refunding Application, Service Plans and Program Option-PY 50 (IGA)

WESD Head Start Program Planning Procedures Calendar 2015 - 2016

Hiring and termination of Head Start personnel (as needed)

- **Policy Committee Meeting:** (Date to be determined by new committee members at August meeting)

-Identify Program Goals and Needs

-PC approval of:

Program Refunding Application, Service Plans and Program Option-PY 50 (IGA)

WESD Head Start Program Planning Procedures Calendar 2015 – 2016

-PC review of:

Parent Satisfaction Survey

Child Outcomes Measurers Report

Program monthly reports

Hiring and termination recommendations (as needed)

- **Submit to Grantee:**

Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

Quarterly Administrative Costs Report

Final revised/current Methodology/Program Area Plan

Outcomes Measures Analysis for Year 2014 - 2015

Copies of Single Audit Report

Policy Committee/Governing Board approved Annual Planning Calendar

Meetings

Monthly:

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

Bi-Monthly:

- Staff Meetings
- Head Start Director with Director of Curriculum

Approved by the WESD Head Start Policy Committee on: _____

Approved by WESD Governing Board on: _____

Submitted by: _____
Policy Committee Chairperson

Update 5/14

(Plan and Policies, Parent Policy, Governance) Scheduled dates are subject to change.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
X 1st Reading
DATE: June 12, 2014
AGENDA ITEM: First Reading of Proposed Amended Board Policy GCCA/GDCA – Professional/Support Staff General Leave

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: BGB

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

As part of the Interest-Based Negotiations (IBN) Recommendations presentation made at the April 24, 2014 Board meeting, the Governing Board was informed that the IBN Team had reached consensus regarding proposed straw design components for revising how employees use general leave. At that time, the Governing Board was informed that the straw design components would be reflected in Regulation GCCA-R/GDCA-R – Professional/Support Staff General Leave that would be presented at a future Board meeting. Attached is proposed amended Policy GCCA/GDCA – Professional/Support Staff General Leave and new Administrative Regulation GCCA-R/GDCA-R – Professional/Support Staff General Leave. The proposed structure of this Policy/Regulation is to address the general leave principle in the Policy and relocate the administrative provision to the new Regulation as noted.

The following is a summary of the changes to general leave that are being proposed on a trial basis for the 2014-2015 school year. The IBN Team will scrutinize the impact of these changes on employee absenteeism and thereafter assess whether to make the changes effective for succeeding years or propose modifications, as appropriate.

- **Leave Purposes** - General leave may be used at the discretion of the employee for (i) personal illness, family illness, religious observance or emergency situations; and, (ii) for personal issues, including, personal business and vacation.
- **Leave Notification** - Depending on the particular purpose, employees shall provide notification as follows:
 - o *Personal illness, family illness, religious observance or emergency situations* – Employees must provide their supervisor and the District's substitute system (if applicable) seventy-two (72) hours

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy GCCA/GDCA – Professional/Support Staff General Leave.

Superintendent



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

Agenda Item III.B.

notice prior to taking leave unless an emergency or illness prevents the notification. If the absence is for five (5) or more days, HR must be notified in order to determine whether FMLA is appropriate.

- o *Personal issues, including, personal business and vacation* - Employees must provide their supervisor with a request to utilize general leave as soon as the employees are aware of the need to be absent, but no later than at least one (1) week prior to the scheduled absence. The supervisor shall have the discretion to approve or deny the request. Any request for more than five (5) consecutive days must be approved by the Superintendent or designee and will only be approved upon proof of extenuating circumstances for reasons other than vacation.
- **Protected Days** - Any use of general leave for the day before or after a holiday or break, during the week of state testing, site specific parent/teacher conferences, during the pre-week and first week of the instruction year or the last week of the instruction year shall be subject to the following:
 - o General leave may only be used upon approval of the Superintendent or designee for documented illness, bereavement or under special/emergency related circumstances.
 - o The Superintendent or designee shall consider the following:
 - The attendance record of the employee.
 - Previous requests from the employee.
 - Consideration for scheduling the leave at a different date.
 - Justification for specific nature of the requested leave.

