

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

DATE: October 17, 2013

TIME: Regular Meeting 7:00 p.m.
Executive Session to follow Regular Meeting

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

1-5

It is recommended that the Governing Board approve the Minutes of the September 26, 2013 Regular Meeting and Executive Session (all Governing Board Members were in attendance).

Motion _____ Second _____ Vote _____

- F. Current Events: Governing Board and Superintendent
Celebrating Our Successes! Tara Mayole, Principal at Abraham Lincoln Traditional School, will share information regarding the school's student achievement gains.

- 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 6
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 7-9
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) 10-11
1. CenturyTel Service Group donated a check in the amount of \$2,000.00 for teacher, John Vasey, who received the "All Star Teacher" recognition award to be used for the benefit of his students at Orangewood School.
 2. Fidelity Charitable Gift Fund donated a check in the amount of \$1,800.00 for the benefit of the students at Shaw Butte Elementary School.
 3. Gardner's Book Service donated books and services with an approximate value of \$749.07 to the Academic Services Department for Gardner's Story Box.
 4. InnovAz/Science Foundation of Arizona donated a check in the amount of \$1,455.27 to be used for supplies for the benefit of students in the STEM Club at Orangewood School.
 5. Resurrection Life Lutheran donated 75 backpacks with an approximate value of \$750.00 for the benefit of students at Sunset Elementary School.
 6. Sun Star Chinese Buffet Inc. donated a check in the amount of \$500.00 to be used for the benefit of students in the after-school academy at Ironwood Elementary School.
 7. Target Take Charge of Education donated a check in the amount of \$306.38 for the benefit of students at Shaw Butte Elementary School.
 8. Walmart donated 10 \$100 Walmart gift cards for a total amount of \$1,000.00 for teacher incentives and appreciation for the after-school academy at Sunburst Elementary School.
 9. Walmart #2512 donated school supplies with an approximate value of \$1,000.00 to the Transportation Department for the benefit of Washington Elementary School District students.
- *D. Out-of-County/State Field Trips 12-98
1. Stacy Bauer, Acacia Elementary School, submitted an out-of-county/state field trip to Sea World, San Diego, CA, May 15-16, 2014, for 6th grade students at a cost of \$33,900.85.
 2. Greg Grantham, Arroyo Elementary School, submitted an out-of-county/state field trip to Catalina Island, Toyon Bay, Avalon, CA, May 6-9, 2014, for 6th grade students at a cost of \$18,926.13.
 3. Ashanti Givens, Cholla Middle School, submitted an out-of-county/state field trip to Disneyland, Anaheim, CA, April 25-26, 2014, for 7th and 8th grade students at a cost of \$19,266.00.
 4. Sarah Lok, Ironwood Elementary School, submitted an out-of-county/state field trip to Queen Mary Port, Long Beach, CA and Catalina Island Marine Institute (CIMI), Toyon Bay, CA, April 20-23, 2014, for 6th grade students at a cost of \$18,057.48.

II. CONSENT AGENDA (continued)

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

5. Sarah Kakritz, John Jacobs Elementary School, submitted an out-of-county/state field trip to Grand Canyon National Park, Grand Canyon, AZ, April 25, 2014, for 4th grade students at a cost of \$3,605.00.
6. Chelsea Simpson, Lakeview Elementary School, submitted an out-of-county/state field trip to San Diego, CA and surrounding areas, May 14-16, 2014, for 6th grade students at a cost of \$18,975.00.
7. Lisa Lacey, Lookout Mountain Elementary School, submitted an out-of-county/state field trip to Arizona Renaissance Festival, Apache Junction, AZ, March 4, 2014, for 6th grade students at a cost of \$3,543.00.
8. Stacia Deering, Moon Mountain Elementary School, submitted an out-of-county/state field trip to Arizona Sonora Desert Museum, Tucson, AZ, March 4, 2014, for 5th and 6th grade students at a cost of \$889.50.
9. Kirsten Dukeshier, Mountain Sky Junior High School, submitted an out-of-county/state field trip to Forum Festival, Anaheim, CA, May 16-18, 2014, for 7th and 8th grade students at a cost of \$60,498.00.
10. Anthony Murphy, Mountain Sky Junior High School, submitted an out-of-county/state field trip to Marana High School, Tucson, AZ, January 24-25, 2014, for 7th and 8th grade students at a cost of \$225.00.
11. Alex Keene, Orangewood School, submitted an out-of-county/state field trip to Disneyland/California Adventures, Anaheim, CA, May 8-10, 2014, for 6th, 7th, and 8th grade students at a cost of \$28,584.34.
12. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Pacific Beach, San Diego, CA and Ocean Institute, Dana Point, CA, June 1-5, 2014, for 6th grade students at a cost of \$28,430.00.
13. Matt Weaver, Royal Palm Middle School, submitted an out-of-county/state field trip to Astrocamp, Idyllwild, CA, May 9-11, 2014, for 6th, 7th, and 8th grade students at a cost of \$46,247.50.
14. Azucena Parra and Tameri Bayus, Royal Palm Middle School, submitted an out-of-county/state field trip to Disneyland, Anaheim, CA, April 25-26, 2014, for 6th, 7th, and 8th grade students at a cost of \$14,996.00.
15. Stephanie Yocom, Shaw Butte Elementary School, submitted an out-of-county/state field trip to Arizona Renaissance Festival, Apache Junction, AZ, March 4, 2014, for 6th grade students at a cost of \$1,530.00.
16. Joel Barfoot, Sunburst Elementary School, submitted an out-of-county/state field trip to Camp Sky Y, YMCA, Prescott, AZ, May 1-2, 2014, for 4th grade students at a cost of \$5,839.00.
17. Jeffrey Stepien, Sunnyslope School, submitted an out-of-county/state field trip to Disneyland Park, Anaheim, CA, May 16-18, 2014, for 7th and 8th grade students at a cost of \$22,112.00.

II. CONSENT AGENDA (continued)

*E. Out-of-State Travel	99-102
1. Tiffany Kong, School Psychologist, to attend the National Association of School Psychologists (NASP) Conference, February 18-21, 2014, in Washington, D.C., at no cost to the District.	
2. Nancy Zampini, Lead Speech Pathologist, to attend the American Speech Language and Hearing Association Convention, November 13-16, 2013, in Chicago, Illinois, at a cost of \$980.78.	
3. Dorothy Watkins, Administrator of Social Services, to attend the 25 th Annual National Association for the Education of Homeless Children and Youth Conference, November 2-5, 2013, in Atlanta, Georgia, at a cost of \$1,660.00	
*F. Award of Contract – RFP No. 13.027, Tutoring and Substitute Teaching Agencies	103-104
*G. Intergovernmental Agreement with the Superior Court of Arizona in Maricopa County, Juvenile Probation Department	105-113
*H. Resolution Designating Polling Places for the District's November 5, 2013 Special Override Election and Making Findings Concerning the Availability of Polling Places within Consolidated Precincts	114-117
*I. Acceptance of Resignation from Judge Robert D. Myers as a Community Member on the Trust Boards	118-119
*J. Second Reading and Adoption of Proposed Amended Board Policy CBCA – Delegated Authority	120-121
*K. Second Reading and Adoption of Proposed Amended Board Policy EBAA – Reporting of Hazards/Warning Systems	122-124
*L. Second Reading and Adoption of Proposed Amended Board Policy EBC – Emergencies	125-126
*M. Second Reading and Adoption of Proposed Amended Board Policy GBI – Staff Participation in Political Activities	127-129
*N. Second Reading and Adoption of Proposed Amended Board Policy CM – School District Annual Report	130-132
*O. Second Reading and Adoption of Proposed Amended Board Policy GCFC – Professional Staff Certification and Credentialing Requirements	133-137
*P. Second Reading and Adoption of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection	138-143
*Q. Acceptance of the Refugee School Impact Grant in the Amount of \$50,000.00	144

III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

IV. PUBLIC HEARING

A. Call for Public Hearing: Bond and Capital Projects Update (David Velazquez and Mike Kramer)	145-168
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IV. PUBLIC HEARING (continued)

- B. Call for Public Hearing: Annual Report of M&O and K-3 Override Expenditures (David Velazquez) 169-170

V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

VI. ACTION / DISCUSSION ITEM

- A. Consider, Discuss and, if Deemed Advisable, Approve the Intergovernmental Cooperative Purchase Agreements and Contract Purchases with 1GPA to Utilize Midstate Energy for Energy Performance Contracting Services (Cathy Thompson) 171-172

Motion _____ Second _____ Vote _____

VII. INFORMATION / DISCUSSION ITEMS

- A. Update Regarding Strategic Action Plans (Sue Snyder, Janet Sullivan, Carol Donaldson, Sue Pierce, Mike Kramer, John Shikany, Chris Lieurance, Justin Wing, Cathy Thompson) 173-257
- B. Information Regarding the Title I Budget (Janet Sullivan) 258-259

VIII. FUTURE AGENDA ITEMS

IX. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

X. CALL FOR EXECUTIVE SESSION

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.1

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

- A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent.

Motion _____ Second _____ Vote _____

XI. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

XII. EXECUTIVE SESSION – GENERAL FUNCTION

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

XII. EXECUTIVE SESSION – GENERAL FUNCTION (continued)

C. Discussion under A.R.S. §38-431.03 – A.1

- A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent.

XIII. RECONVENING OF REGULAR MEETING

XIV. 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.

GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2013-2014

September 26, 2013

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

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

Mr. Jahneke called the meeting to order at 7:00 p.m. Governing Board members constituting a quorum were present: Mr. Bill Adams, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Mr. Chris Maza joined the meeting at 7:06 p.m. and Ms. Clorinda Graziano joined the meeting at 7:30 p.m.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mr. Jahneke 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 Mrs. Lambert. The motion carried.

UNANIMOUS**E. Approval of the Minutes**

A motion was made by Mrs. Lambert that the Governing Board approve the Minutes of the September 12, 2013 Regular Meeting. The motion was seconded by Mr. Adams. The motion carried 2-0. Mrs. Lambert abstained from the vote.

UNANIMOUS**F. Current Events: Governing Board and Superintendent**

Mr. Adams congratulated Mrs. Lambert for being elected as vice-chairperson of SOSAz (Support Our Schools Arizona).

Mr. Adams shared that he enjoyed attending the Arizona School Boards Association (ASBA) Maricopa County Workshop held at the Washington Elementary School District (WESD) Administrative Center where he was reelected as co-director for Maricopa County. Mr. Adams thanked Mrs. Lambert, Ms. Graziano, and Dr. Cook for attending the workshop, as well as Mr. Maza for his welcome speech. Mr. Adams thanked Mr. Maza for speaking and reported that his comments regarding volunteerism were very meaningful to other district Governing Board members. Mr. Adams acknowledged Mr. Don Brewer, music director at Mountain Sky Junior High School, and the jazz band for performing. He thanked Mrs. Joyce Shiota and Mrs. Terry Kidd for assisting with the registration. Mr. Adams stated that there were many compliments about the food and the entertainment.

Mrs. Lambert shared that she enjoyed attending the informative ASBA Law Conference and was impressed with the Delegate Assembly work regarding the ASBA 2014 Legislative Political Agenda.

Mrs. Lambert stated she was sorry she missed the September 12, 2013 Governing Board meeting and Richard E. Miller Elementary School's success celebration.

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Mrs. Lambert shared that she enjoyed attending Richard E. Miller's parent celebration for the school's student achievement gains.

Mrs. Lambert congratulated Mr. Adams for being reelected ASBA Maricopa County co-director.

Mr. Jahneke congratulated Mr. Adams and Mrs. Lambert for their newly elected positions. He stated that volunteer work was a very rewarding experience, e.g., ASBA, SOSAz, and serving as a Governing Board member because of the opportunity to meet new people and learn transferrable skills.

Dr. Bailey advised the Governing Board members that Manzanita Elementary School had gained 24 points from last year's testing which changed its label from a "C" to a "B" which was an amazing feat. Dr. Bailey introduced Mr. Tim Fountain, Principal of Manzanita Elementary School who shared information regarding the school's student achievement successes. Mrs. Lambert congratulated Manzanita for the staff's focus and hard work. Mrs. Lambert appreciated the development of strategies to reach more students. She asked if Manzanita was a school-wide Title I school. Mr. Fountain replied in the affirmative. Mrs. Lambert asked what behavior modification was in place of the Make Your Day program. Mr. Fountain responded that the school was utilizing the clip chart system, e.g., behavior ladder.

Mr. Maza thanked his fellow Governing Board members who attended the ASBA Maricopa County Workshop. Mr. Maza stated that school board members, and especially Washington Elementary School District Governing Board members, were the most wonderful volunteers who were elected to serve their communities and were unpaid.

Mr. Maza congratulated Mr. Adams for being reelected as the ASBA Maricopa County co-director.

G. Special Recognition

Mr. Maza recognized Governing Board member, Tee Lambert, who was awarded the Masters of Boardsmanship from the Arizona School Boards Association (ASBA). The award was in recognition of her diligent work with ASBA programs for continuing education and training. Mrs. Lambert was presented with a plaque, with a duplicate plaque displayed in the District's Governing Board Room.

H. Public Participation

There was no public participation.

I. Approval of the Consent Agenda

Mr. Maza requested that Item *II.O – First Reading of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection be pulled from the Consent Agenda for separate consideration.

UNANIMOUS

A motion was made by Mr. Jahneke that the Governing Board approve the remaining Consent Agenda items. The motion was seconded by Mrs. Lambert. The motion carried.

II. CONSENT AGENDA

- *A. Approval/Ratification of Vouchers
Approved and ratified the vouchers as presented.

UNANIMOUS

September 26, 2013

- | | |
|--|------------------|
| *B. Personnel Items
Approved the personnel items as presented. | UNANIMOUS |
| *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)
Approved the public gifts and donations as presented. | UNANIMOUS |
| <ol style="list-style-type: none"> 1. Target Take Charge of Education Program donated a check in the amount of \$2,164.14 to be used for the benefit of students at Lookout Mountain Elementary School. 2. Target Take Charge of Education Program donated a check in the amount of \$493.83 to be used for the benefit of students at Mountain Sky Junior High School. 3. Target Take Charge of Education Program donated a check in the amount of \$449.34 to be used for the benefit of students at Orangewood School. 4. Church of the Beatitudes donated 535 used books through their Agelink Program with an approximate value of \$400.00 for the benefit of students at Maryland School. 5. The Hartford donated a check in the amount of \$600.00 to be used for the benefit of students at Maryland School. | |
| *D. Out-of-State Travel
Approved the out-of-state travel as presented. | UNANIMOUS |
| <ol style="list-style-type: none"> 1. Elizabeth Green and Ben Metcalf, Math Program Coaches, to attend the National Council of Teachers of Mathematics Regional Conference, October 22-25, 2013, in Las Vegas, NV, at a cost of \$1,943.40. | |
| *E. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO, Mohave Educational Services Cooperative (MESC) and Greater Phoenix Purchasing Consortium for Schools (GPPCS) | UNANIMOUS |
| *F. Acceptance of the notMykid Grant in the Amount of \$1,200.00 | UNANIMOUS |
| *G. Maricopa County for Arizona Nutrition Network Services Amendment | UNANIMOUS |
| *H. Rio Salado College Agreement | UNANIMOUS |
| *I. First Reading of Proposed Amended Board Policy CBCA – Delegated Authority | UNANIMOUS |
| *J. First Reading of Proposed Amended Board Policy EBAA – Reporting of Hazards/Warning Systems | UNANIMOUS |
| *K. First Reading of Proposed Amended Board Policy EBC - Emergencies | UNANIMOUS |
| *L. First Reading of Proposed Amended Board Policy GBI – Staff Participation in Political Activities | UNANIMOUS |
| *M. First Reading of Proposed Amended Board Policy CM – School District Annual Report | UNANIMOUS |

September 26, 2013

*N. First Reading of Proposed Amended Board Policy GCFC – Professional Staff Certification and Credentialing Requirements **UNANIMOUS**

*O. First Reading of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection **UNANIMOUS**

Mr. Rex Shumway, Legal Counsel, advised the Board that the legislature had recognized that the law had changed regarding reporting child abuse to Child Protective Services (CPS) or to law enforcement. Mr. Shumway stated that a child abuse report to CPS or law enforcement by telephone or in person did not have to be followed with a written report within seventy-two (72) hours. Mr. Shumway advised that CPS would not accept a written report, however, it did not preclude the District from completing a report and maintaining it in the District's file.

In order to reflect the current law, Mr. Shumway recommended the following change on page 40, first paragraph, second to last sentence:

Such reports shall be made immediately by telephone or in person, ~~and shall be followed by a written report within seventy-two (72) hours.~~

A motion was made by Mrs. Lambert that the Governing Board approve the First Reading of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection, with changes. The motion was seconded by Mr. Jahneke. The motion carried.

III. ACTION / DISCUSSION ITEM

A. 2012-2013 Annual Financial Report

UNANIMOUS

Dr. Bailey advised the Board that A.R.S. 15-904 requires school districts to prepare and submit an Annual Financial Report (AFR) for the preceding fiscal year, in electronic format by October 15, 2013. Dr. Bailey introduced Ms. Cathy Thompson, Director of Business Services, and Mr. David Velazquez, Director of Finance, who were available to answer any questions the Board might have.

Ms. Thompson reviewed the AFR for the Board.

Mr. Maza commented that the Classroom Site Fund appeared high. Ms. Thompson replied that he was correct, however, it was approximately \$3 million lower than last year. Mr. Maza stated that it must mean that sales tax revenue was up.

Mrs. Lambert commented that the State requires the District to provide information on gifted students, e.g., how many students, the costs for the gifted program, where the students lie between quantitative reasoning, verbal reasoning, etc. Mrs. Lambert appreciated that the District was able to provide the gifted program to 1,000 students for \$1,360,601.00 even though funding from the State had been removed.

A motion was made by Mr. Jahneke that the Governing Board accept the 2012-2013 Annual Financial Report and direct the publication and filing of the report as required by law. The motion was seconded by Mrs. Lambert. The motion carried.

IV. FUTURE AGENDA ITEMS

There were no future agenda items.

V. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Ms. Graziano apologized for arriving late to the Governing Board meeting. She had been involved in a fundraising activity.

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Mr. Maza thanked the Board members for their understanding of his late arrival to the Governing Board meeting. He was giving a speech in another district regarding its ballot measure.

Dr. Bailey acknowledged the after-school programs that started September 16, 2013 with 2,900 students attending every week for academic support. The programs include 22 schools that have 21st Century and eight schools under the University Academy program (collaborative program with Arizona State University, Northern Arizona University, Grand Canyon University, and Glendale Community College). Dr. Bailey acknowledged the Academic Support Programs Department for its efforts.

VI. CALL FOR EXECUTIVE SESSION

UNANIMOUS

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.1

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

- A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent.

A motion was made by Mr. Maza to table the Executive Session until the October 17, 2013 Governing Board meeting. The motion was seconded by Mr. Adams. The motion carried.

VII. ADJOURNMENT

UNANIMOUS

A motion was made by Mrs. Lambert to adjourn the meeting at 7:36 p.m. The motion was seconded by Ms. Graziano. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

September 26, 2013

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Approval/Ratification of Vouchers 1st Reading

INITIATED BY: Elizabeth Martinez, Accounting Manager
SUBMITTED BY: David Velazquez, Director of Finance

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

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

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

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

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

09/20/13	2,776,468.87
10/04/13	2,850,601.22
Totals:	5,627,070.09

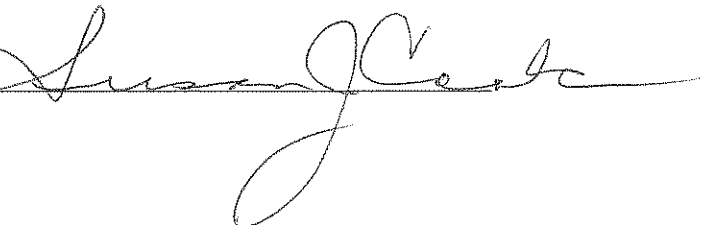
APPROVE/RATIFY FY 13/14 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

09/25/13	4,694,071.67
10/02/13	1,194,342.68
Totals:	5,888,414.35

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Personnel Items 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

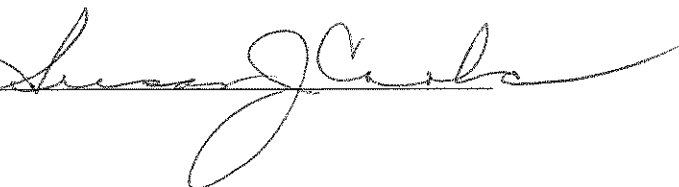
Funding Source: Various
Budgeted: Yes

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.B.

PERSONNEL ACTION RECOMMENDED

October 17, 2013

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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Bruso	Emily	Teacher-Band/Orchestra	Arroyo	Leave of Absence		10/21/2013
Hultin	Sherri	Teacher-4th Grade	Mountain View	Resignation	1	5/29/2014
Jones	Wava	Teacher-Preschool	Chaparral	Retirement	11	10/25/2013
Mendoza	Joe	Teacher-Music	Manzanita	Deceased	1	9/12/2013

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Favela	Emma	Paraprofessional	John Jacobs	Resignation	2	10/4/2013
Montelongo	George	Custodian	Ironwood	Resignation	5	7/29/2013
Santiago	Daniel	Custodian	Cactus Wren	Resignation	5	9/18/2013
Spencer	Robert	Roving Night Custodian	Maintenance	Resignation	1	10/4/2013

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Anderson	Taylor	KidSpace Assistant	Abraham Lincoln	Resignation	1 mo.	9/13/2013
Davis	Kathy	Food Service Clerk	Orangewood	Leave of Absence		10/4/2013
Gagliard	Joseph	Crossing Guard	Shaw Butte	Resignation	1 mo.	9/12/2013
George	Mari	Special Ed. Assistant	Sweetwater	Leave of Absence		10/18/2013
Incontro	Dino	Bus Driver	Transportation	Resignation	9 mo.	10/4/2013
Loyd	Patsy	Crossing Guard	Sunnyslope	Resignation	1 wk.	9/20/2013
Mangione	Patricia	Personal Care Provider	Royal Palm	Termination	9	10/4/2013
Moore	Katherine	Food Service Helper	Washington	Resignation	1.5	10/4/2013
Munoz	Cynthia	Bus Driver	Transportation	Resignation	1.5	10/4/2013
Pine	Marcia	Personal Care Provider	Lookout Mountain	Resignation	2 mo.	10/4/2013
Wagner	Amanda	Paraprofessional	Washington	Resignation	1	11/1/2013
Wenninger	Jill	Paraprofessional	Sahuaro	Resignation	11	10/4/2013

II. EMPLOYMENT

A. ADMINISTRATIVE

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

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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Freeman	Lesley	Balance of Year Teacher-4th Grade	N	Lookout Mountain
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C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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Hovey	Maria	Custodian	E	Richard Miller
Kloppel	David	Roving Night Custodian	E	Maintenance
Lopez	Adriana	Social Worker	E	Moon Mountain

PERSONNEL ACTION RECOMMENDED

October 17, 2013

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Aber	Joseph	Social Worker	E	Palo Verde
Abid Al Ameer Chilab	Ziad	Crossing Guard	E	Chaparral
Aguilar	Jackee	Bus Driver	E	Transportation
Al Hamka	Ava	Special Ed. Assistant	E	Sweetwater
Bero	Maria	Paraprofessional	E	Maryland
Biedrzycki	Christian	KidSpace Assistant	E	Alta Vista
Chavez	Felipe	Paraprofessional	E	Sunnyslope
Clement	Nancy	Paraprofessional	E	Washington
Collins	Crystal	KidSpace Assistant	E	Cactus Wren
Doan	Stacey	Food Service Floater	E	Food Service
Dominguez	Brittini	Crossing Guard	E	Acacia
Dungan	Kathryn	Bus Driver	E	Transportation
Enriquez	Abraham	Paraprofessional	E	Royal Palm
Hernandez	Jessica	Food Service Helper	E	Food Service
Laestander	Lindsey	Food Service Helper	E	Food Service
Lanuza	Paul	Paraprofessional	E	Roadrunner
Logan	Lynn	Paraprofessional	E	Sunnyslope
Leonardo Moran	Patricia	Crossing Guard	E	Sunnyslope
Mada	Naomi	ELL Testing Specialist	E	Sahuaro
Mahar	Rosemary	Crossing Guard	E	Sweetwater
Marcotte	Marilyn	Crossing Guard	E	Cactus Wren
Marsh	Kelly	Paraprofessional	E	Manzanita
Mason	Jailen	KidSpace Assistant	E	John Jacobs
May	Brittany	Special Ed. Assistant	E	Sweetwater
McCrary	Crystal	Special Ed. Assistant	E	Manzanita
McNutt	Carrie	Paraprofessional	E	Cactus Wren
Olar	Jasmine	Paraprofessional	E	Arroyo
O'Neill	Adrianne	Monitor	E	Chaparral
Payton	Joseph	Bus Driver	E	Transportation
Rey	Ana	Crossing Guard	E	Shaw Butte
Robayo	Jennifer	Food Service Helper	E	Food Service
Roberts	Margarita	Office Technician	E	Acacia
Robinson	Crystal	KidSpace Assistant	E	Sunset
Ronan	Susan	ELL Testing Specialist	E	Orangewood
Rueda	Miguel	Paraprofessional	E	Ironwood
Ryan	Richard	Paraprofessional	E	Chaparral
San Miguel	Evette	Personal Care Provider	E	Maryland
Shelley	Stephen	Bus Driver	E	Transportation
Sosa	Brittney	Bus Assistant	E	Transportation
Speer	Kayla	Monitor	E	Chaparral
Thomason	James	Crossing Guard	E	Royal Palm
Viel	Sherry	Paraprofessional	E	Lakeview
Walls	Christopher	Special Ed. Assistant	E	Lookout Mountain
Wutz	Rigo	Crossing Guard	E	Maryland

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 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

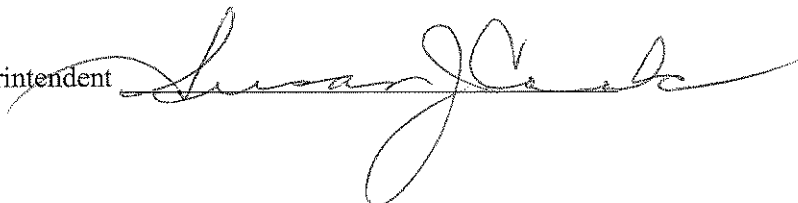
Funding Source: Donations
Budgeted: N/A

1. CenturyTel Service Group donated a check in the amount of \$2,000.00 for teacher, John Vasey, who received the "All Star Teacher" recognition award to be used for the benefit of his students at Orangewood School.
2. Fidelity Charitable Gift Fund donated a check in the amount of \$1,800.00 for the benefit of students at Shaw Butte Elementary School.
3. Gardner's Book Service donated books and services with an approximate value of \$749.07 to the Academic Services Department for Gardner's Story Box.
4. InnovAz/Science Foundation of Arizona donated a check in the amount of \$1,455.27 to be used for supplies for the benefit of students in the STEM Club at Orangewood School.
5. Resurrection Life Lutheran donated 75 backpacks with an approximate value of \$750.00 for the benefit of students at Sunset Elementary School.
6. Sun Star Chinese Buffet Inc. donated a check in the amount of \$500.00 to be used for the benefit of students in the after-school academy at Ironwood Elementary School.
7. Target Take Charge of Education donated a check in the amount of \$306.38 for the benefit of students at Shaw Butte Elementary School.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.C.

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

October 17, 2013

Page 2

8. Walmart donated 10 \$100 Walmart gift cards for a total amount of \$1,000.00 for teacher incentives and appreciation for the after-school academy at Sunburst Elementary School.
9. Walmart #2512 donated school supplies with an approximate value of \$1,000.00 to the Transportation Department for the benefit of Washington Elementary School District students.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Out-of-County/State Field Trips 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Field Trip Sponsor

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

SUPPORTING DATA

Funding Source: See Attached
Budgeted: N/A

1. Stacy Bauer, Acacia Elementary School, submitted an out-of-county/state field trip to Sea World, San Diego, CA, May 15-16, 2014, for 6th grade students at a cost of \$33,900.85.
2. Greg Grantham, Arroyo Elementary School, submitted an out-of-county/state field trip to Catalina Island, Toyon Bay, Avalon, CA, May 6-9, 2014, for 6th grade students at a cost of \$18,926.13.
3. Ashanti Givens, Cholla Middle School, submitted an out-of-county/state field trip to Disneyland, Anaheim, CA, April 25-26, 2014, for 7th and 8th grade students at a cost of \$19,266.00.
4. Sarah Lok, Ironwood Elementary School, submitted an out-of-county/state field trip to Queen Mary Port, Long Beach, CA and Catalina Island Marine Institute (CIMI), Toyon Bay, CA, April 20-23, 2014, for 6th grade students at a cost of \$18,057.48.
5. Sarah Kakritz, John Jacobs Elementary School, submitted an out-of-county/state field trip to Grand Canyon National Park, Grand Canyon, AZ, April 25, 2014, for 4th grade students at a cost of \$3,605.00.
6. Chelsea Simpson, Lakeview Elementary School, submitted an out-of-county/state field trip to San Diego, CA and surrounding areas, May 14-16, 2014, for 6th grade students at a cost of \$18,975.00.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.D.

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

October 17, 2013

Page 2

7. Lisa Lacey, Lookout Mountain Elementary School, submitted an out-of-county/state field trip to Arizona Renaissance Festival, Apache Junction, AZ, March 4, 2014, for 6th grade students at a cost of \$3,543.00.
8. Stacia Deering, Moon Mountain Elementary School, submitted an out-of-county/state field trip to Arizona Sonora Desert Museum, Tucson, AZ, March 4, 2014, for 5th and 6th grade students at a cost of \$889.50.
9. Kirsten Dukeshier, Mountain Sky Junior High School, submitted an out-of-county/state field trip to Forum Festival, Anaheim, CA, May 16-18, 2014, for 7th and 8th grade students at a cost of \$60,498.00.
10. Anthony Murphy, Mountain Sky Junior High School, submitted an out-of-county/state field trip to Marana High School, Tucson, AZ, January 24-25, 2014, for 7th and 8th grade students at a cost of \$225.00.
11. Alex Keene, Orangewood School, submitted an out-of-county/state field trip to Disneyland/California Adventures, Anaheim, CA, May 8-10, 2014, for 6th, 7th, and 8th grade students at a cost of \$28,584.34.
12. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Pacific Beach, San Diego, CA and Ocean Institute, Dana Point, CA, June 1-5, 2014, for 6th grade students at a cost of \$28,430.00.
13. Matt Weaver, Royal Palm Middle School, submitted an out-of-county/state field trip to Astrocamp, Idyllwild, CA, May 9-11, 2014, for 6th, 7th, and 8th grade students at a cost of \$46,247.50.
14. Azucena Parra and Tameri Bayus, Royal Palm Middle School, submitted an out-of-county/state field trip to Disneyland, Anaheim, CA, April 25-26, 2014, for 6th, 7th, and 8th grade students at a cost of \$14,996.00.
15. Stephanie Yocom, Shaw Butte Elementary School, submitted an out-of-county/state field trip to Arizona Renaissance Festival, Apache Junction, AZ, March 4, 2014, for 6th grade students at a cost of \$1,530.00.
16. Joel Barfoot, Sunburst Elementary School, submitted an out-of-county/state field trip to Camp Sky Y, YMCA, Prescott, AZ, May 1-2, 2014, for 4th grade students at a cost of \$5,839.00.
17. Jeffrey Stepien, Sunnyslope School, submitted an out-of-county/state field trip to Disneyland Park, Anaheim, CA, May 16-18, 2014, for 7th and 8th grade students at a cost of \$22,112.00.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Acacia Elementary Departure Date: 5/15/2014 Return Date: 5/16/2014
 Destination of Field Trip: Sea World, San Diego, CA
 # of Student Participants: 120 Grade Level(s): 6 # of Chaperones (1:8): 15
 Cell Phone Number of Person Attending Trip: 623-707-6343 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board Meeting: Stacy Bauer # of Additional Adults - paying their own way: 15

Summary of Event/Purpose:

The trip to Sea World is an opportunity to experience Marine Biology and Scientific Inquiry in a controlled environment with experts teaching the through hands-on activities. Throughout the trip the students are exposed to a variety of scientific objectives. By going to 8 behind the scenes classes the students learn the difference between a sea lion and a seal, dissecting squids, and many other intriguing activities. We stay overnight, sleeping in the actual exhibits and then exploring Sea World as guests during open park hours. This is a once in a lifetime trip that Acacia sixth graders have been experiencing for over ten years.

Educational Use:

TSW demonstrate safe behavior and appropriate procedures (e.g., use and care of technology, materials, organisms) in all science inquiry. SC06-S1C2-01
 TSW design an investigation to test individual variables using scientific processes. SC06-S1C2-02
 TSW conduct a controlled investigation using scientific processes. SC06-S1C2-03
 TSW formulate new questions based on the results of a completed investigation. SC06-S1C3-06
 TSW explain the composition, properties, and structures of the oceans' zones and layers. SC06-S6C1-03

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/15/2014	Acacia Elementary School, Phoenix, AZ	10:00 AM	Lunch Break, Yuma, AZ	1:00 PM	Charter Bus	Lunch (to be determined) 623-707-6343
5/15/2014	Lunch Break, Yuma, AZ	2:00 PM	Sea World, San Diego, CA	5:30 PM	Charter Bus	Sea World 619-226-3605
5/16/2014	Sea World, San Diego, CA	6:00 PM	Acacia Elementary School, Phoenix, AZ	11:59 PM	Charter Bus	Acacia 623-707-6343

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:

Christine Hollingsworth

9/23/2013

Additional Information

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

Fundraisers that include Sonic Card sales, McDonald's Nights, Whataburger Night, Family Fun Nights, Before School Concessions and Gold Canyon Candle Sales.

The quote includes all students and adults. The school is taking additional chaperones who will be paying their own way, therefore the cost was deducted from the quote.

The attached quote is just an estimate using last year's rates. Sea World will not have updated rates until October.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

Behavior standards as set by school and District, including 3 in-school suspensions or 2 out of school suspensions or 2 in schools and 1 out of school would result in student being ineligible.

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

They will go to other classrooms to help and be a part of those classroom's activities. They also help with the music teacher designing the back ground for the sixth grade play.

Chaperones:

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

If no, what are the arrangements for class coverage?

Students will be assigned to other classrooms in school.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Stacy Bauer	Certified	No	Yes
Cheryl Gedney	Certified	No	Yes
Stephanie Meyer	Certified	No	Yes
Kelsey Ramberg	Certified	No	Yes
3 Chaperones TBA	Non-certified	No	Yes
8 Chaperones TBA	Parent	No	Yes
15 Add'l Adults TBA	Parent	No	No

Academic Services Signature:

Natalie McWhorter

9/23/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No
\$ 31,470.85 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 2,430.00 Food: Sack Lunch \$ 0.00 Other: \$ 33,900.85 Total Cost of Trip	\$ Lodging \$ Food \$ Transportation: \$ Registration/Entry Fees \$ Travel Insurance (optional) \$ Other \$ Substitute \$ Total Cost of Trip
Totals are estimates only, based on number of anticipated students/adults and are subject to change.	

120 # Students Participating

of Chaperones: 15

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

Additional Adults (paying own way): 15 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$282.51

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

X - Auxiliary Operations (Fund 525 - fee based)

- Gifts & Donations (Fund 530 - donation based)

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/23/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/30/2013

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034
TEL: 602 275-2400
602 267-8095

DATE 13,SEP,2013
INVOICE 0023432
AGENT MB

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

ACACIA MIDDLE SCHOOL
3021 W EVANS
PHOENIX AZ 85053

UPDATE INVOICE

15MAY,2014 SAN DIEGO

SUNDANCE MEETINGS AND INCENTIVE SAN DIEGO SEAWORLD SLEEP OVER, CONFIRMATION BY MAY

GROUP NOW 120 STUDENTS AND 30 CHAPERONES TOTAL 150 PARTICIPENTS - TEACHER STACY BAUER

3 BUSES DEPARTING 15MAY,2014 SPOT TIME 9:30AM TO LEAVE 10:00AM FROM SCHOOL

2 BUSES HEACH BUS HOLDS (56) AND ONE (47) PASSENGER

RETURNING 16MAY,2014 FROM SEA WORLD BY 6:00PM BACK TO SCHOOL by 11:59pm

TAXES AND GRATUITIES INCLUDED

SEAWORLD ESTIMATE RATE MIGHT CHANGE FOR 2014

SLEEPOVER,ONE DINNER AND BREAKFAST PLUS PARK ENTRANCE

DINING CERTIFICATES -MEAL3--ENTREE, 2 SIDES AND DRINK

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

OR EMAIL MAY: MAYB@SUNDANCETVL.COM

TOTAL QUOTE PRICE \$ 34,967.50

BREAADOWN:

QUOTE 3 MOTOR COACH TOTAL/INCL DRIVER ROOM/TAXES \$ 10,496.50
SEAWORLD RATE BASED ON THIS YEAR 2013 QUOTE- RATE MIGHT CHANGE FOR 2014
QUOTE SEAWORLD 150 PARTICIPENTS INCLD 2 FREE TICKETS \$ 19,980.00
VOUCHER MEAL TOTAL FOR 150 \$ 2991.00
QUOTE AGENCY FEE (10.00 PP) BASED ON 150 PARTICIPENTS
FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT
DEPOSIT AMOUNT 1600.00 NEEDED BY 14NOV,2013 IN OUR OFFICE
FINAL PAYMENT NEEDED BY 02BEB,2014
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT

OVERNIGHT CHAPERONE PLAN

School: Acacia

Dates of Trip: May 15-16, 2014

Destination: San Diego, CA

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

While we are at Sea World the students, parents, and teacher chaperones sleep in the actual exhibits. This year the girls and the girls' chaperones will be sleeping in the Turtle Reef exhibit and the boys and their chaperones will be in The Seas of the World exhibit. While the students, the parent chaperones, and teachers are sleeping, two Sea World personnel "camp out" in the entrance to the exhibit. The only way a student can leave is with a teacher (or their parent if they are there) and one of the Sea World counselors. This counselor walks the student and their chaperone to the bathroom and back. The teachers sleep near the entrance where the students can easily locate them. There is sufficient lighting and walk ways are kept accessible throughout so that people can maneuver easily around if needed. The parents are placed throughout the area to help keep students where they need to be and allow for proper supervision until the students drift off to sleep. We are very clear that this is not a slumber party, that the day ahead is jammed packed with activities, and the day they just finished was just as tiring. If there is any other questions please feel free to contact me.

Stacie Bauer

Acacia 6th grade teacher

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School:	Arroyo	Departure Date:	5/6/2014	Return Date:	5/9/2014
Destination of Field Trip:	Catalina Island, Toyon Bay, Avalon, CA				
# of Student Participants:	49	Grade Level(s):	6	# of Chaperones (1:8):	7
Cell Phone Number of Person Attending Trip:	602-696-2855	# of Additional Chaperones Needed (Over 1:8):	0		
Person Requesting Trip/Contact at Board Meeting:	Greg Grantham	# of Additional Adults - paying their own way:	0		

Summary of Event/Purpose:

The students will travel to Catalina Island Marine Institute where they will participate in hands-on science activities. The activities give the students a real world access to concepts they have may have never experienced. The purpose of this field trip is to give students hands-on experience learning marine biology.