These recommended changes have been reviewed by District Legal Counsel.

**PROFESSIONAL/SUPPORT STAFF
GENERAL LEAVE**

General leave is an amount of compensated leave granted to District professional and support staff who are unable to perform the duties assigned because of personal illness, family illness, religious holidays, personal issues or other reasons.

Regular twelve (12) month employees receive twelve (12) days of general leave. Regular employees that are regularly assigned to work less than twelve (12) months receive ten (10) days of general leave.

One (1) day of general leave is equivalent to an employee's regularly scheduled hours for the assigned position(s). Employees who work less than a full work year in their position receive a proportional amount of general leave based on their start date.

The Superintendent shall develop and maintain regulations and procedures for administering the use of general leave.

General Leave

Leave Amount

~~Regular twelve (12) month employees receive twelve (12) days of general leave. Regular employees that are regularly assigned to work less than twelve (12) months receive ten (10) days of general leave.~~

~~One (1) day of general leave is equivalent to an employee's regularly scheduled hours for the assigned position(s). Employees who work less than a full work year in their position receive a proportional amount of general leave based on their start date.~~

Leave Accrual

~~Employees who hold positions that are designated exempt under the Fair Labor Standards Act are credited with their general leave at the beginning of their work year or fiscal year for twelve (12) month employees. However, leave is accrued in equal prorated amounts.~~

~~Employees who hold positions that are designated non-exempt under the Fair Labor Standards Act and who are hired on or before January 1 of the current fiscal year accrue leave in equal prorated amounts and are not credited with their general leave at the beginning of the employee's work year. At the beginning of their next work year or fiscal year for twelve (12) month employees, the employee will be credited with their general leave. Employees hired after January 1 of the current fiscal year accrue leave in equal prorated amounts and are not credited with their general leave at the beginning of their current or subsequent work year or fiscal year for twelve (12) month employees. At the beginning of the following work year or fiscal year for twelve (12) month employees, employees will be credited with their general leave. Although leave is credited, the employee still accrues leave in equal prorated amounts.~~

~~Any accrued general leave not used during the current fiscal year will be accumulated as sick leave from year to year to an unlimited number of days.~~

Leave Purposes

~~General leave can be used for personal illness, family illness, religious observance or personal issues that cannot be taken care of *during off-duty hours*. General leave is not intended to be used for vacation or to extend a holiday.~~

Leave Notification

~~Employees shall provide their supervisor and the District's computerized substitute system (if applicable) seventy two (72) hours' notice prior to taking leave unless an emergency or illness prevents the notification, in which case notification must be provided as soon as possible. Because the substitute system does not record an absence forty five (45) minutes before the beginning of the workday, the employee must report the absence to the school.~~

~~Employees shall notify the Human Resources Department if absent five (5) or more consecutive days in order to determine whether consideration for Family and Medical Leave (FMLA) is required.~~

~~When an employee fails to provide the required notification of an absence, the absence shall be coded and considered an "unapproved, unpaid absence." Employees who fail to provide the required notification and desire to utilize general leave may submit documentation to their supervisor and Human Resources in support of the use of general leave. Human Resources will determine whether~~

~~general leave may be used or whether the absence shall remain “unapproved, unpaid.” If the absence remains “unapproved, unpaid,” the employee may be subject to disciplinary action.~~

~~*Leave Usage*~~

~~Employees who report their absences to the District’s computerized substitute system, such as teachers, must report leave in half or full day increments. Other eligible employees may use leave in at least fifteen (15) minute increments.~~

~~When a concern arises regarding the use of leave for personal or family illness, the District may request that the employee provide medical certification. Employees may be required to present a fitness for duty certificate from a physician to be restored to employment after using leave.~~

~~When the scheduling of general leave for personal business conflicts with workplace requirements, the supervisor may confer with the employee to determine if a more feasible schedule for the leave is possible. When the supervisor is concerned about the welfare of an employee or about perceived abuse of leave, the supervisor will confer with the employee to rectify the situation.~~

~~Employees who occupy more than one (1) position are only permitted to use the hours of leave time that are accrued in each respective position.~~

~~Employees that use leave for reasons that qualify for leave under the Family and Medical Leave Act (“FMLA”), shall comply with the FMLA’s procedural requirements.~~

~~Employees eligible for workers’ compensation benefits may use unused accrued leave days in an amount necessary to offset the difference between their regular gross pay and their workers’ compensation benefits.~~

~~**Accrued Sick Leave**~~

~~*Leave Amount*~~

~~Any general leave not used during the current fiscal year accumulates as sick leave from year to year to an unlimited number of days. Any earned vacation days from the previous fiscal year that are not used by December 31 of the new fiscal year also accumulate as sick leave from year to year in an unlimited number of days.~~

Leave Purposes

Sick leave is used for personal illness, child(ren) (minor or disabled child) illness or can be used as a substitute for unpaid leave if the employee is eligible for leave under the Family and Medical Leave Act. Please see the "Family and Medical Leave" section for further information.

Leave Notification

Employees shall provide their supervisor or the District's computerized substitute system (if applicable) seventy two (72) hours' notice prior to taking leave unless an emergency or illness prevents the notification, in which case notification must be provided as soon as possible. Because the substitute system does not record an absence forty five (45) minutes before the beginning of the workday, the employee must report the absence to the school.

Employees shall notify the Human Resources Department if absent five (5) or more consecutive days in order to determine whether consideration for Family and Medical Leave (FMLA) is required.

When an employee fails to provide the required notification of an absence, the absence shall be coded and considered an "unapproved, unpaid absence." Employees who fail to provide the required notification and desire to utilize accrued sick leave may submit documentation to their supervisor and Human Resources in support of the use of accrued sick leave. Human Resources will determine whether accrued sick leave may be used or whether the absence shall remain "unapproved, unpaid." If the absence remains "unapproved, unpaid," the employee may be subject to disciplinary action.

Leave Usage

Employees may choose to use either their general leave or sick leave for the employee's illness. Employees that report their absences to the District's computerized substitute system, such as teachers, must use leave in half or full day increments. Other eligible employees may use leave in at least fifteen (15) minute increments.

When a concern arises regarding the use of leave for personal or family illness, the District may request that the employee provide medical certification. Employees

~~may be required to present a fitness for duty certificate from a physician to be restored to employment after using leave.~~

~~When the supervisor is concerned about the welfare of an employee or about perceived abuse of leave, the supervisor will confer with the employee to rectify the situation.~~

~~Employees who occupy more than one (1) position are only permitted to use the hours of leave time that are accrued in each respective position.~~

~~Employees that use leave for reasons that qualify for leave under the Family and Medical Leave Act ("FMLA"), shall comply with the FMLA's procedural requirements.~~

~~Employees eligible for workers' compensation benefits may use unused accrued leave days in an amount necessary to offset the difference between their regular gross pay and their workers' compensation benefits.~~

Leave Buyout

~~After fifteen (15) years continuous service in the District, an employee who separates from the District because of retirement, resignation or death shall receive payment for all accrued, unused general/sick leave days up to a maximum of one hundred forty seven (147) days at the rate based on the leave buyout tier system herein described, provided that the employee's services have been provided in a satisfactory, ethical and professional manner (including, but not limited to, resignation in lieu of termination or non-renewal or significant disciplinary issues). Employees do not receive payment for credited days that the employee has not yet accrued. If an eligible employee dies, the above amount shall be paid directly to the employee's beneficiary/estate.~~

Leave Buyout Tier System

~~Employees who have served fifteen (15th) consecutive years through the end of the twenty fourth (24th) consecutive year will receive rate buyout of fifty percent (50%) of the current beginning substitute teacher's daily rate.~~