Educational Use:

The students will design and conduct controlled investigations. (SC06-S1-C2) The students will analyze and interpret data to explain correlations and results; formulate new questions. (SC06-S1-C3) The students will understand how science is a process for generating knowledge. (SC06-S2-C2) The students will understand the relationship between structures and functions of organisms. (SC06-S4-C1) The students will analyze the relationships among various organisms and their environment. (SC06-S4-C3) The student will understand the processes acting on the Earth and their interaction with the Earth systems. (SC06-S6-C1)

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/6/2014	Arroyo Elementary, Glendale, AZ	11:00 PM	Flying J Gas Station, Blythe, AZ	1:00 AM	Charter Bus	602/696-2855
5/7/2014	Flying J Gas Station, Blythe, AZ	1:15 AM	Coco's Restaurant, Palos Verdes, CA	5:30 AM	Charter Bus	602/696-2855
5/7/2014	Coco's Restaurant, Palos Verdes, CA	5:30 AM	Long Beach Docks, Long Beach, CA	7:00 AM	Charter Bus	602/696-2855
5/7/2014	Long Beach Docks, Long Beach, CA	8:00 AM	Catalina Island - Toyon Bay, Avalon, CA	12:00 PM	CIMI Ferry	310/510-1622
5/9/2014	Catalina Island - Toyon Bay, Avalon, CA	12:00 PM	Long Beach Docks, Long Beach, CA	3:00 PM	CIMI Ferry	310/510-1622
5/9/2014	Long Beach Docks, Long Beach, CA	4:00 PM	Costco, Palm Desert, CA	6:30 PM	Charter Bus	602/696-2855
5/9/2014	Costco, Palm Desert, CA	7:15 PM	Arroyo Elementary, Glendale, AZ	11:59 PM	Charter Bus	602/696-2855

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:

Philip Liles

9/13/2013

Additional Information

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

Any student not able to provide funds will be granted a scholarship by Principal, Site Council, or private donations.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

Students must meet minimum grades and behavior standards to qualify for this trip. A panel of teachers and administrators discuss all at-risk students 8 weeks prior to departure. Principal, teachers, parents, and students conference to discuss potential issues and possible solutions. Principal had final approval for all students to attend.

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

Students not participating in this field trip stay at school and learn similar curriculum materials in the classroom.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? Yes

If no, what are the arrangements for class coverage?

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Greg Grantham	Certified	Yes	Yes
Alix Monterroza	Certified	No	Yes
Katie Fitzgerald	Certified	No	Yes
Jason Bruso	Certified	Yes	Yes
Megan Burbank	Certified	No	Yes
Phil Liles	Certified	No	Yes
Kimberly Thompson	Parent	No	Yes

Academic Services Signature: Natalie McWhorter 9/23/2013

Administrative Services Signature: Lyn Bailey 9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No																
\$ 17,726.13 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 600.00 Substitute Funding Source: Trip funded \$ 600.00 Food: \$ 0.00 Other: \$ 18,926.13 Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Transportation:</td></tr> <tr><td style="text-align: right;">\$</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Lodging	\$	Food	\$	Transportation:	\$	Registration/Entry Fees	\$	Travel Insurance (optional)	\$	Other	\$	Substitute	\$	Total Cost of Trip
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\$	Substitute																
\$	Total Cost of Trip																
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																	

49 # Students Participating

of Chaperones: 7

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

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

TOTAL PER STUDENT COST: \$386.25

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/23/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/16/2013

Bryan, Shauna

From: Grantham, Gregory
Sent: Thursday, September 12, 2013 10:39 AM
To: Bryan, Shauna
Subject: FW: ARROYO ELEMENTARY SCHOOL

From: Mayb@sundancetvl.com [<mailto:Mayb@sundancetvl.com>]
Sent: Thursday, September 12, 2013 10:30 AM
To: Grantham, Gregory
Subject: FW: ARROYO ELEMENTARY SCHOOL

Updated invoice for final payment..
Thanks
May

From: Mayb@sundancetvl.com [<mailto:Mayb@sundancetvl.com>]
Sent: Thursday, September 05, 2013 11:35 AM
To: Grantham, Gregory
Cc: Mayb@sundancetvl.com
Subject: FW: ARROYO ELEMENTARY SCHOOL

Update INVOICE

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034
TEL: 602 275-2400
FAX :602 267-8095

INVOICE 001300458
DATE 05 SEP,2013
AGENT MB

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

ARROYO ELEMENTARY SCHOOL
3021 W EVANS
GLENDALE AZ 85304

06MAY,2014 LONG BEACH

SUNDANCE MEETINGS AND INCENTIVE CATALINA CONFIRMATION BY MAY
CIMI TOYAN BAY-GUIDED DISCOVERIES
GROUP 50 STUDENTS AND 6 CHAPERONES TOTAL 56 PARTICIPENTS-TEACHER -GREG GRANTHAM
1 BUS DEPARTING 06MAY,2014 SPOT DEPART 11:00PM
BUS HOLDS (56) PASSENGER
RETURNING 09MAY FROM LONGBEACH DEPART BY 3:00PM, TRIP ENDS 11:45PM
TAXES /BUS DRIVER ROOM AND GRATUITIES INCLUDED
CIMI TOYAN BAY-GUIDED DISCOVERIES

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

TOTAL QUOTE PRICE \$ 17,726.13

BREAKDOWN:

QUOTE MOTOR COACH TOTAL \$ 4,086.13

QUOTE CIMI PROGRAM BASED ON 56(PP) \$ 13,080.00

QUOTE AGENCY FEE BASED ON 56 (10.00PP) \$ 560.00

FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT

DEPOSIT AMOUNT \$ 2640.00 NEEDED IN OUR OFFICE BY 1NOV,2013

FINAL PAYMENT NEED BY 31MAR,2014

PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT

OVERNIGHT CHAPERONE PLAN

School: Arroyo Elementary School

Dates of Trip: May 6 - 9, 2014

Destination: Catalina Island Marine Institute, Avalon, CA 90704

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

All students will be sleeping in separate dormitories where a minimum of two male chaperones stay with male students and a minimum of two female chaperones stay with female students. Chaperone room assignments are near entrance/exit doors to the dormitories.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Cholla Departure Date: 4/25/2014 Return Date: 4/26/2014
 Destination of Field Trip: Disneyland, Anaheim, CA
 # of Student Participants: 100 Grade Level(s): 7-8 # of Chaperones (1:8): 13
 Cell Phone Number of Person Attending Trip: 480-252-3462 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board Meeting: Ashanti Givens # of Additional Adults - paying their own way: 0

Summary of Event/Purpose:

A day trip to Disneyland to encourage positive behaviors in academics, effort and citizenship at Cholla Middle School.

Educational Use:

This event is an incentive and rewards trip for our students. Students who are eligible to attend the field trip are required to meet the following goals:

- obtain a "C" average in all of their classes
- Not have received a "U" for behavior in any class
- Not have received any in school suspensions or out of school suspensions
- Complete all sections of the AIMS test
- Not have any excessive absences or tardies
- Must attend all pre-trip meeting and return signed behavioral contract

***Administration reserves the right to make final determinations regarding student eligibility.

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
4/25/2014	Cholla Middle School, Phoenix, AZ	5:00 AM	Whitewater Rest Area, Riverside County, CA	9:00 AM	Charter bus	480-252-3462
4/25/2014	Whitewater Rest Area, Riverside County, CA	9:00 AM	Disneyland, Anaheim, CA	11:30 AM	Charter bus	480-252-3462
4/26/2014	Disneyland, Anaheim, CA	12:00 AM	Whitewater Rest Area, Riverside County, CA	4:00 AM	Charter bus	480-252-3462
4/26/2014	Whitewater Rest Area, Riverside County, CA	4:00 AM	Cholla Middle School, Phoenix, AZ	7:00 AM	Charter bus	480-252-3462

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

Overnight Chaperone Plan Attached: No

Principal Signature:

Phil Garitson

9/9/2013

Additional Information

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

Auxillary Operations Fund

Gifts and Donations

PTO

Students will be offered scholarships.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

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

Is this a club or after-school class? No

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

This event is an incentive and rewards trip for our students. Students who are eligible to attend the field trip are required to meet the following goals:

- obtain a "C" average in all of their classes
 - Not have received a "U" for behavior in any class
 - Not have received any in school suspensions or out of school suspensions
 - Complete all sections of the AIMS test
 - Not have any excessive absences or tardies
 - Must attend all pre-trip meeting and return signed behavioral contract
- ***Administration reserves the right to make final determinations regarding student eligibility.

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

Students not participating in the trip will stay behind and complete the regular school day as normal.

Chaperones:

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

If no, what are the arrangements for class coverage?

Students who will not be attending the trip will be distributed among remaining staff.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Ashanti Givens	Certified	No	Yes
Monica Ramirez	Non-certified	No	Yes
Heidi McKeever	Certified	No	Yes
Kelly Alden	Certified	No	Yes
Jeff Shedroff	Certified	No	Yes
Darcy Estrada	Certified	No	Yes
Sarah Gregory	Certified	No	Yes
Mark Williams	Certified	No	Yes
Deana Llewellyn	Certified	No	Yes
Joan Pennacchio	Certified	No	Yes
Becky Opalka	Certified	No	Yes
Jim Sampson	Certified	No	Yes
Charlie Haney	Certified	No	Yes

Academic Services Signature:

Natalie McWhorter

9/23/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No																
\$ 16,266.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 3,000.00 Food: \$ 0.00 Other: \$ 19,266.00 Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Transportation:</td></tr> <tr><td style="text-align: right;">\$</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Lodging	\$	Food	\$	Transportation:	\$	Registration/Entry Fees	\$	Travel Insurance (optional)	\$	Other	\$	Substitute	\$	Total Cost of Trip
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\$	Travel Insurance (optional)																
\$	Other																
\$	Substitute																
\$	Total Cost of Trip																
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																	

100 # Students Participating

of Chaperones: 13

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

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

TOTAL PER STUDENT COST: \$192.66

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

- Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/23/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/12/2013

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034

INVOICE 00130132
DATE 29AUG,2013
AGENT MB

TEL 602 275-2400
FAX 602 267-8095

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304
85029

CHOLLA MIDDLE SCHOOL
3120 W CHOLLA
PHOENIX AZ

25apr,2014 ANAHEIM CA SUNDACNE MEETINGS AND INCENTIVES-ANAHEIM CONFIRMATION BY
MAY

DISNEYLAND TURN AROUND 25APR,2014 - 26APR,2014
GROUP 100 STUDENTS AND 13 CHAPERONES TOTAL 113 PARTICIPANTS

DEPARTING 25APR,2014 5:00AM-CHOLLA SCHOOL-ASHANTI GIVENS (TEACHER)
RETURNING 26APR,2014 MIDNIGHT TO ARRIVE TO CHOLLA SCHOOL BY 7:00AM 26APR,2014
2 BUSES ONE HOLDS(56) AND ONE HOLDS (57) TOTAL 113 PEOPLE

DISNEY 1 DAY PARK TICKETS (INCLUDES ONE DAY ADMISSION TO DISNEY)
10 FREE CHAPERONES, ONE COMPLIMENTARY ADULT CHAPERONE TICKET FOR EVERY (TEN)
TICKETS FOR YOUTHS

ANY QUESTIONS PLEASE CALL MAY 602 275-2400 OR EMAIL MAYB@SUNDANCETVL.COM

TOTAL QUOTE PRICE \$ 16,266.00

BREAKDOWN:

QUOTE TRANSPORT 2 BUSES(DRIVERS DAY/GRATUITIES	\$ 6680.00
QUOTE ONE DAY PARK ADMIN. 100 STUDENTS/13 CHAPERONES	\$ 8456.00
QUOTE TRAVEL AGENCY FEE (10.00PP) TOTAL	\$1130.00
QUOTE FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT	
DEPOSIT AMOUNT \$1000.00 NEEDED BY 28OCT,2013	
FINAL PAYMENT NEEDED BY 1FEB,2014	
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT	

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:	10/17/2013
--------------------------------------	------------

School: Ironwood	Departure Date: 4/20/2014	Return Date: 4/23/2014	
Destination of Field Trip: Queen Mary Port, Long Beach, CA and Catalina Island Marine Institute (CIMI), Toyon Bay, CA			
# of Student Participants: 40	Grade Level(s): 6	# of Chaperones (1:8): 5	
Cell Phone Number of Person Attending Trip: 602-290-0323		# of Additional Chaperones Needed (Over 1:8): 4	
Person Requesting Trip/Contact at Board Meeting: Sarah Lok		# of Additional Adults - paying their own way: 0	

Summary of Event/Purpose:

Experiential education program that focuses on District approved science curriculum, problem solving, and teamwork.

Educational Use:

6th Grade Science Curriculum

Strand 1: Inquiry Process

Concept 2: Scientific Testing (Investigating and Modeling), Objective: The student will design and conduct controlled investigations by:

PO1: demonstrating safe behavior and appropriate procedures (e.g., use and care of technology, materials, organisms) in all science inquiry.

PO4: performing metric measurements using appropriate scientific tools (e.g., balances, microscopes, probes, micrometers).

PO5: keeping a record of observations, notes, sketches, questions, and ideas using tools such as writing and/or computer logs.

Concept 3: Analysis and Conclusions, Objective: The student will analyze and interpret data to explain correlations and results and will formulate new questions by:

PO1: analyzing data obtained in a scientific investigation to identify trends

PO 2: forming a logical argument about a correlation between variables or sequence of events

PO4: interpreting simple tables and graphs produced by others.

Strand 2: History and Nature of Science

Concept 2: Nature of Scientific Knowledge, Objective: The student will understand how science is a process for generating knowledge by:

PO1: describing how science is an ongoing process that changes in response to new information and discoveries.

Strand 3: Science in Personal and Social Perspectives

Concept 2: Science and Technology in Society, Objective: The student will develop viable solutions to a need or problem by:

PO1: proposing viable methods of responding to an identified need or problem.

PO2: comparing possible solutions to best address an identified need or problem

PO3: designing and construct a solution to an identified need or problem using simple classroom materials.

Strand 4: Life Science

Concept 1: Structure and Function in Living Systems, Objective: The student will understand the relationships between structures and functions of organisms by:

PO1: explaining the importance of water to organisms (e.g., osmosis, dehydration, hydration).

Concept 3: Populations of Organisms in an Ecosystem, Objective: The student will analyze the relationships among various organisms and their environment by:

PO2: describing how the following environmental conditions affect the quality of life: water quality, climate, population density, smog

Strand 5: Physical Science

Concept 3: Transfer of Energy, Objective: The student will understand that energy can be stored and transferred by:

PO1: identifying various ways in which electrical energy is generated using renewable and nonrenewable resources (e.g., wind, hydroelectric, geothermal, solar, biomass, fossil fuels, nuclear reactions).

Educational Use (cont.):**Strand 6: Earth and Space Science**

Concept 1: Structure of the Earth, Objective: The student will describe the composition and interactions between the structure of the Earth and its atmosphere by:

PO2: explaining the composition, properties, and structure of the Earth's lakes and rivers.

PO3: explaining the composition, properties, and structures of the oceans' zones and layers.

PO4: analyzing the interactions between the Earth's atmosphere and the Earth's bodies of water (water cycle).

PO5: describing ways scientists explore the Earth's atmosphere and bodies of water.

Concept 2: Earth's Processes and Systems, Objective: The student will understand the processes acting on the Earth and their interaction with the earth systems by:

PO1: explaining how water is cycled in nature.

PO2: identifying the distribution of water within or among: atmosphere, lithosphere, hydrosphere

PO3: analyzing the effects that bodies of water have on the climate of a region

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
4/20/2014	Ironwood, Phoenix, AZ	11:30 PM	Queen Mary Port, Long Beach, CA	7:30 AM	Sundance Travel-Charter Bus	602-290-0323
4/21/2014	Queen Mary Port, Long Beach, CA	9:30 AM	CIMI Toyon Bay, Catalina Island, CA	12:00 PM	Catalina Classic Cruises Ferry	310-510-1622
4/23/2014	Toyon Bay, Catalina Island, CA	10:00 AM	Queen Mary Port, Long Beach, CA	3:30 PM	Catalina Classic Cruises Ferry	310-510-1622
4/23/2014	Queen Mary Port, Long Beach, CA	3:30 PM	Ironwood, Phoenix, AZ	11:00 PM	Sundance Travel-Charter Bus	602-290-0323

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:

Polly Schultz

9/25/2013

Additional Information

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

Scholarships will be available for students with financial need.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

If no, how many students are in the grade level? 100

Is this a club or after-school class? No

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

Grades of 1s, 2s, or 3s in all classes on report cards; Satisfactory effort and behavior in all classes on report cards; No major in-school or out-of-school suspensions (at principal's discretion).

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

They will have regular school days.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? Yes

If no, what are the arrangements for class coverage?

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Sarah Lok	Certified	Yes	Yes
Natalie Randall	Certified	Yes	Yes
Heather Bycroft	Certified	Yes	Yes
Tyler Jacobs	Non-certified	No	Yes
Phil Lester	Non-certified	No	Yes
Allie Caylor	Certified	Yes	Yes
Garret LoBiondo	Non-certified	No	Yes
Mallory Benedict	Certified	Yes	No
Vanessa Munroe	Certified	Yes	No

Academic Services Signature:

Natalie McWhorter

9/27/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No																
\$ 16,347.48 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 510.00 Substitute Funding Source: Trip Funded \$ 1,200.00 Food: \$ 0.00 Other: \$ 18,057.48 Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Transportation:</td></tr> <tr><td style="text-align: right;">\$</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Lodging	\$	Food	\$	Transportation:	\$	Registration/Entry Fees	\$	Travel Insurance (optional)	\$	Other	\$	Substitute	\$	Total Cost of Trip
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\$	Other																
\$	Substitute																
\$	Total Cost of Trip																
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																	

40 # Students Participating

of Chaperones: 9

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

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

TOTAL PER STUDENT COST: \$451.44

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

X - Auxiliary Operations (Fund 525 - fee based)

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

- PTA/PTO

- Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/30/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10/2/2013

SUNDANCE TRAVEL DATE 30AUG,2013
001300457
215 N 40TH ST INVOICE 0023432
11,SEP,2013
PHOENIX AZ 85034 AGENT MB
TEL: 602 275-2400
602 267-8095

INVOICE

DATE

AGENT MB

WASHINGTON ELEMENTARY SCHOOL DISTRICT
ELEMENTARY SCHOOL
4650 W SWEETWATER 3021 W EVANS
AVE
GLENDALE AZ 85033
85020

IRONWOOD

14850 N 39TH

PHOENIX AX

UPDATE THIS IS 2ND INVOICE

20APR,2014 LONG BEACH-CATALINA
SUNDANCE MEETINGS AND INCENTIVE CATALINA CONFIRMATION BY MAY
CIMI TOYAN BAY-GUIDED DISCOVERIES

GROUP 40STUDENTS AND 9 CHAPERONES TOTAL 49 PARTICIPENTS-TEACHER SARAH
LOK

1BUS DEPARTING 20APR,2014 SPOT TIME 11:15PM DEPART 11:30PM
BUS HOLDS 56 PASSENGER
RETURNING 23APR,2014 FROM LONGBEACH TRIP ENDS 11:45PM
TAXES AND GRATUITIES INCLUDED
CIMI TOYAN BAY-GUIDED DISCOVERIES

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

TOTAL QUOTE PRICE \$ 16,347.48

BREAKDOWN:

QUOTE MOTOR COACH TOTAL \$ 4337.48
QUOTE CIMI PROGRAM BASED ON 46(PP) \$ 11520.00
QUOTE AGENCY FEE BASED ON 49 (10.00PP) \$ 490.00
FUEL CHARGES MIGHT CHANGE UPON FINAL PATMENT
DEPOSIT AMOUNT \$ 2640.00 NEEDED IN OUR OFFICE BY 1NOV,2013
FINAL PAYMENT NEED BY 02FEB,2014
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT

OVERNIGHT CHAPERONE PLAN

School: Ironwood Elementary

Dates of Trip: 4/20/2014 - 4/23/2014

Destination: CIMI Toyon Bay, Catalina Island, CA

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

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

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: John Jacobs Departure Date: 4/25/2014 Return Date: 4/25/2014
 Destination of Field Trip: Grand Canyon National Park, Grand Canyon, AZ
 # of Student Participants: 85 Grade Level(s): 4 # of Chaperones (1:8): 11
 Cell Phone Number of Person Attending Trip: 480-766-6029 # of Additional Chaperones Needed (Over 1:8): 8
 Person Requesting Trip/Contact at Board Sarah Kakritz # of Additional Adults - paying their own way: 0
 Meeting:

Summary of Event/Purpose:

We will attend a Grand Canyon, ranger-led workshop called Stories in Stone. "Use the eyes of a paleontologist, discover fossils preserved in the rocks of Grand Canyon. Through close observation of the 270 million-year old Kaibab formations, students record the fossils they find and interpret the environment in which the animals lived.

Educational Use:

PO 6. Analyze evidence that indicates life and environmental conditions have changed (e.g., tree rings, fish fossils in desert regions, ice cores).

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
4/25/2014	John Jacobs School, Phoenix, AZ	6:50 AM	McDonald's, Cortes Junction, AZ	8:00 AM	Charter Bus	480-766-6029
4/25/2014	McDonald's, Cortes Junction, AZ	8:00 AM	Grand Canyon National Park, Grand Canyon, AZ	11:30 AM	Charter Bus	480-766-6029
4/25/2014	Grand Canyon National Park, Grand Canyon, AZ	3:30 PM	Peter Piper Pizza, Flagstaff, AZ	4:30 PM	Charter Bus	480-766-6029
4/25/2014	Peter Piper Pizza, Flagstaff, AZ	5:30 PM	John Jacobs School, Phoenix, AZ	7:30 PM	Charter Bus	480-766-6029

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

Overnight Chaperone Plan Attached: No

Principal Signature:

Nick Gupton

9/25/2013

Additional Information

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

We will hold fundraisers and use tax credit money that has been allocated for 4th grade.

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

Accommodations for students with special circumstances are needed: Yes

If yes, what accommodations are needed:

A 4th grade aide will attend the field trip with us.

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

Students must bring in field trip permission slip and have consent of parents. In rare cases, parents and teachers decide together that the field trip would not be appropriate for a student.

If a student goes to RTC more three times in 2014 or is suspended they will not attend the field trip.

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

They will sit in on another class for the day, a grade up or a grade down.

Chaperones:

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

If no, what are the arrangements for class coverage?

Students who do not attend the field trip will be divided between the 3rd & 5th grade classes.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Sarah Kakritz	Certified	No	Yes
Diane Dunou	Certified	No	Yes
Barry Barnes	Certified	No	Yes
Dorothy Shields	Non-certified	No	Yes
TBA 15 volunteers	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

9/25/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

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

85 # Students Participating

 # of Chaperones: 19

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

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

TOTAL PER STUDENT COST: \$42.41

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/25/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/30/2013

Quotation

Page 1

Divine Transportation In Phoenix
1243 S. 7th Street
Phoenix AZ 85034
Phone: 602-340-0018
FAX: 602-340-0055
Dispatch: 602-526-8880
www.divinecharter.com

Customer No: 145
Contact: Sarah.Kakritz@Wesdschools
Phone: 602-347-2864
FAX: 602-347-3521
E-Mail:
Order Number: **108072**
Order Date: 9/09/2013
PO Number:
Group: Grade 4 .Org
Sales Associate Wayne

Report produced by driveware

Washington Elementary School District
4650 W Sweetwater
Glendale AZ 85304

Deposit Required:
Deposit Due on:
Balance Due on:

Pickup	Destination	Amount	Misc. Charges	Total
Friday 4/25/2014 Spot: 06:45AM Depart: 07:00AM John Jacobs Elementary School 14421 North 23rd Avenue Phoenix AZ 85023 Return 4/25/2014 Vehicle Type: 56 Passenger Number of Passengers: 50 1 of 2 coaches Wait & return Contact is Sarah Kakritz 602-896-5771 While group is at the Canyon, between 1:30 and 3:00 please deliver bus tires to Ron @ Grand Canyon Airlines in Tusayan 928-221-7753	Grand Canyon Grand Canyon AZ Depart From Destination 4/25/2014	\$1,550.00	\$77.50	\$1,627.50
Friday 4/25/2014 Spot: 06:45AM Depart: 07:00AM John Jacobs Elementary School 14421 North 23rd Avenue Phoenix AZ 85023 Return 4/25/2014 Vehicle Type: 54 PAX ADA Number of Passengers: 50 1 of 2 coaches Wait & return Contact is Sarah Kakritz 602-896-5771 While group is at the Canyon, please deliver bus tires to Ron @ Grand Canyon Airlines in Tusayan 928-221-7753	Grand Canyon Grand Canyon AZ Depart From Destination 4/25/2014	\$1,550.00	\$77.50	\$1,627.50
		5% fuel	\$77.50	
		Total Misc. Charges:		\$155.00
		Total:		\$3,255.00
		Amount Paid:		
		Balance Due:		\$3,255.00

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:	10/17/2013
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School: Lakeview	Departure Date: 5/14/2014	Return Date: 5/16/2014
Destination of Field Trip: San Diego California and surrounding areas: San Diego: Oceanography vehicles - Boat Dock, Coronado Beach, Sea World, Mission Valley Resort, Mission Beach and Seaport Village La Jolla: Dana Point Dry Beach, Children's Pool and Scripps Aquarium		
# of Student Participants: 48	Grade Level(s): 6	# of Chaperones (1:8): 6
Cell Phone Number of Person Attending Trip: 602-423-2024 # of Additional Chaperones Needed (Over 1:8): 0		
Person Requesting Trip/Contact at Board Meeting: Chelsea Simpson # of Additional Adults - paying their own way: 1		

Summary of Event/Purpose:

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

Educational Use:

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

Strand 6 Earth and Space Science

Concept 1 Structure of the Earth

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

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

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

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

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

Concept 2 Earth's Process and Systems

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

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

Identify the distribution of water. S6C2-02

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

Analyze factors that affect climate. S6C2-04

Strand 1 Inquiry Process

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

Concepts 1-4

Make Observations S1C1-01, 02

Ask Questions S1C1-01, 02

Develop Hypotheses S1C1-02

Conduct Scientific testing S1C2-01-05

Produce Analysis and conclusions S1C3-01-05

Demonstrate communication S1C1-01-05

Strand 2 History and Nature of Science

Concept 1 History of Science as a Human Endeavor

Objective: The students will identify individual, cultural, and technological contributions to scientific knowledge by:

Identify how diverse people and/or cultures, past and present, have made important contributions to scientific innovations. S2C1-01

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

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

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

Educational Use (cont.):**Concept 2 Nature of Scientific Knowledge**

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

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

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

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

Strand 4 Life Science**Concept 1 Structure and Function in Living Systems**

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

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

Describe the function of each cell part. S4C1-03

Differentiate between plant and animal cells. S4C1-04

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

Relating structures of living organisms to their functions S4C1-06

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

Concept 3 Populations of Organisms in an Ecosystem

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

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

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

Concept 4 Diversity, Adaptation and Behavior

Identify structural and behavioral adaptations. S4C4-01

Itinerary:						
Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/14/2014	Lakeview Elementary School, Phoenix, AZ	10:15 PM	Oceanography Vehicles, San Diego, CA	4:30 AM	America Explorer Motor Coach	619-222-1144
5/15/2014	Oceanography Vehicles, San Diego, CA	8:00 AM	Coronado Beach, San Diego, CA	8:30 AM	America Explorer Motor Coach	602-423-2024
5/15/2014	Coronado Beach, San Diego, CA	9:00 AM	Sea World, San Diego, CA	9:45 AM	America Explorer Motor Coach	619-226-3900
5/15/2014	Sea World, San Diego, CA	5:30 PM	Food Court, San Diego, CA	6:00 PM	America Explorer Motor Coach	602-423-2024
5/15/2014	Food Court, San Diego, CA	7:00 PM	Mission Valley Resort, San Diego, CA	8:00 PM	America Explorer Motor Coach	619-298-8281
5/16/2014	Mission Valley Resort, San Diego, CA	7:00 AM	Mission Beach, San Diego, CA	7:45 AM	America Explorer Motor Coach	602-423-2024
5/16/2014	Mission Beach, San Diego, CA	8:00 AM	Dry Beach Scavenger Hunt & Exploration, San Diego, CA	8:30 AM	America Explorer Motor Coach	602-423-2024
5/16/2014	Dry Beach, San Diego, CA	9:00 AM	Children's Pool, Seal Observation, La Jolla, CA	9:15 AM	America Explorer Motor Coach	602-423-2024
5/16/2014	Children's Pool, La Jolla, CA	8:00 AM	Scripps Aquarium, La Jolla, CA	10:00 AM	America Explorer Motor Coach	858-534-8665
5/16/2014	Scripps Aquarium, La Jolla, CA	12:00 PM	Seaport Village, San Diego, CA	12:30 PM	America Explorer Motor Coach	602-423-2024
5/16/2014	Seaport Village, San Diego, CA	1:45 PM	Lakeview Elementary School, Phoenix, AZ	9:00 PM	America Explorer Motor Coach	602-423-2024

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:	Tim Woodward	9/25/2013
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Additional Information

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

Funding will come from parents, fundraising, tax credit donations and PTA sponsorships.

The quote includes all students and adults. The school is taking additional chaperones who will be paying their own way, therefore the cost was deducted from the quote.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

This is based on student interest with no behavior issues.

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

Students will remain at Lakeview and be instructed by a certified teacher.

Chaperones:

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

If no, what are the arrangements for class coverage?

Students will be assigned to a classroom teacher at Lakeview for the two days.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Chelsea Simpson	Certified	No	Yes
Raquel Archuleta	Certified	No	Yes
To Be Determined (4)	Parent	No	Yes
To Be Determined (1)	Parent	No	No

Academic Services Signature: Natalie McWhorter 9/25/2013

Administrative Services Signature: Lyn Bailey 9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No
\$ 16,775.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 2,200.00 Food: Sack Lunch \$ 0.00 Other: \$ 18,975.00 Total Cost of Trip	\$ Lodging \$ Food \$ Transportation: \$ Registration/Entry Fees \$ Travel Insurance (optional) \$ Other \$ Substitute \$ Total Cost of Trip
Totals are estimates only, based on number of anticipated students/adults and are subject to change.	

48 # Students Participating

of Chaperones: 6

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

Additional Adults (paying own way): 1 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$395.31

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/25/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/30/2013



PROJECT Exploration

"Quality education. Everyone's business!"

Written Quote

To: Vayna Nelson, Lakeview Elementary

From: Jenny Stephan, Project Exploration

The oceanography field trip scheduled for May 14-16, 2013 includes all the following:

- *Air-conditioned 56 passenger chartered bus from Phoenix to locations listed below:
- *San Diego Floating Laboratory
- *Sea World
- *Birch Aquarium at Scripps Institute
- *Experienced Instructor on board the bus to provide lessons that match Arizona science standards, provide safety for the students, and guide the trip
- *Educational books and videos related to Oceanography
- *Admission to all sites
- *Lodging in San Diego with active all night security working with the students

Cost: 55 people at \$305 a person= \$16,775

OVERNIGHT CHAPERONE PLAN

School: Lakeview Elementary School

Dates of Trip: May 14-16, 2014

Destination: San Diego, California

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

Per WESD Governing Board requirements, Project Exploration Coordinators will assign two male chaperones per room and two female chaperones to a room. Chaperones, teachers and students are in separate areas of the resort.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Lookout Mountain Departure Date: 3/4/2014 Return Date: 3/4/2014
 Destination of Field Trip: Arizona Renaissance Festival, Apache Junction, AZ
 # of Student Participants: 120 Grade Level(s): 6 # of Chaperones (1:8): 16
 Cell Phone Number of Person Attending Trip: 602-931-0552 # of Additional Chaperones Needed (Over 1:8): 2
 Person Requesting Trip/Contact at Board: Lisa Lacey # of Additional Adults - paying their own way: 0
 Meeting:

Summary of Event/Purpose:

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

Educational Use:

The students will enhance, discover, and apply historical knowledge of Medieval Europe and the Renaissance period by observing and participating in educational aspects provided by the Arizona Renaissance Festival. Students will experience the language, mannerisms, customs, comedic theatre, jousting tournaments, artistic/craft/music demonstrations. These extensions/hands on activities with support the Social Studies, Art, Music, and Reading curriculum in the following ways:

1. SS06-S2C3-04 Describing the Catholic Church's role in the following activities during the middle ages: Crusades, Inquisition, education, government, spread of Christianity.
2. SS06-S2C3-03 Describe the culture and ways of life of the Arab Empire: interest in science (i.e., medicine, astronomy), translation and preservation of Greek and Roman literature
3. SS06-S2C3-05 Describing the transition from feudalism to nationalism at the end of the Middle Ages
4. SS06-S2C4-01 Influence of Renaissance/Reformation effects on education, art, religion, and government in Europe by development of Renaissance artistic/literary traditions/impact of Gutenberg's invention of the printing press.
5. A68-S2C1-01 Describe the role that art plays in culture and how it reflects, records, and interacts with history in various times, places, and traditions by: identifying and describing how history, culture and visual arts can and do influence one another (e.g., fine arts, language arts, science, mathematics, technology and social studies).
6. A68-S2C1-07 Make connections giving students a vision of societies, cultural norms, traditions, and customs which provide them with rich connections to their heritage and help them to understand the purpose of art in all cultures and disciplines (e.g., timelines, art history).

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

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
3/4/2014	Lookout Mountain, Phoenix, AZ	8:30 AM	Arizona Renaissance Festival, Apache Junction, AZ	9:30 AM	American Transporter Charter Bus	520-463-2700
3/4/2014	Arizona Renaissance Festival, Apache Junction, AZ	2:30 PM	Lookout Mountain, Phoenix, AZ	4:00 PM	American Transporter Charter Bus	520-463-2700

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

Overnight Chaperone Plan Attached: No

Principal Signature:

Tricia Heller

9/26/2013

Additional Information

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

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

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

Accommodations for students with special circumstances are needed: Yes

If yes, what accommodations are needed:

A student with a one-on-one aide will need the para-professional to attend. Sixth grade students participating in the CCB program at Lookout Mountain will need a classroom aide to assist in monitoring their group.

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

All 6th grade students are encouraged to attend to enhance the learning experience of the Social Studies, Reading, Music, and Art curriculum. Only students whose parents do not wish to allow their child to attend or are not in school due to suspension will be ineligible.

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

Students who do not gain parent permission will be placed in a buddy classroom for the duration of the school day.

Chaperones:

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

If no, what are the arrangements for class coverage?

All 6th grade students will be attending, therefore classroom coverage is not needed.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Lisa Lacey	Certified	No	Yes
Claire Ostapuk	Certified	No	Yes
Tracy Weeks	Certified	No	Yes
Mandy Taylor	Certified	No	Yes
Blanca Alvarez	Non-certified	No	Yes
CCB Aide TBA	Non-certified	No	Yes
12 Chaperones TBA	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

9/26/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																													
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																												
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\$ 3,543.00	Total Cost of Trip																												
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																													

120 # Students Participating

of Chaperones: 18

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

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

TOTAL PER STUDENT COST: \$29.52

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

- Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/26/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/26/2013



P. O. Box 30096
Mesa, AZ 85275
 Phone: 480-924-5272
 Fax: 480-807-0356
 Toll Free
 Website: www.amtransporter.com
 Email: dane@amtransporter.com

Charter Confirmation

Confirmed: **08/28/13**
 Charter No. : **5706**

Lisa Lacey
Lookout Mnt Elementary School
15 West Coral Gables Drive
Phoenix, AZ 85023

Phone: **602-896-5928**
 Fax: **602-896-5920**
 Order Date **08/28/13**

SalesRep:

Thank you for selecting **American TransPorter Service, LLC** for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Lookout Mnt Elementary School**

Coaches: **3**

Group Leader: **Lisa Lacey**

Equipment: **3 - 47pax**

Destination: **Renaissance Festival**

Leave Date: **Tuesday, March 04, 2014**

Return Date: **Tuesday, March 04, 2014**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Retn\Drop Time: **4:00 pm**

Pickup **Lookout Mountain Elementary**
School
15 West Coral Gables Drive
Phoenix, AZ 85023
(602) 896-5900

Destination **Renaissance Festival**
 Details: **12601 East Highway 60**
Gold Canyon, AZ

Description	# Coaches	Qty	Rate	Charge
47 pax coach, 4 hour minimum	3	1.00	\$485.00	\$1,455.00
47 pax coach, Additional Hours	3	4.00	\$90.00	\$1,080.00

Transport Charge: \$2,535.00

Amount Paid \$0.00

Balance Due \$2,535.00

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

Charter Party Authorized Signature

Date

Thank you

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Moon Mountain Departure Date: 3/4/2014 Return Date: 3/4/2014
 Destination of Field Trip: Arizona Sonora Desert Museum, Tucson, AZ
 # of Student Participants: 20 Grade Level(s): 5-6 # of Chaperones (1:8): 3
 Cell Phone Number of Person Attending Trip: 602-688-0758 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board: Stacia Deering # of Additional Adults - paying their own way: 5
 Meeting:

Summary of Event/Purpose:

The Arizona Sonora Desert Museum is a zoo, a botanical garden, and a mineral museum. It is a valuable and highly engaging opportunity for students to explore the history and science of Arizona.

Educational Use:

Language objectives -

Students will: - Explain the relationship between 2 or more scientific concepts based on specific information in a text. (5-6.RI.3)

- Determine the meaning of domain-specific words and phrases in a text. (5-6.RI.4)
- Draw on information from multiple print or digital sources (5.RI.7)
- Integrate information from several texts on the same topic in order to write or speak about the subject knowledgeably. (5.RI.9) (6.RI.7)
- Write an opinion piece supporting a point of view with reasons and information. (5-6.W.1)
- Write informative explanatory texts to examine a topic. (5-6.W.2)
- Conduct short research projects that use several sources to build knowledge. (5-6.W.7)
- Recall relevant information from experiences. (5.W.8)
- Engage effectively in a range of collaborative discussions. (6-5.SL.1)

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
3/4/2014	Moon Mountain School, Phoenix, AZ	8:00 AM	AZ Sonora Desert Museum, Tucson, AZ	10:30 AM	District Bus	520-883-2702
3/4/2014	AZ Sonora Desert Museum, Tucson, AZ	4:00 PM	Moon Mountain School, Phoenix, AZ	6:00 PM	District Bus	602-688-0758

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

Overnight Chaperone Plan Attached: No

Principal Signature:

Sue Brown

9/9/2013

Additional Information

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

Money to pay for the Museum entrance fees and transportation costs is being raised through a fundraiser.

The quote includes all students and adults. The school is taking additional chaperones who will be paying their own way, therefore the cost was deducted from the quote.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

If no, how many students are in the grade level? 20

Is this a club or after-school class? No

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

Available to all 5th and 6th grade Project Potential students.

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

Students without parental permission will remain in their homeroom.

Chaperones:

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

If no, what are the arrangements for class coverage?