~~Employees who have served twenty five (25th) consecutive years through the end of the twenty ninth (29th) consecutive year will receive rate buyout of seventy five percent (75%) of the current beginning substitute teacher's daily rate.~~

~~Employees who have served the thirty (30th) consecutive years or above will receive rate buyout of one hundred percent (100%) of the current beginning substitute teacher's daily rate.~~

~~Employees resigning/retiring from the District must notify Human Resources of this in writing by February 1 to ensure they will receive their leave buyout during that fiscal year. Failure to do so will result in the buyout being delaying into the next fiscal year and will result in a reduction in the buyout by fifty (50) percent unless special health related or extraordinary circumstances occur. In which case, the Superintendent must approve exceptions.~~

Position Upon Returning From Leave

~~Upon returning from paid sick leave, employees shall be placed in the position that they held prior to the leave. However, if the employee's previous position no longer exists or if the Superintendent or Human Resources designee determines that placing the employee in the prior position is not in the District's best interest the employee shall be placed in a comparable position for which the employee is qualified. If the position was eliminated due to a staff reduction, the employee will have the rights outlined in the District's staff reduction policies and regulations.~~

Short-Term/Long-Term Disability

~~Employees who become disabled due to a non-occupational injury or illness may utilize disability insurance that is voluntarily procured by the employees. Upon returning from short-term disability, employees shall be placed in the position that they held prior to the leave. However, if the employee's previous position no longer exists or if the Superintendent or Human Resources designee determines that placing the employee in the prior position is not in the District's best interest the employee shall be placed in a comparable position for which the employee is qualified. If the position was eliminated due to a staff reduction, the employee will have the rights outlined in the District's staff reduction policies and regulations.~~

~~Employees receiving long-term disability benefits must also be on a District approved leave for their absences to be excused.~~

Adopted: July 11, 2013

LEGAL REF.: A.R.S. 15-502

REGULATION**REGULATION****PROFESSIONAL/SUPPORT STAFF
GENERAL LEAVE**

(Effective from July 1, 2014 through June 30, 2015 only)

General Leave**Leave Amount**

Regular twelve (12) month employees receive twelve (12) days of general leave. Regular employees that are regularly assigned to work less than twelve (12) months receive ten (10) days of general leave.

One (1) day of general leave is equivalent to an employee's regularly scheduled hours for the assigned position(s). Employees who work less than a full work year in their position receive a proportional amount of general leave based on their start date.

Leave Accrual

Employees who hold positions that are designated exempt under the Fair Labor Standards Act are credited with their general leave at the beginning of their work year or fiscal year. However, leave is accrued in equal prorated amounts.

Employees who hold positions that are designated non-exempt under the Fair Labor Standards Act and who are hired on or before January 1 of the current fiscal year accrue leave in equal prorated amounts and are not credited with their general leave at the beginning of the employee's work year. At the beginning of their next work year or fiscal year, the employee will be credited with their general leave. Employees hired after January 1 of the current fiscal year accrue leave in equal prorated amounts and are not credited with their general leave at the beginning of their current or subsequent work year or fiscal year. At the beginning of the following work year or fiscal year, employees will be credited with their general leave. Although leave is credited, the employee still accrues leave in equal prorated amounts.

Any accrued general leave not used during the current fiscal year will be accumulated as sick leave from year to year to an unlimited number of days.

REGULATION**REGULATION***Leave Purposes*

General leave may be used at the discretion of the employee for (i) personal illness, family illness, religious observance or emergency situations; and, (ii) for personal issues, including, personal business and vacation.