Students not attending the field trip will remain in their homeroom during Project Potential class pull-out times.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Stacia Deering	Certified	No	Yes
to be determined	Parent	No	Yes
to be determined	Parent	No	Yes
to be determined	Parent	No	No
to be determined	Parent	No	No
to be determined	Parent	No	No
to be determined	Parent	No	No
to be determined	Parent	No	No

Academic Services Signature:

Natalie McWhorter

9/9/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																													
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																												
This is an out-of-state field trip and travel agent quote is attached: No	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: Yes																												
<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Travel Agent Quote</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Travel Agent Quote	\$	Travel Insurance (optional)	\$	Substitute	\$	Food	\$	Other	\$	Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$ 0.00</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$ 200.00</td><td>Food:</td></tr> <tr><td style="text-align: right;">\$ 624.50</td><td>Transportation: District Buses</td></tr> <tr><td style="text-align: right;">\$ 65.00</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Other:</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Substitute Funding Source:</td></tr> <tr><td style="text-align: right;">\$ 889.50</td><td>Total Cost of Trip</td></tr> </table>	\$ 0.00	Lodging	\$ 200.00	Food:	\$ 624.50	Transportation: District Buses	\$ 65.00	Registration/Entry Fees	\$ 0.00	Travel Insurance (optional)	\$ 0.00	Other:	\$ 0.00	Substitute Funding Source:	\$ 889.50	Total Cost of Trip
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\$ 0.00	Substitute Funding Source:																												
\$ 889.50	Total Cost of Trip																												
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																													

20 # Students Participating

 # of Chaperones: 3

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

Additional Adults (paying own way): 5 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$44.48

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

 - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/23/2013
Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/9/2013
Transportation Signature		
This trip has been reviewed and approved for the use of District transportation.	Pam Randall	9/9/2013

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School:	Mountain Sky	Departure Date:	5/16/2014	Return Date:	5/18/2014
Destination of Field Trip:	Forum Festival, Anaheim, CA				
# of Student Participants:	140	Grade Level(s):	7-8	# of Chaperones (1:8):	18
Cell Phone Number of Person Attending Trip:	602-980-3087	# of Additional Chaperones Needed (Over 1:8):	0		
Person Requesting Trip/Contact at Board Meeting:	Kirsten Dukeshier	# of Additional Adults - paying their own way:	0		

Summary of Event/Purpose:

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

Educational Use:

Forum Festival
STRAND ONE

The students will:

Describe the experience(s) of their performance and the performance of others. MUBI-S3C2-05
 Demonstrate knowledge by performing for an audience (e.g. school assemblies, day time performances, evening performances, WESD Area Festivals, AMEA Festivals, etc.) WESD
 Describe and play musical forms as encountered in the repertoire. MUSI-S1C2-206
 Use teacher or students' specified criteria to evaluate a musical performance. MUSI-S3C-202

Forum Music Festival was created in 1982 by music educators who were looking for a different type of performance outlet for their bands, choirs and orchestras. The festival consists of performance, positive and constructive adjudication, and onstage clinics directly following each performance. What this means is that the students are going to be actively involved in the entire process of preparing for the Festival. They are going to be personally invested in giving their all and best for the benefit of themselves AND their ensemble. Being adjudicated allows the students to be aware and mindful of how they have grown musically throughout the year.

The performance standards for Washington Elementary School District provide very basic guidelines that students are required to demonstrate, such as "perform with correct posture and hand position" and "perform musically with acceptable pitch, rhythm, articulation, phrasing and dynamics". Being a part of the Forum Music Festival in the Spring of 2014 will give our students the opportunity to increase practice, performances and experiences throughout the school year in order to achieve and master these standards in a 'real-world setting'. Working as a team in the main thread woven through ensembles groups. Preparing for this Festival throughout the year will unify all four of the ensembles, not only for the weekend of May 16-18th, but for the entire journey leading up to this experience.

Itinerary:						
Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/16/2014	Mountain Sky, Phoenix AZ	8:00 AM	Lunch Break, Indio, CA	12:00 PM	Coach Buses	602-980-3087
5/16/2014	Lunch Break, Indio, CA	1:00 PM	Hotel, Anaheim, CA	5:00 PM	Coach Buses	602-980-3087
5/16/2014	Hotel, Anaheim, CA	6:00 PM	Fullerton College, Anaheim, CA	6:30 PM	Coach Buses	602-980-3087
5/16/2014	Fullerton College, Anaheim, CA	8:00 PM	Hotel, Anaheim, CA	8:30 PM	Coach Buses	602-980-3087
5/17/2014	Hotel, Anaheim, CA	6:00 AM	Fullerton College, Anaheim, CA	6:30 AM	Coach Buses	602-980-3087
5/17/2014	Fullerton College, Anaheim, CA	12:30 PM	Disneyland/California Adventures, Anaheim, CA	1:00 PM	Coach Buses	602-980-3087
5/18/2014	Disneyland/California Adventures, Anaheim, CA	1:00 AM	Hotel, Anaheim, CA	1:30 AM	Coach Buses	602-980-3087
5/18/2014	Hotel, Anaheim, CA	8:00 AM	Lunch Break, Indio, CA	11:30 AM	Coach Buses	602-980-3087
5/18/2014	Lunch Break, Indio, CA	12:30 PM	Mountain Sky, Phoenix, AZ	5:00 PM	Coach Buses	602-980-3087

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:	Perry Mason	9/20/2013
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Additional Information

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

Partial Scholarships
Individual Fundraising
Group Fundraising

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

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

Is this a club or after-school class? No

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

1.0 GPA, no major office referrals, attendance at all mandatory concerts throughout the year, responsible conduct and work ethic throughout the year, no Ns or Us on report cards, and the ability to perform their program music very well.

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

Students not participating in the trip will go to the library during their performance groups' class time and work on an appropriate assignment.

Chaperones:

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

If no, what are the arrangements for class coverage?

Students remaining will be combined to two classes and covered by a VIP substitute at no cost.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Kirsten Dukeshier	Certified	Yes	Yes
Diana Polanski	Certified	Yes	Yes
Don Brewer	Certified	Yes	Yes
Terry McFee	Certified	Yes	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes
TBA Parent	Non-certified	No	Yes

Academic Services Signature:

Natalie McWhorter

9/23/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No																
\$ 58,498.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 2,000.00 Food: \$ 0.00 Other: \$ 60,498.00 Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Transportation:</td></tr> <tr><td style="text-align: right;">\$</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Lodging	\$	Food	\$	Transportation:	\$	Registration/Entry Fees	\$	Travel Insurance (optional)	\$	Other	\$	Substitute	\$	Total Cost of Trip
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\$	Substitute																
\$	Total Cost of Trip																
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																	

140 # Students Participating

of Chaperones: 18

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

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

TOTAL PER STUDENT COST: \$432.13

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez 9/23/2013
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Purchasing Signature This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp 9/23/2013
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Dukeshier, Kirsten

From: Mayb@sundancetvl.com
Sent: Sunday, September 15, 2013 3:30 PM
To: Dukeshier, Kirsten
Subject: group mountain sky school

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034
TEL: 602 275-2400
FAX : 602 267-8095

DATE 16, SEP, 2013
INVOICE 0023437
AGENT MB/MB

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

MOUNTAIN SKY SCHOOL

3RD UPDATE INVOICE

16MAY,2014 ANAHEIM CA

SUNDANCE MEETINGS AND INCENTIVE- ANAHEIM CA , CONFIRMATION BY MAY

GROUP NOW 140 STUDENTS/ 14 chaperones/ 4 directors TOTAL 158 PARTICIPENTS - TEACHER KIRSTEN DUKESHER
3 BUSES DEPARTING 16MAY,2014 , HOLD (56)
RETURNING 18MAY,2014 CK OUT OF HTL 11 AM LOAD BUSES RETURN TO BACK TO SCHOOL
TAXES /ROOMS FOR DRIVERS/ GRATUITIES INCLUDED
HOTEL IN 16MAY OUT 18MAY TWO NIGHTS STAY, INCLUDING TWO BUFFET BREAKFAST
FORUM MUSIC FESTIVALS,PERFORMANCE TIMES AND AWARDS CEREMONY
DISNEY ONE DAY PARK HOPPER TICKET INCLUDING COMPLIMENTARY CHAPERONES AND DIRECTORS TICKETS

ANY QUESTIONS PLEASE CALL MAY..... 602 275-2400 OR 800-522-2595
OR EMAIL MAY: MAYB@SUNDANCETVL.COM

TOTAL QUOTE PRICE \$ 58,498.00

BREAACKDOWN:

QUOTE 3 MOTOR COACH TOTAL	\$ 9713.00
QUOTE DRIVERS ROOMS	\$ 1038.00
QUOTE DRIVERS GRATUITIES	\$ 840.00
QUOTE DISNEY TICKETS/ HOTEL PACKAGE	\$ 46,102.00
FORUM MUSIC FESTIVAL REGISTRATION FEES	\$ 225.00
QUOTE AGENCY FEE BASED ON 158 (10.00PP)	
FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT	
DEPOSIT AMOUNT \$ 5366.00 NEEDED IN OUR OFFICE BY 1NOV,2013	
FINAL PAYMENT NEEDED BY 03MARCH,2014	
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT	

OVERNIGHT CHAPERONE PLAN

School: Mountain Sky

Dates of Trip: May 16-18, 2014

Destination: Anaheim, CA

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

Mountain Sky students have participated in this Festival for 12 years. Students are assigned sleeping arrangements with four students of the same gender per room. Male students' rooms are on one floor, and female students' rooms are on another. Chaperones are spaced out evenly among student rooms. All students are given both cell phone numbers and room numbers of their director in case of an emergency. At 'lights out', students are 'taped' into their rooms. A piece of masking tape is placed to connect the door to the frame. If the door is opened during the night, the tape will become detached. If this occurs, students are sent home at the student's/family's expense.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Mountain Sky Departure Date: 1/24/2014 Return Date: 1/25/2014
 Destination of Field Trip: Marana High School, Tucson, AZ
 # of Student Participants: 18 Grade Level(s): 7-8 # of Chaperones (1:8): 3
 Cell Phone Number of Person Attending Trip: 623-628-7214 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board Meeting: Anthony Murphy # of Additional Adults - paying their own way: 0

Summary of Event/Purpose:

Marana Unified School District hosts an annual state wrestling tournament in Tucson as a final event for the junior high wrestling season. The tournament was started in 2007, and since has grown so that most of the top wrestlers and teams in the state of Arizona compete in the event. The wrestling coaches at Mountain Sky would like to attend this event with a team of wrestlers to further their wrestling knowledge and use the event as a final experience for the season.

Educational Use:

The wrestling tournament supports the extracurricular goals of the school, by enriching the student experience both socially and physically. Students have the opportunity to test their knowledge and skills against some of the best competition in the state.

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
1/24/2014	Mountain Sky Middle School, Phoenix, AZ	8:00 AM	Marana High School, Tucson, AZ	10:30 AM	Parent(s) Personal Vehicle	623-628-7214 - Coach Mainez
1/24/2014	Marana High School, Tucson, AZ	8:00 PM	See additional info for overnight plans	10:00 PM	Parent(s) Personal Vehicles	623-628-7214 - Coach Mainez
1/25/2014	Mountain Sky Middle School, Phoenix, AZ	7:00 AM	Marana High School, Tucson, AZ	9:00 AM	Parent(s) Personal Vehicle	623-628-7214 - Coach mainez
1/25/2014	Marana High School, Tucson, AZ	7:00 PM	Mountain Sky Middle School, Phoenix, AZ	9:00 PM	Parent(s) Personal Vehicles	623-628-7214 - Coach Mainez

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

Overnight Chaperone Plan Attached: No

Principal Signature: Perry Mason 9/18/2013

Additional Information

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

The Mountain Sky athletic budget pays the \$225.00 team registration fee for up to 18 athletes. Junior High wrestling allows for 18 weight classes (68,73,78,83,88,93,98,104,111,125,133,142,154,167,180,200, and Heavyweight). Each school may enter only one wrestler per weight class in order to allow for fair team scoring. No unattached wrestlers or club teams are allowed, for the reason mentioned prior. Each team will determine the wrestlers representing their school at each weight class, usually decided through a "wrestle-off" procedure, which is commonly used to determine Varsity and Junior Varsity teams. Financially, there is no cost to the student who wishes to attend. The only cost which may be incurred is transportation and housing if the family chooses to stay in Tucson Friday evening. Due to the fact that many wrestlers will be eliminated from competition during the first evening, and families may want to go home, there has not been an effort to force families to incur a cost of a night's stay. Also, since the tournament starts later in the morning on Saturday (9:00 am), it is possible for a family to drive back the next morning to wrestle. As for transportation costs, many families who wish to have their athlete participate, but do not want to drive, tend to work out rides with other families. Since the students will need to leave before school even starts on Friday, they will leave from their homes Friday morning. To date, we have not had a student unable to attend based on financial concerns. The only issue which has arisen in the past has been when a parent who cannot attend for work or prior commitments does not want to send their student with another family. Team parents have always been willing to help any other family out with transportation, but the school does not facilitate that discussion, for liability reasons.

Mountain Sky will have two coaches for the 18 wrestlers. Since wrestling is an individual sport, those 18 wrestlers will be wrestling at various times throughout the two days. Wrestlers are not allowed to be on the mats until they are called, and must report when called within a certain amount of time. Therefore, families tend to sit together and listen for their wrestler to be called, and not with their coaches, as the coaches will be with wrestlers on the mat. Once a wrestler has lost they are eliminated. Of course, families may stay and watch after their athlete has been eliminated, but most families decide to leave. Currently, the team has two parent volunteers, but there will be other parents sitting together with the team.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

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

Is this a club or after-school class? Yes

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

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

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

Only (18), pre-qualified, athletes are permitted to compete in the event.

Chaperones:

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

If no, what are the arrangements for class coverage?

N/A

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Johnny Mainez	Non-certified	No	Yes
Tim Russo	Parent	No	Yes
Luis Huerta	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

9/23/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT – MUST CHECK ONE																																			
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.		All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																																	
This is an out-of-state field trip and travel agent quote is attached: Yes <input type="checkbox"/>		This is an out-of-county field trip and charter bus quote is attached: Yes <input type="checkbox"/> This is an out-of-county field trip using parent transportation. Yes <input checked="" type="checkbox"/>																																	
\$ Travel Agent Quote \$ Travel Insurance (optional) \$ Substitute \$ Food \$ Other \$ Total Cost of Trip	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">\$</td> <td style="width: 10%;">0.00</td> <td style="width: 10%;">Lodging</td> <td style="width: 10%;"></td> </tr> <tr> <td>\$</td> <td>0.00</td> <td>Food:</td> <td></td> </tr> <tr> <td>\$</td> <td>0.00</td> <td>Transportation: Parents</td> <td></td> </tr> <tr> <td>\$</td> <td>225.00</td> <td>Registration/Entry Fees</td> <td></td> </tr> <tr> <td>\$</td> <td>0.00</td> <td>Travel Insurance (optional)</td> <td></td> </tr> <tr> <td>\$</td> <td>0.00</td> <td>Other:</td> <td></td> </tr> <tr> <td>\$</td> <td>0.00</td> <td>Substitute</td> <td></td> </tr> <tr> <td>\$</td> <td>225.00</td> <td>Total Cost of Trip</td> <td></td> </tr> </table>			\$	0.00	Lodging		\$	0.00	Food:		\$	0.00	Transportation: Parents		\$	225.00	Registration/Entry Fees		\$	0.00	Travel Insurance (optional)		\$	0.00	Other:		\$	0.00	Substitute		\$	225.00	Total Cost of Trip	
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\$	0.00	Substitute																																	
\$	225.00	Total Cost of Trip																																	
Totals are estimates only, based on number of anticipated student/adults and are subject to change.																																			

18 # Students Participating

of Chaperones: 3

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

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

TOTAL PER STUDENT COST: \$12.56

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

X - Auxiliary Operations (Fund 525 - fee based)

- Gifts & Donations (Fund 530 - donation based)

- PTA/PTO

- Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/23/2013
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Purchasing Signature This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/23/2013
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Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Oranewood Departure Date: 5/8/2014 Return Date: 5/10/2014
 Destination of Field Trip: Disneyland/California Adventures, Anaheim, CA
 # of Student Participants: 80 Grade Level(s): 6-8 # of Chaperones (1:8): 13
 Cell Phone Number of Person Attending Trip: 623-225-5737 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board Meeting: Alex Keene # of Additional Adults - paying their own way: 0

Summary of Event/Purpose:

The Oranewood Band will be visiting Disneyland for an end of the year educational trip. This trip will help students understand the purpose of music in the "real world" as well as providing acknowledgement for the accomplishments and dedication they have shown in band as an individual and together as a group. This is a valuable recruiting and motivational tool to keep students participating in instrumental music programs at the 7th and 8th grade level.

Educational Use:

Students will be participating in the Music 201 Disney youth program. Students will have the opportunity to see and hear live music being performed at a high level for public entertainment, as well as witnessing the application and use of skill that they will learn in band and choir in a "real world" setting.
 Students will evaluate music and music performance MU07-S3C2-02, MU08-SEC2-02, MUBI-S3C3-203, MUBI-23C2-205.
 Students will understand relationships between music, the arts, and disciplines outside the arts, MU07-S2C1-201, MUBI-S2C2-206, MU07-S2C1-03, MU08-S2C3-03, MU08/07-S2C1-04, MUBI-S1C3-206. MUBI-S2C2-207, MUBIS3C1-204

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/8/2014	Oranewood School, Phoenix, AZ	5:00 AM	Breakfast, Blythe, CA	8:00 AM	Bus	623-225-5737
5/8/2014	Blythe, CA	8:30 AM	Camelot Hotel, Anaheim, CA	10:30 AM	Bus	602-225-5737
5/8/2014	Camelot Hotel, Anaheim, CA	11:00 AM	Disneyland/California Adventure, Anaheim, CA	11:30 AM	Bus	602-225-5737
5/8/2014	Disneyland/California Adventure, Anaheim, CA	9:00 PM	Camelot Hotel, Anaheim, CA	9:30 PM	Bus	714-635-7275
5/9/2014	Camelot Hotel, Anaheim, CA	8:30 AM	Disneyland/California Adventure, Anaheim, CA	9:00 AM	Bus	623-225-5737
5/10/2014	Disneyland/California Adventure, Anaheim, CA	12:00 AM	Oranewood School, Phoenix, AZ	6:00 AM	Bus	623-225-5737

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:

Andree Charlson

9/25/2013

Additional Information

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

Students will have multiple opportunities to fundraise and obtain money through scholarships, grants, and sponsorships. Undesignated tax credits will be requested from Site Council to assist needy students and to help offset the cost of the trip.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

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

Is this a club or after-school class? No

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

Students will be able to attend this trip if the following criteria are met;

- Students attend all assigned concerts.
- Students participate fully in both band and/or choir, to the best of their ability.
- Students are in full academic standings with ALL teachers.
- Students are outstanding citizens of our Orangewood Community.
- Students must not have any serious or ongoing behavior issues during the school year.

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

Students who are not participating in the trip will be left to attend school normally. Students will attend another special class instead of their regular band class.

Chaperones:

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

If no, what are the arrangements for class coverage?

Classes will be split to the remainder of the Special area teachers that will not be participating with us on this trip.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Alex Keene	Certified	No	Yes
Alejandro Luna	Certified	No	Yes
Erin Dickey	Certified	No	Yes
TBD	Certified	No	Yes
TBD	Certified	No	Yes
TBD	Certified	No	Yes
TBD	Parent	No	Yes
TBD	Parent	No	Yes
TBD	Parent	No	Yes
TBD	Parent	No	Yes
TBD	Parent	No	Yes
TBD	Parent	No	Yes
TBD	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

9/25/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No
\$ 26,584.34 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 2,000.00 Food: Sack Lunch \$ 0.00 Other: \$ 28,584.34 Total Cost of Trip	\$ Lodging \$ Food \$ Transportation: \$ Registration/Entry Fees \$ Travel Insurance (optional) \$ Other \$ Substitute \$ Total Cost of Trip
Totals are estimates only, based on number of anticipated students/adults and are subject to change.	