Leave Notification

Depending on the particular purpose, employees shall provide notification as follows:

- Personal illness, family illness, religious observance or emergency situations.
 - Employees shall provide their supervisor and the District's computerized substitute system (if applicable) seventy-two (72) hours' notice prior to taking leave unless an emergency or illness prevents the notification, in which case notification must be provided as soon as possible. Because the substitute system does not record an absence forty-five (45) minutes before the beginning of the workday, the employee must report the absence to the school.
 - Employees shall notify the Human Resources Department if absent five (5) or more consecutive days in order to determine whether consideration for Family and Medical Leave (FMLA) is required.
- Personal issues, including personal business and vacation.
 - Employees shall provide their supervisor with a request to utilize general leave as soon as the employees are aware of the need to be absent, but no later than at least one (1) week prior to the scheduled absence. The supervisor shall have the discretion to approve or deny the request based on the following considerations:

REGULATION**REGULATION**

- Conflicts with workplace staffing requirements. When the requested leave creates a staffing conflict, the supervisor shall confer with the employee to determine a more feasible schedule for the leave.
- The attendance record of the employee.
- Previous requests from the employee.
- Justification for the specific nature of the requested leave.
- If approval is granted, employees shall notify the District's computerized substitute system (if applicable) as soon as possible following the approval, but no later than seventy-two (72) hours prior to the scheduled absence
- If the supervisor is aware of a specific day(s) when employees will not be approved to utilize general leave for personal issues because of the scheduling of special events, the supervisor shall advise the employees within the first month of the instructional year that leave for this purpose will not be approved.

When an employee fails to provide the required notification of an absence, the absence shall be coded and considered an "unapproved, unpaid absence." Employees who fail to provide the required notification and desire to utilize general leave may submit documentation to their supervisor and Human Resources in support of the use of general leave. Human Resources will determine whether general leave may be used or whether the absence shall remain "unapproved, unpaid." If the absence remains "unapproved, unpaid," the employee may be subject to disciplinary action.

Leave Usage

- Personal illness, family illness, religious observance or emergency situations.
- When a concern arises regarding the use of leave for personal or family illness, the District may request that the employee provide medical certification. Employees may be required to present a

REGULATION**REGULATION**

fitness for duty certificate from a physician to be restored to employment after using leave.

- When a concern arises regarding the use of leave for an emergency situation, the District may request that the employee provide supporting documentation.
- Personal issues, including personal business and vacation.
 - Any request for more than five (5) consecutive days must be approved by the Superintendent or designee and will only be approved upon proof of extenuating circumstances for reasons other than vacation.

Employees who occupy more than one (1) position are only permitted to use the hours of leave time that are accrued in each respective position.

Employees that use leave for reasons that qualify for leave under the Family and Medical Leave Act (FMLA), shall comply with the FMLA's procedural requirements.

Employees eligible for workers' compensation benefits may use unused accrued leave days in an amount necessary to offset the difference between their regular gross pay and their workers' compensation benefits.

Protected Days

Any use of general leave for the day before or after a holiday or break, during the week of state testing, site specific parent/teacher conferences, during the pre-week and first week of the instruction year or the last week of the instruction year shall be subject to the following:

- General leave may only be used upon approval of the Superintendent or designee for documented illness, bereavement or under special/emergency related circumstances.
- The Superintendent or designee shall consider the following:
 - The attendance record of the employee.

REGULATION**REGULATION**

- o Previous requests from the employee.
- o Consideration for scheduling the leave at a different date.
- o Justification for the specific nature of the requested leave.

(Effective for the 2013-2014 school year and July 1, 2015-until otherwise modified)

General Leave

Leave Amount

Regular twelve (12) month employees receive twelve (12) days of general leave. Regular employees that are regularly assigned to work less than twelve (12) months receive ten (10) days of general leave.

One (1) day of general leave is equivalent to an employee's regularly scheduled hours for the assigned position(s). Employees who work less than a full work year in their position receive a proportional amount of general leave based on their start date.

Leave Accrual

Employees who hold positions that are designated exempt under the Fair Labor Standards Act are credited with their general leave at the beginning of their work year or fiscal year ~~for twelve (12) month employees~~. However, leave is accrued in equal prorated amounts.