80 # Students Participating

of Chaperones: 13

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

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

TOTAL PER STUDENT COST: \$357.30

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/25/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/25/2013

QUOTE

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034
TEL: 602 275-2400
FAX :602 267-8095

DATE 05 SEP,2013
AGENT MB

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

ORANGEWOOD SCHOOL
7337 N 19TH AVE
PHOENIX AZ 85021-7998

08MAY,2014 ANAHEIM CA

SUNDANCE MEETINGS AND INCENTIVE CONFIRMATION BY MAY
GROUP 80 STUDENTS AND 13 CHAPERONES TOTAL 93 PARTICIPENTS- BAND DIRECTOR - ALEX
KEENE

2 BUSES EACH HOLDS HOLDS (56) PASSENGER
DEPARTING 5:00AM FROM SCHOOL 08MAY,2014
RETURNING FROM DISNEY DEPARTING 12:00AM 10MAY TO ARRIVE TO SCHOOL
BY 6AM ON 10MAY, 2014
TAXES /BUS DRIVER ROOMS AND GRATUITIES INCLUDED

HOTEL ONE NIGHT STAY IN 08MAY,2014 OUT 09MAY,2014

CAMELOTT INN AND SUITES IN 08MAY OUT 09MAY,2014
20 ROOMS BASED ON QUADS, 6 DOUBLE ROOMS AND 1 SINGLE

DISNEYLAND PACKAGE 2 DAYS PARK HOPPER TICKETS (DISNEY YOUTH) AND MUSIC WORKSHOP
2 COMP DIRECTORS,6 FREE CHAPERONES AND 5 PAYING CHAPERONES
TICKETS THIS IS AN ASTIMATE PER STUDENT \$149.00 PLUS 15.00 MUSIC SHOP
YOUTH MEAL VOUCHERS NOT INCLUDED, DISNEY RESORT GIFT CARD NOT INCLUDED

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

TOTAL QUOTE PRICE \$ 26,584.34

BREAKDOWN:

QUOTE 2 MOTOR COACH TOTAL	\$ 7,790.00
QUOTE DISNEY TICKETS	\$ 13,865.00
HOTEL INCLUDING TAXES	\$ 3999.34
QUOTE AGENCY FEE BASED ON 93 (10.00PP)	\$ 930.00
FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT	
DEPOSIT AMOUNT \$ 3500.00 NEEDED IN OUR OFFICE BY 1NOV,2013	
FINAL PAYMENT NEED BY 03FEB,2014	
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT	

OVERNIGHT CHAPERONE PLAN

School: Orangewood School

Dates of Trip: May 8-10, 2014

Destination: Disneyland/California Adventures, Anaheim, CA

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

Students will be staying in suites which provide quad style hotel rooms with connecting doors to adjoining rooms. Chaperones will stay in double occupancy/connecting rooms with doors remaining open to student rooms for supervision. Chaperone rooms will be located at the beginning, middle and end of each bank of quad rooms. A minimum of six female chaperones will be staying with females and six male chaperones will be staying with males. Male and female students will be separated by staying on different floors and in separate parts of the hotel. Chaperones will strictly enforce “lights out” and will do roving checks on students throughout the night.

To ensure proper supervision and correct ratio of chaperones for each gender, there will be 13 chaperones for this trip. This will increase the ratio from the mandatory 1:8 to our coverage of 1:6.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:	10/17/2013
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School: Oranewood	Departure Date: 6/1/2014	Return Date: 6/5/2014
Destination of Field Trip: Pacific Beach, San Diego, CA and Ocean Institute, Dana Point, CA		
# of Student Participants: 60	Grade Level(s): 6	# of Chaperones (1:8): 8
Cell Phone Number of Person Attending Trip: 602-769-6758	# of Additional Chaperones Needed (Over 1:8): 0	
Person Requesting Trip/Contact at Board Meeting: John Vasey	# of Additional Adults - paying their own way: 0	

Summary of Event/Purpose:

The program focuses on hands-on, experiential science education. Utilizing our state-of-the-art labs and equipment, expert instructors and the beautiful natural land and sea environments of Southern California, we strive to increase science literacy, stimulate minds and, most importantly, to create excitement about science. Through a combination of labs, aquariums and touch tanks on land and snorkeling, kayaking and collecting data in the field, students and teachers learn about the many ecosystems of the Catalina Island and Pacific Ocean and get to see and touch a whole range of fish, algae, sharks and rays, marine mammals, plankton and invertebrates.

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

Educational Use:

SCIENCE:

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

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

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

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

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

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

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

READING:

Objective: Students will be able to identify, analyze, and apply knowledge of the purpose, structures, clarity, and relevancy of functional text. (6.RI.1))

Objective: To use reading strategies: Prediction, Connection, Summarize, Clarifying questions, and drawing conclusions to comprehend text. (6.RL.3)

WRITING:

Objective: Students will write a researched-based paper, and an expressive paper using the six traits writing strategies. (6.W.7)

MATH:

Objective: Students will apply data collection, organization and representation to analyze and sort data in contextual situations. (6.SP.4)

Objective: Analyze change in a variable over time and in various contexts. (6.SP.1)

Objective: Apply appropriate units of measures, measurement techniques, formulas to determine measurements in contextual situations. (6.SP.2)

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
6/1/2014	Orangewood School, Phoenix, AZ	7:00 AM	Konos Reastaurant, San Diego, CA	1:00 PM	Charter Bus Divine Transportation	602-769-6758
6/1/2014	Konos Restaurant, San Diego, CA	3:00 PM	Ocean Institute, San Diego, CA	5:00 PM	Charter Bus	949-496-2274
6/5/2014	Ocean Institute, San Diego, CA	3:00 PM	Orangewood School, Phoenix, AZ	10:00 PM	Chater Bus	602-769-6758

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:

Andree Charlson

10/2/2013

Additional Information

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

Scholarship funds are available from the PTA, Student Activities (fund-raising), and Tax Credits. A need for assistance form is completed by the parents and the sixth grade teachers and principal review and award scholarships.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

If no, how many students are in the grade level? 91

Is this a club or after-school class? No

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

Parents must attend one of five informational meetings and students must be in good standing for behavior and effort.

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

The trip does not take place on school days.

Chaperones:

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

If no, what are the arrangements for class coverage?

The trip does not take place on school days.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
John Vasey	Certified	No	Yes
Mr. Farr	Certified	No	Yes
Mrs. Slavik	Certified	No	Yes
Mrs. King	Certified	No	Yes
Mr. Howland	Parent	No	Yes
Mrs. Howland	Parent	No	Yes
Mr. Hyatt	Parent	No	Yes
Mrs. Marden	Parent	No	Yes

Academic Services Signature: Natalie McWhorter 10/2/2013

Administrative Services Signature: Lyn Bailey 10/2/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No
\$ 26,930.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 1,500.00 Food: \$ 0.00 Other: \$ 28,430.00 Total Cost of Trip	\$ Lodging \$ Food \$ Transportation: \$ Registration/Entry Fees \$ Travel Insurance (optional) \$ Other \$ Substitute \$ Total Cost of Trip
Totals are estimates only, based on number of anticipated students/adults and are subject to change.	

60 # Students Participating

of Chaperones: 8

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

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

TOTAL PER STUDENT COST: \$473.83

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	10/2/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10/2/2013

PREPARED FOR
**ORANGEWOOD ELEMENTARY/JOHN
VASEY**

RESERVATION CODE JUTUAM



DEPARTURE: **SUNDAY 01 JUN**

TOUR

OCEAN INSTITUTE DANA POINTE

Status:
Confirmed

SNA
SANTA ANA, CA

Accommodation:
SI-01JUN TO 05JUN

Tour Code:
0110026



DEPARTURE: **SUNDAY 01 JUN**

TOUR

OCEAN INSITUTE

Status:
Confirmed

SAN
SAN DIEGO, CA

Accommodation:
SI-OCEAN INSTITUTE
AND DEVINE
TRANSPORTATION

Tour Code:
0110026

Notes:
DEVINE
TRANSPORTATION
ORDER NO 108309
PICK UP ORANGEWOOD
ELEMENTARY 01 JUN
2014
RETURN TO
ORANGEWOOD
ELEMENTARY 05JUN
2014
TOTAL FOR
TRANSPORTATION
8250.00
OCEAN INSTITUTE
INVOICE NUMBER
0110026
OCEAN EDUCATION
CENTER PROGRAM
TOTAL BASED ON 5
ADULTS 60 STUDENTS
TOTAL OCEAN
INSTITUTE 18000.00
SUNDANCE SERVICE
FEE 10.00 PER PERSON

OTHER: FRIDAY 15 AUG

OTHER

Status:
Confirmed

SNA
SANTA ANA, CA

Information:
THANK YOU FOR USING SUNDANCE AMERICAN
EXPRESS TRAVEL

Notes

***** DOCUMENTS REQUIRED FOR TRAVEL *****
DOMESTIC - A VALID US GOVERNMENT ISSUED PHOTO ID
INTERNATIONAL - VALID US PASSPORT WITH 6 MONTH
VALIDITY FROM RETURN DATE AND NECESSARY VISAS.

OVERNIGHT CHAPERONE PLAN

School: Oranewood

Dates of Trip: June 1-5, 2014

Destination: Ocean Institute, Dana Point, CA

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

Boys and girls will have separate sleeping facilities. Teachers will take turns monitoring the facility throughout the night.

All activities will be supervised by the Ocean Institute staff, parents, and teachers. At no time will students be supervised in a 1:1 ratio unless the chaperone is a parent or legal guardian of the student.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:	10/17/2013
--------------------------------------	------------

School: Royal Palm	Departure Date: 5/9/2014	Return Date: 5/11/2014
Destination of Field Trip: Astrocamp, Idyllwild, CA		
# of Student Participants: 135	Grade Level(s): 6-8	# of Chaperones (1:8): 17
Cell Phone Number of Person Attending Trip: 419-307-7500		# of Additional Chaperones Needed (Over 1:8): 0
Person Requesting Trip/Contact at Board Meeting:	Matt Weaver	# of Additional Adults - paying their own way: 0

Summary of Event/Purpose:

Astrocamp is an Astronomy-themed camp that provides students with hands-on, in-depth experiences in various related fields such as engineering, aeronautics, planetary research, physics and chemistry.

Educational Use:

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

Astrocamp Activates:

- Evening Activities: Astro Jeopardy
- Planetarium

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

Astrocamp Activates:

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

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

Astrocamp Activates:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

- Atmosphere and Gases
- Space Exploration: Cosmic Lander

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

Astrocamp Activates:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

PO 5. Formulate a conclusion based on data analysis.

Astrocamp Activities:

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

PO 6. Refine hypotheses based on results from investigations.

Astrocamp Activities:

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

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

Astrocamp Activities:

- Rocketry

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

PO 2. Display data collected from a controlled investigation.

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

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

Astrocamp Activities:

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

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/9/2014	Royal Palm Middle School, Phoenix, AZ	4:00 AM	Rest Stop, Blythe, CA	7:30 AM	Charter Bus(es)	419-307-7500
5/9/2014	Rest Stop, Blythe, CA	8:00 AM	Astrocamp, Idyllwild, CA	11:00 AM	Charter Bus(es)	419-307-7500
5/11/2014	Astrocamp, Idyllwild, CA	11:00 AM	Rest Stop, Blythe, CA	2:02 AM	Charter Bus(es)	419-307-7500
5/11/2014	Rest Stop, Blythe, CA	2:30 PM	Royal Palm Middle School, Phoenix, AZ	6:00 PM	Charter Bus(es)	419-307-7500

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

Overnight Chaperone Plan Attached: Yes

Principal Signature:

Heidi Keefer

9/23/2013

Additional Information

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

Tax Credit donations will be collected and used as the general pool to fund the trip.

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

Accommodations for students with special circumstances are needed: Yes

If yes, what accommodations are needed:

Any food allergies can be accommodated by Astrocamp food service.

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

Is this the entire grade level: No

If no, how many students are in the grade level? 135

Is this a club or after-school class? No

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

Enrolled in Royal Palm's Core Knowledge Program.

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

Students not attending this trip will maintain regular schedule with substitutes providing coverage for all teachers attending.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? Yes

If no, what are the arrangements for class coverage?

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Matt Weaver	Certified	Yes	Yes
Wendy Olmut	Certified	Yes	Yes
Dan McKeever	Certified	Yes	Yes
Cindy Gilmore	Certified	Yes	Yes
Victor Mueller	Certified	Yes	Yes
Carlos Martinez	Certified	Yes	Yes
Tameri Bayus	Certified	No	Yes
T. Davis	Parent	No	Yes
A. Schunn	Parent	No	Yes
H. Rusk	Parent	No	Yes
K. Farrar	Parent	No	Yes
R. Otto	Parent	No	Yes
K. Salas	Parent	No	Yes
P. Hazlip	Parent	No	Yes
S. Rozick	Parent	No	Yes
C. Lucas	Certified	No	Yes
J. Cheny	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

9/23/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No
\$ 44,367.50 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 510.00 Substitute Funding Source: Gifts and Donations \$ 1,370.00 Food: \$ 0.00 Other: \$ 46,247.50 Total Cost of Trip	\$ Lodging \$ Food \$ Transportation: \$ Registration/Entry Fees \$ Travel Insurance (optional) \$ Other \$ Substitute \$ Total Cost of Trip
Totals are estimates only, based on number of anticipated students/adults and are subject to change.	

135 # Students Participating

of Chaperones: 17

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

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

TOTAL PER STUDENT COST: \$342.57

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/25/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/30/2013

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034
TEL: 602 275-2400
FAX :602 267-8095

INVOICE 001300549
DATE 10 SEP,2013
AGENT MB/MB

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

ROYAL PALM MIDDLE SCHOOL
8520 N.19TH AVE
PHOENIX AZ 85021

09MAY,2014 ASTROCAMP IDYLWILD CA

SUNDANCE MEETINGS AND INCENTIVE CONFIRMATION BY MAY
GROUP 65 STUDENTS AND 9 CHAPERONES TOTAL 74 PARTICIPENTS-TEACHER - MATT WEAVER

2 BUSES EACH HOLDS HOLDS (47) PASSENGER
2 BUSES DEPARTING 09MAY,2014 4:00AM TO ARRIVE AROUND 12NOON-1PM ASTROCAMP
RETURNING ON 11MAY LATE PM TO ARRIVE BACK TO SCHOOL 7:00AM-8AM ON 12MAY,2014
TAXES /BUS DRIVER ROOMS AND GRATUITIES INCLUDED
ASTROCAMP-GUIDED DISCOVERIES INCLUDING 2NIGHTS IN 09MAY,2014 OUT 11MAY,2014
LODGING AND MEALS INCLUDED

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

TOTAL QUOTE PRICE	\$ 23,107.00
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BREAKDOWN:

QUOTE 2 MOTOR COACH TOTAL	\$ 7812.00
QUOTE ASTROCAMP	\$ 14,555.00

QUOTE AGENCY FEE BASED ON 74 (10.00PP) \$ 740.00
FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT
DEPOSIT AMOUNT \$ 2,500.00 NEEDED IN OUR OFFICE BY 1NOV,2013
FINAL PAYMENT NEED BY 03MARCH,2014
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT

QUOTE BASED ON 75 STUDENTS AND 10 CHAPERONES TOTAL 85PEOPLE-(2 BUSES) TOTAL QUOTE
AMOUNT \$ 25,164.50
QUOTE BASED ON 135 STUDENTS AND 17 CHAPERONES TOTAL 152 PEOPLE- (3 BUSES) TOTAL
QUOTE AMOUNT \$ 44,367.50

OVERNIGHT CHAPERONE PLAN

School: Royal Palm Middle School

Dates of Trip: May 9-11, 2014

Destination: Astrocamp, Idyllwild, CA

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

The students will be sleeping in gender separate dormitories. The chaperones are located nearest to the exits to monitor students.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Royal Palm	Departure Date: 4/25/2014	Return Date: 4/26/2014
Destination of Field Trip: Disneyland, Anaheim, CA		
# of Student Participants: 70	Grade Level(s): 6-8	# of Chaperones (1:8): 9
Cell Phone Number of Person Attending Trip: 602-920-1757/602-615-4864		# of Additional Chaperones Needed (Over 1:8): 1
Person Requesting Trip/Contact at Board Meeting:	Azucena Parra/Tameri Bayus	# of Additional Adults - paying their own way: 0

Summary of Event/Purpose:

A daytrip to Disneyland

Educational Use:

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

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
4/25/2014	Royal Palm Middle School, Phoenix, AZ	5:00 AM	White Water Rest Area, Riverside County, CA	9:00 AM	Charter Bus	602-920-1757/602-615-4864
4/25/2014	White Water Rest Area, Riverside County, CA	9:30 AM	Disneyland, Anaheim, CA	11:30 AM	Charter Bus	714-781-4565
4/26/2014	Disneyland, Anaheim, CA	12:00 AM	Royal Palm Middle School, Phoenix, AZ	7:00 AM	Charter Bus	602-920-1757/602-615-4864

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

Overnight Chaperone Plan Attached: No

Principal Signature:

Heidi Keefer

9/11/2013

Additional Information

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

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

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

Accommodations for students with special circumstances are needed: Yes

If yes, what accommodations are needed:

We are providing one on one guides for our vision impaired and autistic students. The number of aides and students may fluctuate but will not exceed the bus capacity which is 81.

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

Students who are eligible for this trip have met the following requirements: Students have completed all sections of the AIMS test (make up days included if necessary); Students are in good standing behaviorally and have not been out of school with suspension. In school suspension will be looked at on a case by case basis and eligibility will be determined by Royal Palm Administration.

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

Regular School Day. Classes will be covered "in-house" by team members.

Chaperones:

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

If no, what are the arrangements for class coverage?

Classes will be covered "in-house" by team members.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Tameri Bayus	Certified	No	Yes
Azucena Parra	Certified	No	Yes
Dan McKeever	Certified	No	Yes
Jeff Williams	Certified	No	Yes
Willie Snyder	Non-certified	No	Yes
Ashley Klein	Certified	No	Yes
Adriana Trenberth	Non-certified	No	Yes
Megan Tolway	Certified	No	Yes
Laurie Lavalley	Certified	No	Yes
Kathie Deweese	Non-certified	No	Yes

Academic Services Signature: Natalie McWhorter 9/23/2013

Administrative Services Signature: Lyn Bailey 9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No																
\$ 11,996.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 3,000.00 Food: \$ 0.00 Other: \$ 14,996.00 Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Transportation:</td></tr> <tr><td style="text-align: right;">\$</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Lodging	\$	Food	\$	Transportation:	\$	Registration/Entry Fees	\$	Travel Insurance (optional)	\$	Other	\$	Substitute	\$	Total Cost of Trip
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\$	Transportation:																
\$	Registration/Entry Fees																
\$	Travel Insurance (optional)																
\$	Other																
\$	Substitute																
\$	Total Cost of Trip																
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																	

70 # Students Participating

of Chaperones: 10

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

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

TOTAL PER STUDENT COST: \$214.23

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

- Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/23/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/12/2013

Parra, Azucena

From: Mayb@sundancetvl.com
Sent: Saturday, August 31, 2013 12:36 PM
To: Parra, Azucena
Cc: Mayb@sundancetvl.com
Subject: FW: roral palms middle school

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034
TEL 602 275-2400
FAX 602 267-8095

INVOICE 00130132
DATE 03SEP,2013
AGENT MB

WASHINGTON ELEMETARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

RORAL PALMS MIDDLE SCHOOL
8520 N 19TH AVE
PHOENIX AZ 85021

25APR,2014 ANAHEIM CA - SUNDACNE MEETINGS AND INCENTIVES-ANAHEIM CONFIRMATION BY MAY

DISNEYLAND TURN AROUND 25,APR,2014- 26APR,2014

GROUP 70 STUDENTS AND 10 CHAPERONES TOTAL 80 PARTICIPANTS

DEPARTING 25APR,2014 5:00AM-RORAL PALMS SCHOOL-TEACHER-SUSIE PARRA

RETURNING 26APR,2014 MIDNIGHT TO ARRIVE TO SCHOOL BY 7:00AM 26APR,2014

ONE DOUBLE DECKER BUS ONE HOLDS(81P)

DISNEY 1 DAY PARK TICKETS (INCLUDES ONE DAY ADMISSION TO DISNEY)

7 FREE CHAPERONES, ONE COMPLIMENTARY ADULT CHAPERONE TICKET FOE EVERY (TEN)
TICKETS FOR YOUTHS

ANY QUESTIONS PLEASE CALL MAY 602 275-2400 OR EMAIL MAYB@SUNDANCETVL.COM

TOTAL QUOTE PRICE \$ 11,996.00

BREAKDOWN:

QUOTE TRANSPORT DOUBLE DECKER BUS(DRIVER S DAY/GRATUITIES \$ 5200.00

QUOTE ONE DAY PARK ADMIN. 70 STUDENTS/10 CHAPERONES \$ 5996.00

QUOTE TRAVEL AGENCY FEE (10.00PP) TOTAL \$ 800.00

QUOTE FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT

DEPOSIT AMOUNT \$1000.00 NEEDED BY 28OCT,2013

FINAL PAYMENT NEEDED BY 1FEB,2014

PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Shaw Butte Departure Date: 3/4/2014 Return Date: 3/4/2014
 Destination of Field Trip: Arizona Renaissance Festival, Apache Junction, AZ
 # of Student Participants: 90 Grade Level(s): 6 # of Chaperones (1:8): 12
 Cell Phone Number of Person Attending Trip: 623-217-6244 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board: Stephanie # of Additional Adults - paying their own way: 6
 Meeting: Yocom

Summary of Event/Purpose:

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

Educational Use:

Education Use:

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

Social Studies:

1. S2 C3 PO4 Describe the Catholic Church's role in the following activities during the Middle Ages: Inquisition education, government and spread of Christianity.
2. S2 C3 PO5 Describe the transition from feudalism to nationalism at the end of the Middle Ages.
3. S2 C4 PO1 Describe how the Renaissance was a time of renewal and advancement in Europe: including rebirth of Greek and Roman ideas, new ideas and products as a result of trade, the arts and sciences.
4. S2 C4 PO2 Contributions and accomplishments of the following individuals during the Renaissance: Leonardo Da Vinci and Michelangelo.