Employees who hold positions that are designated non-exempt under the Fair Labor Standards Act and who are hired on or before January 1 of the current fiscal year accrue leave in equal prorated amounts and are not credited with their general leave at the beginning of the employee's work year. At the beginning of their next work year or fiscal year ~~for twelve (12) month employees~~, the employee will be credited with their general leave. Employees hired after January 1 of the current fiscal year accrue leave in equal prorated amounts and are not credited with their general leave at the beginning of their current or subsequent work year or fiscal year ~~for twelve (12) month employees~~. At the beginning of the following work

REGULATION**REGULATION**

year or fiscal year for ~~twelve (12) month employees~~, employees will be credited with their general leave. Although leave is credited, the employee still accrues leave in equal prorated amounts.

Any accrued general leave not used during the current fiscal year will be accumulated as sick leave from year to year to an unlimited number of days.

Leave Purposes

General leave can be used for personal illness, family illness, religious observance or personal issues that cannot be taken care of *during off-duty hours*. General leave is not intended to be used for vacation or to extend a holiday.

Leave Notification

Employees shall provide their supervisor and the District's computerized substitute system (if applicable) seventy-two (72) hours' notice prior to taking leave unless an emergency or illness prevents the notification, in which case notification must be provided as soon as possible. Because the substitute system does not record an absence forty-five (45) minutes before the beginning of the workday, the employee must report the absence to the school.

Employees shall notify the Human Resources Department if absent five (5) or more consecutive days in order to determine whether consideration for Family and Medical Leave Act (FMLA) is required.

When an employee fails to provide the required notification of an absence, the absence shall be coded and considered an "unapproved, unpaid absence." Employees who fail to provide the required notification and desire to utilize general leave may submit documentation to their supervisor and Human Resources in support of the use of general leave. Human Resources will determine whether general leave may be used or whether the absence shall remain "unapproved, unpaid." If the absence remains "unapproved, unpaid," the employee may be subject to disciplinary action.

Leave Usage

REGULATION**REGULATION**

Employees who report their absences to the District's computerized substitute system, such as teachers, must report leave in half or full day increments. Other eligible employees may use leave in at least fifteen (15) minute increments.

When a concern arises regarding the use of leave for personal or family illness, the District may request that the employee provide medical certification. Employees may be required to present a fitness for duty certificate from a physician to be restored to employment after using leave.

When the scheduling of general leave for personal business conflicts with workplace requirements, the supervisor may confer with the employee to determine if a more feasible schedule for the leave is possible. When the supervisor is concerned about the welfare of an employee or about perceived abuse of leave, the supervisor will confer with the employee to rectify the situation.

Employees who occupy more than one (1) position are only permitted to use the hours of leave time that are accrued in each respective position.

Employees that use leave for reasons that qualify for leave under the Family and Medical Leave Act ("FMLA"), shall comply with the FMLA's procedural requirements.

Employees eligible for workers' compensation benefits may use unused accrued leave days in an amount necessary to offset the difference between their regular gross pay and their workers' compensation benefits.

Accrued Sick Leave***Leave Amount***

Any general leave not used during the current fiscal year accumulates as sick leave from year to year to an unlimited number of days. Any earned vacation days from the previous fiscal year that are not used by December 31 of the new fiscal year also accumulate as sick leave from year to year in an unlimited number of days.

Leave Purposes

Sick leave is used for personal illness, child(ren) (minor or disabled child) illness or can be used as a substitute for unpaid leave if the employee is eligible for leave

REGULATION**REGULATION**

under the Family and Medical Leave Act. Please see the “Family and Medical Leave” section for further information.

Leave Notification

Employees shall provide their supervisor or the District’s computerized substitute system (if applicable) seventy-two (72) hours’ notice prior to taking leave unless an emergency or illness prevents the notification, in which case notification must be provided as soon as possible. Because the substitute system does not record an absence forty-five (45) minutes before the beginning of the workday, the employee must report the absence to the school.

Employees shall notify the Human Resources Department if absent five (5) or more consecutive days in order to determine whether consideration for Family and Medical Leave (FMLA) is required.