Reading:

5. S2 C32 PO1,2 PO1 Describe the historical and cultural aspects found in cross-cultural works of literature.
- PO2 Identify common structures and stylistic elements in literature, folklore, and myths form a variety of cultures.

Music:

6. S3 C2 PO2 Listening attentively while others perform and showing appropriate audience behavior for the context and style of the music performed.

Art:

7. S2 C1 PO 205 Make connections between art and other curricular areas (e.g., clay production relates to science, contextual information relates to social studies).

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
3/4/2014	Shaw Butte School, Phoenix, AZ	8:00 AM	Renaissance Festival, Apache Junction, AZ	9:00 AM	District Bus	623-217-6244
3/4/2014	Renaissance Festival, Apache Junction, AZ	2:30 PM	Shaw Butte School, Phoenix, AZ	3:30 PM	District Bus	623-217-6244

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

Overnight Chaperone Plan Attached: No

Principal Signature:

Tracy Maynard

9/27/2013

Additional Information

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

We plan on using tax credit money for the buses and Student Council is going to host a fundraiser to raise monies for students that cannot pay.

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

Accommodations for students with special circumstances are needed: Yes

If yes, what accommodations are needed:

Wheel chair accessible bus.

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

This is a culminating activity after teaching the standards in Social Studies. All students will participate.

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

If a student and/or parent chooses not to go on the field trip we will find other accommodations in another classroom.

Chaperones:

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

If no, what are the arrangements for class coverage?

none needed

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Stephanie Yocom	Certified	No	Yes
Alan Farmer	Certified	No	Yes
Mayra Melgoza	Certified	No	Yes
9TBD	Parent	No	Yes
6 TBD	Parent	No	No

Academic Services Signature:

Natalie McWhorter

9/27/2013

Administrative Services Signature:

Lyn Bailey

9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																													
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																												
This is an out-of-state field trip and travel agent quote is attached: No	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: Yes																												
<table style="width: 100%; border: none;"> <tr><td style="width: 10%;">\$</td><td>Travel Agent Quote</td></tr> <tr><td>\$</td><td>Travel Insurance (optional)</td></tr> <tr><td>\$</td><td>Substitute</td></tr> <tr><td>\$</td><td>Food</td></tr> <tr><td>\$</td><td>Other</td></tr> <tr><td>\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Travel Agent Quote	\$	Travel Insurance (optional)	\$	Substitute	\$	Food	\$	Other	\$	Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 10%;">\$ 0.00</td><td>Lodging</td></tr> <tr><td>\$ 0.00</td><td>Food: Sack Lunch</td></tr> <tr><td>\$ 630.00</td><td>Transportation: District Buses</td></tr> <tr><td>\$ 900.00</td><td>Registration/Entry Fees</td></tr> <tr><td>\$ 0.00</td><td>Travel Insurance (optional)</td></tr> <tr><td>\$ 0.00</td><td>Other:</td></tr> <tr><td>\$ 0.00</td><td>Substitute Funding Source:</td></tr> <tr><td>\$ 1,530.00</td><td>Total Cost of Trip</td></tr> </table>	\$ 0.00	Lodging	\$ 0.00	Food: Sack Lunch	\$ 630.00	Transportation: District Buses	\$ 900.00	Registration/Entry Fees	\$ 0.00	Travel Insurance (optional)	\$ 0.00	Other:	\$ 0.00	Substitute Funding Source:	\$ 1,530.00	Total Cost of Trip
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\$ 0.00	Substitute Funding Source:																												
\$ 1,530.00	Total Cost of Trip																												
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																													

90 # Students Participating

of Chaperones: 12

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

Additional Adults (paying own way): 6 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$17.00

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

X - Auxiliary Operations (Fund 525 - fee based)

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

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/30/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10/2/2013

Transportation Signature		
This trip has been reviewed and approved for the use of District transportation.	Pam Randall	10/2/2013

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Sunburst Departure Date: 5/1/2014 Return Date: 5/2/2014
 Destination of Field Trip: Camp Sky Y, YMCA, Prescott, AZ
 # of Student Participants: 75 Grade Level(s): 4 # of Chaperones (1:8): 10
 Cell Phone Number of Person Attending Trip: 623-570-2920 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board Meeting: Joel Barfoot # of Additional Adults - paying their own way: 15

Summary of Event/Purpose:

Camp Sky Y Outdoor Educational Trip to Prescott is a grand finale for Sunburst 4th graders to our year-long study of Arizona. Upon arrival to Prescott, students set up their cabins in their designated groups and then begin the rotation of 4 different activities including Dissecting Owl Pellets, Building Catapults, Wall Climbing and a Nature Hike. Students enjoy a picnic lunch after the first activity. Upon completion of the day's 4 activities, dinner is served followed by a camp fire including songs and skits. All students then go to their cabins for a well deserved good night sleep in the pines. In the morning, following breakfast, the students begin our teacher led 4 team building activities reinforcing our character counts program. Lunch is then served and loading the busses begins for our destination of Sunburst School. We arrive in time for the school dismissal at 2:30 p.m.

Educational Use:

The students will explore Arizona on an overnight education trip to Prescott, Arizona, and identify AZ. plants and animals, landforms, (SS04-S4C2-01 & 03) and the Sonoran Desert climate as specified in Strand 4 of the 4th grade AZ State Standards and 4th grade social studies curriculum.

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/1/2014	Sunburst School, Glendale, AZ	8:30 AM	Camp Sky Y, Prescott, AZ	10:30 AM	District Buses	602-254-1571
5/2/2014	Camp Sky Y, Prescott, AZ	12:00 PM	Sunburst School, Glendale, AZ	2:00 PM	District Buses	623 570-2920

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

Overnight Chaperone Plan Attached: Yes

Principal Signature: Rhonda Warren 8/29/2013

Additional Information

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

The 4th graders are invited to participate in a candy sale in February to help to help offset the \$95 fee for the overnight trip. In addition, scholarships are available from Tax Credit monies that have been collected for students unable to finance the trips individually. No student will be denied the trip due to financial hardships.

The school is taking additional chaperones who will be paying their own way, therefore the cost was deducted from the trip.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: Yes

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

Is this a club or after-school class? No

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

All fourth grade students are eligible to participate in the trips who have not had home suspensions or multiple office referrals due to behavior issues.

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

The trip is scheduled on regular school days, so instruction will take place by a substitute teacher for any students not attending the trip.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? Yes

If no, what are the arrangements for class coverage?

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Joel Barfoot	Certified	Yes	Yes
Paula Gray	Certified	No	Yes
Susie Smith	Certified	No	Yes
Cheri Morello	Certified	No	Yes
Marnie Kurbat	Non-certified	No	Yes
Jaime Kurbat	Non-certified	No	Yes
Chris Sauter	Parent	No	Yes
Michelle Sauter	Parent	No	Yes
Christie Padilla	Parent	No	Yes
15 TBA	Parent	No	No
1 TBA	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

8/29/2013

Administrative Services Signature:

Lyn Bailey

8/29/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																													
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																												
This is an out-of-state field trip and travel agent quote is attached: No	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: Yes																												
<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Travel Agent Quote</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Travel Agent Quote	\$	Travel Insurance (optional)	\$	Substitute	\$	Food	\$	Other	\$	Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$ 4,101.00</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Food:</td></tr> <tr><td style="text-align: right;">\$ 1,453.00</td><td>Transportation: District Buses</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Travel Insurance (optional)</td></tr> <tr> <td style="text-align: right;">\$ 200.00</td> <td>Other: T-Shirt, Tye-Dying, Snacks & Water Bottles for Hike</td> </tr> <tr> <td style="text-align: right;">\$ 85.00</td> <td>Substitute Funding Source: PTO</td> </tr> <tr><td style="text-align: right;">\$ 5,839.00</td><td>Total Cost of Trip</td></tr> </table>	\$ 4,101.00	Lodging	\$ 0.00	Food:	\$ 1,453.00	Transportation: District Buses	\$ 0.00	Registration/Entry Fees	\$ 0.00	Travel Insurance (optional)	\$ 200.00	Other: T-Shirt, Tye-Dying, Snacks & Water Bottles for Hike	\$ 85.00	Substitute Funding Source: PTO	\$ 5,839.00	Total Cost of Trip
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\$ 85.00	Substitute Funding Source: PTO																												
\$ 5,839.00	Total Cost of Trip																												
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																													

75 # Students Participating

of Chaperones: 10

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

Additional Adults (paying own way): 15 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$77.85

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

X - Auxiliary Operations (Fund 525 - fee based)

- Gifts & Donations (Fund 530 - donation based)

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature	
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	<div style="display: flex; justify-content: space-between;"> Elizabeth Martinez 8/29/2013 </div>

Purchasing Signature	
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<div style="display: flex; justify-content: space-between;"> Howard Kropp 8/29/2013 </div>

Transportation Signature	
This trip has been reviewed and approved for the use of District transportation.	<div style="display: flex; justify-content: space-between;"> Pam Randall 9/6/2013 </div>

OVERNIGHT CHAPERONE PLAN

School: Sunburst

Dates of Trip: May 1, 2014- May 2, 2014

Destination: Camp Sky Y, Prescott, Arizona

The chaperone plan for sleeping arrangements on this trip is:

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

PER GOVERNING BOARD DIRECTION - Two adult chaperones (male with males; females with females) must be assigned to each room where students will be sleeping.

Camp Sky Y is set up so the boys and girls cabins are separated greatly. The students will be sleeping in rooms of 16 with a minimum of 2 male chaperones with our male students and a minimum of 2 female chaperones with our female students.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 10/17/2013

School: Sunnyslope	Departure Date: 5/16/2014	Return Date: 5/18/2014
Destination of Field Trip: Disneyland Park, Anaheim, CA		
# of Student Participants: 90	Grade Level(s): 7-8	# of Chaperones (1:8): 12
Cell Phone Number of Person Attending Trip: 315-506-5721	# of Additional Chaperones Needed (Over 1:8): 0	
Person Requesting Trip/Contact at Board Meeting:	Jeffrey Stepien	# of Additional Adults - paying their own way: 0

Summary of Event/Purpose:

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

Educational Use:

Students will listen to, analyze, and describe music MU07-S3C1-01, MU07-S3C1-03, MU07-S3C1-04, MU08-S3C1-02, MU08-S3C1-03, MU08-S3C1-04, MUBI-S3C1-201, MUBI-S3C1-212, MUSI-S3C1-201, MUSI-S3C1-202, MUSI-S3C1-212. Students will evaluate music and music performance MU07-S3C2-02, MU08-S3C2-02, MUBI-S3C2-203, MUBI-S3C2-205, MUSI-S3C2-203, MUSI-S3C2-204, MUSI-S3C2-205. Students will understand relationships between music, the arts, and disciplines outside of the arts MU07-S2C1-01, MU07-S2C1-02, MU07-S2C1-03, MU07-S2C1-04, MU08-S2C1-01, MU08-S2C1-02, MU08-S2C1-03, MU08-S2C1-04, MUBI-S2C1-201, MUBI-S2C1-202, MUBI-S2C1-203, MUBI-S2C1-210, MUSI-S2C1-201, MUSI-S2C1-202, MUSI-S2C1-209. Students will understand music in relation to history and culture MU07-S2C2-01, MU07-S2C2-02, MU07-S2C2-03, MU07-S2C2-04, MU08-S2C2-01, MU08-S2C2-02, MU08-S2C2-03, MU08-S2C2-04, MUBI-S2C2-201, MUBI-S2C2-202, MUBI-S2C2-204, MUBI-S2C2-206, MUBI-S2C2-207, MUBI-S2C2-208, MUSI-S2C2-201, MUSI-S2C2-202, MUSI-S2C2-204, MUSI-S2C2-206, MUSI-S2C2-208. In addition, students will perform required concerts which include standards MUBI-S1C2-204, MUBI-S1C2-210, MUBI-S1C2-213, MUBI-S1C2-215, MUBI-S1C2-216, MUBI-S1C2-203, MUSI-S1C 2-215, MUSI-S1C 2-212, MUSI-S1C 2-216, Festivals – WESD MUCB-S1C1-109, MUCB-S1C1-210 MUCB-S1C1-211, MUCB-S1C1-112, MUCB-S1C1-114, MUCB-S1C1-215.

Itinerary:						
Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/16/2014	Sunnyslope School, Phoenix, AZ	11:59 PM	Rest Stop, Blythe, CA	3:00 AM	Charter Bus	315-506-5721
5/17/2014	Rest Stop, Blythe, CA	3:00 AM	Meal Stop (McDonald's) near Disneyland, Anaheim, CA	7:00 AM	Charter Bus	315-506-5721
5/17/2014	Meal Stop (McDonald's) near Disneyland, Anaheim, CA	8:30 AM	Disneyland Park, Anaheim, CA	9:00 AM	Charter Bus	315-506-5721
5/17/2014	Disneyland Park, Anaheim, CA	11:59 PM	Rest Stop, Blythe, CA	3:00 AM	Charter Bus	315-506-5721
5/18/2014	Rest Stop, Blythe, CA	3:00 AM	Sunnyslope School, Phoenix, AZ	8:00 AM	Charter Bus	315-506-5721

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

Overnight Chaperone Plan Attached: No

Principal Signature:	Lori Ritz	9/25/2013
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Additional Information

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

All students are given at least two opportunities to participate in fundraising activities to help provide funds for the trip (we plan to schedule 4 or 5). Additional donations and excess monies from fundraisers provide additional funds for students who cannot provide their own funds. The cost per student after group fundraising is nearer to \$180.00 per student or lower.

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

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

Is this a club or after-school class? Yes

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

The band, orchestra, and choir students put in time and effort outside of school practicing, performing, and making up work they miss when performing in assemblies and extra rehearsals. Students must earn the right to go on the year-end trip by meeting requirements in the ensemble contracts which include: completing classwork, attending mandatory performances, and being exemplary students both in music classes and other classes. Participation in the trip is voluntary and paid for completely by students who raise money through fundraisers. The trip has been scheduled during non-school days.

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

N/A as the trip is scheduled during non-school days.

Chaperones:

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

If no, what are the arrangements for class coverage?

N/A as the trip is scheduled during non-school days.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Jeffrey Stepien	Certified	No	Yes
Lauren Schregel	Certified	No	Yes
Lori Ritz	Certified	No	Yes
Parent 1	Parent	No	Yes
Parent 2	Parent	No	Yes
Parent 3	Parent	No	Yes
Parent 4	Parent	No	Yes
Parent 5	Parent	No	Yes
Parent 6	Parent	No	Yes
Parent 7	Parent	No	Yes
Parent 8	Parent	No	Yes
Parent 9	Parent	No	Yes

Academic Services Signature: Natalie McWhorter 9/25/2013

Administrative Services Signature: Lyn Bailey 9/30/2013

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE	
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.
This is an out-of-state field trip and travel agent quote is attached: Yes	This is an out-of-county field trip and charter bus quote is attached: No This is an out-of-county field trip using District buses: No
\$ 18,552.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 3,560.00 Food: \$ 0.00 Other: \$ 22,112.00 Total Cost of Trip	\$ Lodging \$ Food \$ Transportation: \$ Registration/Entry Fees \$ Travel Insurance (optional) \$ Other \$ Substitute \$ Total Cost of Trip
Totals are estimates only, based on number of anticipated students/adults and are subject to change.	

90 # Students Participating

 # of Chaperones: 12

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

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

TOTAL PER STUDENT COST: \$245.69

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

X - Auxiliary Operations (Fund 525 - fee based)

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

 - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Elizabeth Martinez	9/25/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	9/30/2013

Thursday, September 19, 2013
11:28 AM

Stepien, Jeffrey

From: Mayb@sundancetvl.com
Sent: Wednesday, September 18, 2013 12:24 PM
To: Stepien, Jeffrey
Cc: Mayb@sundancetvl.com
Subject: FW: sunnyslope elementary school

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Green Category Field Trips

SUNDANCE TRAVEL
215 N 40TH ST
PHOENIX AZ 85034

TEL 602 275-2400
FAX 602 267-8095

WASHINGTON ELEMENTARY SCHOOL DISTRICT
SCHOOL
4650 W SWEETWATER
RD
GLENDALE AZ 85304

INVOICE 00130137
DATE 18SEP,2013

AGENT MB

SUNNYSLOPE ELEMENTARY
245 E. MOUNTAIN VIEW
PHOENIX AZ 85020

UPDATE INVOICE

16MAY,2014 ANAHEIM CA

SUNDANCE MEETINGS AND INCENTIVES-ANAHEIM CONFIRMATION BY MAY
DISNEYLAND TURN AROUND 16MAY,2014 - 17MAY,2014
GROUP 90 STUDENTS AND 12 CHAPERONES TOTAL 102 PARTICIPANTS

DEPARTING 16MAY,2014 SPOT TIME 11:30PM-DEPART 11:59PM SUNNYSLOPE SCHOOL-JEFF
STAPIEN (TEACHER)
RETURNING 17MAY,2014 BY 11:59PM TO ARRIVE TO SCHOOL BY 8:00AM 18MAY,2014
2 BUSES EACH HOLDS (56)-ROOMS (ONE NIGHT FOR DRIVERS AND GRATUITIES INCLUDED)

DISNEY 1 DAY PARK HOPPER PACKAGE AND WORKSHOP UPGRADE EXCELLENCE
IN ENTERTAINMENT
2 COMP DIRECTORS AND 9 COMP CHAPERONES, PRICE PER STUDENT 102.00 PLUS 15.00 FOR
MUSIC WORK SHOP

ANY QUESTIONS PLEASE CALL MAY 602 275-2400 OR EMAIL MAYB@SUNDANCETVL.COM

TOTAL QUOTE PRICE	\$ 18,552.00
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BREAKDOWN:

QUOTE TRANSPORT 2 BUSES(DRIVERS DAY/GRATUITIES	\$ 6,900.00
QUOTE ONE DAY PARK ADMIN. 90 STUDENTS/12 CHAPERONES	\$ 10,632.00
QUOTE TRAVEL AGENCY FEE (10.00PP) TOTAL	\$ 1,020.00

QUOTE FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT
DEPOSIT AMOUNT \$1000.00 NEEDED IN OUR OFFICE BY 28NOV,2013
FINAL PAYMENT NEEDED IN OUR OFFICE BY 1APR,2014
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 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: Race to the Top Grant
Budgeted: Yes

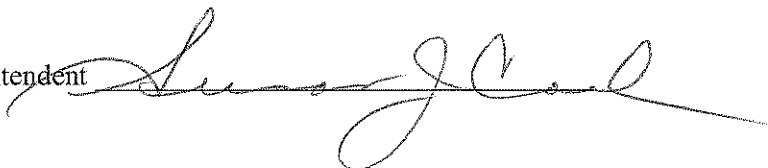
The following out-of-state travel request has been reviewed and is recommended for approval:

1. Tiffany Kong, School Psychologist, to attend the National Association of School Psychologists (NASP) Conference, February 18-21, 2014, in Washington, D.C., at no cost to the District.
2. Nancy Zampini, Lead Speech Pathologist, to attend the American Speech Language and Hearing Association Convention, November 13-16, 2013, in Chicago, Illinois, at a cost of \$980.78.
3. Dorothy Watkins, Administrator of Social Services, to attend the 25th Annual National Association for the Education of Homeless Children and Youth Conference, November 2-5, 2013, in Atlanta, Georgia, at a cost of \$1,660.00.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
DATE OF BOARD AGENDA ITEM - October 17, 2013

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Tiffany Kong	School Psychologist	Special Services

CONFERENCE INFORMATION:

CONFERENCE TITLE:	National Association of School Psychologists (NASP)							
TRAVEL DATES:	February 18-21, 2014							
CONFERENCE LOCATION:	Washington, D.C.							
SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)						Total	
Registration Account Code:	001	200	2200	6331	524	0000	\$	0.00
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source)						Total	
Travel Account Code:	001	200	2200	6580	524	0000	\$	0.00
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						Total	
Substitute Account Code:	001	200	1000	6129	524	0000	\$	0.00

PURPOSE OF TRAVEL: Tiffany Kong has been invited to present at the National Association of School Psychologists Conference with Dr. Linda Caterino on Socioemotional Skills in Gifted Kids. Thousands of school psychologists will be updating their skills, learning new strategies, and rediscovering their love for school psychology at this year's convention. Tiffany will come back to WESD to share what she has learned through meetings and handouts with psychologists and other Special Services Department staff members.