When an employee fails to provide the required notification of an absence, the absence shall be coded and considered an “unapproved, unpaid absence.” Employees who fail to provide the required notification and desire to utilize accrued sick leave may submit documentation to their supervisor and Human Resources in support of the use of accrued sick leave. Human Resources will determine whether accrued sick leave may be used or whether the absence shall remain “unapproved, unpaid.” If the absence remains “unapproved, unpaid,” the employee may be subject to disciplinary action.

Leave Usage

Employees may choose to use either their general leave or sick leave for the employee’s illness. Employees that report their absences to the District’s computerized substitute system, such as teachers, must use leave in half or full day increments. Other eligible employees may use leave in at least fifteen (15) minute increments.

When a concern arises regarding the use of leave for personal or family illness, the District may request that the employee provide medical certification. Employees may be required to present a fitness for duty certificate from a physician to be restored to employment after using leave.

REGULATION**REGULATION**

When the supervisor is concerned about the welfare of an employee or about perceived abuse of leave, the supervisor will confer with the employee to rectify the situation.

Employees who occupy more than one (1) position are only permitted to use the hours of leave time that are accrued in each respective position.

Employees that use leave for reasons that qualify for leave under the Family and Medical Leave Act ("FMLA"), shall comply with the FMLA's procedural requirements.

Employees eligible for workers' compensation benefits may use unused accrued leave days in an amount necessary to offset the difference between their regular gross pay and their workers' compensation benefits.

Leave Buyout

After fifteen (15) years continuous service in the District, an employee who separates from the District because of retirement, resignation or death shall receive payment for all accrued, unused general/sick leave days up to a maximum of one hundred forty-seven (147) days at the rate based on the leave buyout tier system herein described, provided that the employee's services have been provided in a satisfactory, ethical and professional manner (including, but not limited to, resignation in lieu of termination or non-renewal or significant disciplinary issues). Employees do not receive payment for credited days that the employee has not yet accrued. If an eligible employee dies, the above amount shall be paid directly to the employee's beneficiary/estate.

Leave Buyout Tier System

Employees who have served fifteen (15th) consecutive years through the end of the twenty-fourth (24th) consecutive year will receive rate buyout of fifty percent (50%) of the current beginning substitute teacher's daily rate.

Employees who have served twenty-five (25th) consecutive years through the end of the twenty-ninth (29th) consecutive year will receive rate buyout of seventy-five percent (75%) of the current beginning substitute teacher's daily rate.

REGULATION**REGULATION**

Employees who have served the thirty (30th) consecutive years or above will receive rate buyout of one-hundred percent (100%) of the current beginning substitute teacher's daily rate.

Employees resigning/retiring from the District must notify Human Resources of this in writing by February 1 to ensure they will receive their leave buyout during that fiscal year. Failure to do so will result in the buyout being delayed into the next fiscal year and will result in a reduction in the buyout by fifty (50) percent unless special health related or extraordinary circumstances occur. In which case, the Superintendent must approve exceptions.

Position Upon Returning From Leave

Upon returning from paid sick leave, employees shall be placed in the position that they held prior to the leave. However, if the employee's previous position no longer exists or if the Superintendent or Human Resources designee determines that placing the employee in the prior position is not in the District's best interest the employee shall be placed in a comparable position for which the employee is qualified. If the position was eliminated due to a staff reduction, the employee will have the rights outlined in the District's staff reduction policies and regulations.

Short-Term/Long-Term Disability

Employees who become disabled due to a non-occupational injury or illness may utilize disability insurance that is voluntarily procured by the employees. Upon returning from short-term disability, employees shall be placed in the position that they held prior to the leave. However, if the employee's previous position no longer exists or if the Superintendent or Human Resources designee determines that placing the employee in the prior position is not in the District's best interest the employee shall be placed in a comparable position for which the employee is qualified. If the position was eliminated due to a staff reduction, the employee will have the rights outlined in the District's staff reduction policies and regulations.

Employees receiving long-term disability benefits must also be on a District approved leave for their absences to be excused.