MAXIMUM COSTS:

REGISTRATION FEE:	\$	0.00
MEALS	\$	0.00
LODGING:	\$	0.00
SUBSTITUTES	\$	0.00
TRANSPORTATION:	\$	0.00
AIR	\$	0.00
CAR RENTAL/PARKING	\$	0.00
BUS/TAXI/SHUTTLE	\$	0.00
TOTAL COST:	\$	0.00

SIGNATURES

Maggie Westhoff

Supervisor

Craig Carter

Supervisor

Budget Manager

COMMENTS: Tiffany will be responsible for all costs related to attending this conference.

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 #6
DATE OF BOARD AGENDA ITEM - October 17, 2013

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Nancy Zampini	Lead Speech Pathologist	Special Services

CONFERENCE INFORMATION:

CONFERENCE TITLE:	American Speech Language and Hearing Association Convention
TRAVEL DATES:	November 13-16, 2013
CONFERENCE LOCATION:	Chicago, Illinois
SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)
Registration Account Code:	6331
	\$ 0.00
SOURCE OF FUNDING: Description:	Special Services Travel Funds (Funding Source)
Travel Account Code:	001 213 2200 6580 524 0000
	\$ 980.78
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)
Substitute Account Code:	6129
	\$ 0.00

PURPOSE OF TRAVEL: Nancy Zampini will travel to Chicago to attend the American Speech Language and Hearing Association National Convention to partner with the Albuquerque Unified School District as an author and co-presenter in a Poster Presentation to highlight the benefits of a Centralized Speech and Language Evaluation Process. This will benefit WESD by continuing to provide national exposure in the Speech and Language Pathology field. Recruiting and Networking opportunities will be available to encourage SLPs to consider employment in the WESD. Best practices in the provision of speech and language services in the public schools will also be addressed, along with continuing to build collaborative relationships with school districts around the country.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 00.00
MEALS	\$ 150.00
LODGING:	\$ 750.78
SUBSTITUTES	\$ 00.00
TRANSPORTATION:	\$
AIR	\$ 00.00
CAR RENTAL/PARKING	\$ 00.00
BUS/TAXI/SHUTTLE	\$ 80.00
TOTAL COST:	\$ 980.78

SIGNATURES

Craig Carter
Supervisor

Supervisor

Budget Manager

COMMENTS: N. Zampini will cover own convention registration fees and airfare. No substitute or car rental is needed. THE COST OF THIS TRAVEL REQUEST WAS BUILT INTO THE SPECIAL SERVICES BUDGET FOR THIS SCHOOL YEAR.

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 #6
DATE OF BOARD AGENDA ITEM – October 17, 2013

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Dorothy Watkins	Administrator of Social Services	Administrative Center

CONFERENCE INFORMATION:

CONFERENCE TITLE:	25 rd Annual National Association for the Education of Homeless Children and Youth Conference
TRAVEL DATES:	November 2 - 5, 2013
CONFERENCE LOCATION:	Atlanta, Georgia

SOURCE OF FUNDING: Description: McKinney-Vento Sub-Grant Registration Funds **Total**
(Funding Source)

Registration Account Code: **280** **100** **2300** **6331** **507** **0000** **\$** **500.00**

SOURCE OF FUNDING: Description: McKinney-Vento Sub-Grant Travel Funds **Total**
(Funding Source)

Travel Account Code: **280** **100** **2300** **6580** **507** **0000** **\$** **1,160.00**

PURPOSE OF TRAVEL: Dorothy Watkins, Administrator of Social Services/District Homeless Liaison, will attend the 24th Annual National Association for the Education of Homeless Children and Youth Conference. The conference will offer sessions on effective school and community responses to homelessness, including practice-based strategies for implementing the McKinney-Vento Homeless Assistance Act and related legislation. This information will be shared with social workers and other social service and enrollment staff who work daily with homeless students and families. Ms. Watkins has been asked to also participate in a regional panel highlighting the District's McKinney-Vento Program.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 500.00
MEALS	\$ 160.00
LODGING:	\$ 450.00
SUBSTITUTES	\$
TRANSPORTATION:	\$
AIR	\$ 500.00
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$ 50.00
TOTAL COST:	\$ 1,660.00

SIGNATURES

Dr. Lyn Bailey
Supervisor

Maggie Westhoff
Supervisor

Dorothy Watkins
Budget Manager

COMMENTS: Participation in this conference is mandated by the McKinney-Vento Sub-Grant.

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
 Information
 1st Reading
 DATE: October 17, 2013
 AGENDA ITEM: *Award of Contract – RFP No. 13.027, Tutoring and Substitute Teaching Agencies
 INITIATED BY: Howard Kropp, Director of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
 PRESENTER AT GOVERNING BOARD MEETING: Larry Larson, Contract Manager for Purchasing
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Various
 Budgeted: N/A

On September 12, 2013, the District authorized the issuance of RFP No. 13.027, Tutoring and Substitute Teaching Agencies. The purpose of this Request for Proposal is to obtain qualified individuals and firms to provide District-wide services for our special needs and general student populations on an “as needed, if needed basis”. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Ninety-five (95) vendors were notified of the solicitation. Thirteen (13) responsive, responsible offers were received and opened on September 30, 2013. Dr. Craig Carter, Director of Special Services, LuAnn Sloan, Office Specialist for Special Services, Carla Mariscal, Assistant Buyer, and Larry Larson, Contract Manager for Purchasing, evaluated the proposals and recommend all thirteen vendors, as presented, for award.

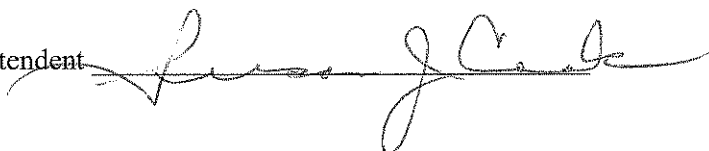
The award of this solicitation will result in a contract beginning upon award to June 30, 2014, with the option to renew for four (4) additional years or portion thereof. A multiple award is in the best interest of the District in order to meet the overwhelming need for these services. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

The solicitation includes language allowing cooperative use by members of the Greater Phoenix Purchasing Consortium of Schools (GPPCS) and members of the Strategic Alliance for Volume Expenditures (SAVE). A copy of the solicitation is available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award a contract regarding RFP No. 13.027, Tutoring and Substitute Teaching Agencies to the vendors as presented.

Superintendent



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

Agenda Item *II.F.

All responses were evaluated using the criteria set forth in the RFP and all vendors met the criterion.

The criteria, as published in the RFP are as follows:

Evaluation criteria may include, but not necessarily be limited to (specific weighing may be used, but will not be required):

1. Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP.
2. Qualifications of the Offeror, to provide the District with these services for the required period of time, provide appropriate staffing, provide necessary resources.
3. 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.
4. Information obtained by the District from Offeror's references or other clients.
5. 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.

Respondent/Vendor	Category
A Road 2 Learning LLC	Tutoring Agency
Accuracy Temporary Services, Inc. dba ATS Project Success	Tutoring Agency
Arizona Kids Think Too	Tutoring Agency
Delta-T Group Phoenix, Inc.	Substitute Teaching Agency
Dependable Staffing Services LLC	Substitute Teaching Agency
Elite Educational Services LLC	Tutoring Agency
Martin Porres Educational Services LLC	Tutoring Agency
Morris Tutoring Associates, Inc.	Tutoring Agency
On-Track Tutoring & Academy	Tutoring Agency
Professional Tutors of America, Inc.	Tutoring Agency
Rising Star Education Services	Tutoring Agency
Southwest Autism Research and Resource Center	Tutoring Agency
Sure Prep Learning LLC	Tutoring Agency

In 2012-2013, the District expended approximately \$250,000.00 for the various services required.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Intergovernmental Agreement with the Superior Court of Arizona in Maricopa County, 1st Reading
Juvenile Probation Department
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

The Arizona Legislature approved funding for the 2013-2014 school year to the Arizona Department of Education for the purpose of placing Juvenile Probation Officers in Arizona schools in accordance with the School Safety Program.


Included is an Intergovernmental Agreement (IGA) between Washington Elementary School District and the Superior Court of Arizona in Maricopa County, Juvenile Probation Department. This IGA is for the purpose of continuing services of one Juvenile Probation Officer assigned to the campus of Desert Foothills Junior High School. The Juvenile Probation Officer is responsible for implementing Law-Related Education in the classroom, as well as providing other student services according to the School Safety Program Guidance Manual.

The Intergovernmental Agreement has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the authorization of the Intergovernmental Agreement with the Superior Court of Arizona in Maricopa County, Juvenile Probation Department 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.G.

INTERGOVERNMENTAL AGREEMENT

BETWEEN

**Washington Elementary School District
4650 W. Sweetwater
Glendale, Arizona 85304**

AND

**Superior Court of Arizona in Maricopa County
Juvenile Probation Department
3125 W. Durango
Phoenix, Arizona 85009**

This intergovernmental agreement ("Agreement") is entered into this first day of July 2013, by and between the Washington Elementary School District ("District") and the Superior Court of Arizona, Maricopa County, Juvenile Court/Probation ("Court"). Each party to this Agreement is a public agency of the state of Arizona as defined in A.R.S. section 11-951.

Pursuant to Laws 1997, Ch. 220, Sec. 78, the Arizona Legislature amended Title 15, Chapter 1, article 5, Arizona Revised Statutes, by adding sections 15-153, 15-154, 15-155, governing the School Safety program. The District and the Court are authorized by A.R.S. §§11-952 (L) and 15-153, 15-154 and 15-155 (B) to enter into this Agreement.

Funds have been appropriated from tax revenues in fiscal year 2014 to the Arizona Department of Education to place Juvenile Probation Officers and School Resource Officers in Arizona schools in accordance with approved School Safety Programs.

The District and the Court desire to work in cooperation with one another to further the goals of the approved School Safety Program. The Court through this Agreement will assign one Juvenile Probation Officer to the District to perform Law-Related Education Services as required in paragraph "2" herein. Therefore, in consideration of the mutual promises and undertaking contained herein, the parties hereby agree as follows:

1. DURATION OF AGREEMENT

This Agreement shall begin on the 1st day of July 2013 and shall terminate on the 30th day of June 2014.

2. SERVICES TO BE PERFORMED

The Court will assign one probation officer, for a period of 12 months, to the campus of Desert Foothills Jr. High to provide a number of services. The services include, but are not limited to, the following: dispensing information to the students about the laws; providing a minimum of ninety (90) hours of Law Related Education to students per semester as a preventative education approach; and assisting in developing programs and providing consultation regarding safety factors. The probation officer is also available to provide training to staff regarding ways to give support to the Law Related Education Programs.

In accordance with the policies and directives set forth by the Court, the probation officer will convey to the District information relevant to the well being of the children/adolescents involved in the District. In turn, the District will convey relevant information to the probation officers to the extent that revealing such information is consistent with the District's obligations under federal and state law.

The probation officer is not solely responsible for curriculum development or the teaching of the Law Related Education Programs. Any of these activities will be done in conjunction with District personnel.

3. SCHOOL INTERSESSION

During the summer intersession the probation officer will be engaged in some or all of the following:

- Take regularly scheduled vacation.
- Plan school security improvements.
- Prepare law related education lessons/presentations.
- Develop collaborations with community resources, identifying services offered that could benefit students.
- Conduct school safety assessments.
- Work with the school safety team to review and update the school crisis plan, and conduct school wide exercises to test the plan.
- Plan in-service training.
- Collaborate with school administration to analyze criminal incident reports and disciplinary records to identify patterns and develop strategies to address problems.
- Work with community-based and youth recreational and leadership development activities that complement and reinforce the school safety program.
- Attend training opportunities.

No later than one week prior to the end of the school year, the probation officer will provide their supervisor a final copy of their summer schedule. Approval of the officer's schedule lies solely with the Court, however, the Court will work collaboratively with the District regarding schedules.

4. FINANCE AND BUDGET

The School Safety Program Oversight Committee ("SSPOC") has approved funding for the School Safety Program of Washington Elementary School District. Upon the receipt of the funds from the Arizona Department of Education, the District will transfer the funds to the Court to be budgeted and allocated as follows:

- a. The District shall retain all supplies and capital outlay funds allocated as follows:

For Desert Foothills Jr. High:	
Supplies	\$100.00
Capital Outlay (computers/printers)	\$000.00
Total	\$100.00

Grand Total \$100.00

Any equipment purchased for the probation officer by the school using grant funds will remain the property of the District.

- b. Complete breakdown of funds and schools is as follows:

For Desert Foothills Jr. High:	
Salary/ Benefits	\$77,734.00
Supplies	\$100.00
Travel/ Training	\$00.00
Capital Outlay (computers/ printers)	\$000.00
Total	\$77,834.00

Grand Total \$77,834.00

Total personnel salary and benefits shall not exceed \$77,734.00.

Any unexpended funds allocated for the School Safety Plan during the fiscal year shall be remitted to the Arizona Department of Education as required by A.R.S. §15-154 (D).

- c. Payment Terms

The District will remit a total of \$77,734.00 in two equal payments to the Court, each due within thirty days of receipt of School Safety Grant Funds from the Arizona Department of Education.

5. INAPPROPRIATE EXPENDITURES

The Court and the District shall expend funds only for the purposes and uses specified in the approved plan and budget. Any party that expends funds for purposes or uses other than those specified in the plan and budget approved by SSPOC shall reimburse the Arizona Department of Education for such unauthorized or inappropriate expenditures. Funds shall not be used to pay the Court's or District's administrative costs for services associated with the receipt of those funds including, but not limited to, the costs of: accounting, payroll, data processing, purchasing, personnel, and building use.

6. FUND ACCOUNTING

Funds distributed to the Court shall be handled and accounted for in accordance with the regular operating procedures established by the Court. Any interest earned on these funds while in the possession of the Court shall accrue to the Court and may be used by the Court for the School Safety Program.

Funds unencumbered as of June 30, 2014, and unexpended as of July 1, 2014, shall be transmitted to the District for reversion no later than August 31, 2014.

In the event that this Agreement is terminated prior to June 30, 2014, all unexpended funds in the possession of the Court will be returned to the District within 30 days of such termination.

7. REPORTING AND RECORDS

All books, accounts, reports, files and other records relating to this Agreement shall be kept for five years after termination of this Agreement. The assigned probation officers shall establish and maintain procedures and controls that are acceptable to the Court for the purpose of assuring that no information contained in the probation officers' records or obtained from the Court shall be disclosed by the probation officers or anyone under their supervision, except as is necessary in the performance of the officers' duties as described herein. No information pertaining to probationers or juveniles shall be divulged, other than as required in the performance of the officer's duties as described herein. Any information concerning students or District employees relating to this Agreement may be disclosed only as permitted by federal and state law.

8. MODIFICATION AND TERMINATION

a. Termination

Either party may terminate this Agreement if in its judgment such action is necessary due to:

- (1) Non-Availability of funds: Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph;
- (2) Statutory changes in the program;
- (3) Either party's failure to implement or operate the approved School Safety Program; or
- (4) Either party's non-compliance with this Agreement

Any termination of this contract, exclusive of section 8 (a) (1), must be in writing, stating the reason therefore, and be sent certified mail to the other party giving 30 days notice prior to termination.

b. Modification

Any modification to this Agreement must be by mutual written consent of the parties.

9. EMPLOYMENT STATUS OF PROBATION OFFICER

Except as otherwise provided in law, in the performance of this Agreement and the School Safety Program, both parties hereto will be acting in their individual governmental capacities and not as agents, employees, or partners of the other party. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees, agents, or subcontractors of the other party.

The Court will have the sole authority over:

- (1) the assignment of probation officers;
- (2) the determination of the probation officers' hours;
- (3) discipline of the probation officers; and
- (4) the implementation of policies and procedures in the handling of probation matters

The Court recognizes the necessity of interfacing with the District in relation to hours, assignments, and discipline issues of the probation officers and will consult with the relevant parties if/ when problems arise.

10. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties hereto. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made only in writing and signed by the parties to this Agreement.

11. INVALIDITY OF PART OF THE AGREEMENT

The parties agree that should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect and shall be binding upon the parties.

12. GOVERNING LAW

This Agreement shall be constructed under the laws of the State of Arizona and shall incorporate by reference all laws governing the intergovernmental agreements and mandatory contract provisions of the state agencies required by statute or executive order.

13. COMPLIANCE WITH NON-DISCRIMINATION LAWS

The Court and the District shall comply with Title VII of Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities. The Court and the District shall comply with the Rehabilitation Act of 1973, as amended which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, and the Americans With Disabilities Act.

14. COMPLIANCE WITH IMMIGRATION LAWS

The Parties shall comply with A.R.S. § 41-4401 to the extent applicable:

1. Compliance requirements for A.R.S. § 41-4401—immigration laws and E-Verify requirement.
 - a. The Parties warrant compliance with all Federal immigration laws and regulations relating to employees and warrant its compliance with Section A.R.S. § 23-214, Subsection A.
 - b. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and that Party may be subject to penalties up to and including termination of the Agreement.
 - c. The Parties retain the legal right to inspect the papers of any employee who works on the Agreement to ensure compliance with the warranty.

15. INSURANCE 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.

16. DISPUTE RESOLUTION

If there is a dispute that is subject to the mandatory arbitration provisions of A.R.S. section 12-133, the parties shall submit the matter to binding arbitration in compliance with A.R.S. section 12-1518.

17. CONFLICT OF INTEREST

The parties acknowledge that this Agreement is subject to cancellation provisions pursuant to A.R.S. §38-511, the provisions of which are incorporated herein by reference and made a part of hereof.

18. COMPLIANCE WITH SCHOOL SAFETY PROGRAM GUIDELINES

The Court and the District agree to implement this Agreement in accordance with the School Safety Program guidelines established by the School Safety Program Oversight Committee, including without limitation the following guidelines:

- a. The school probation officer (“PO”) shall fulfill their duties as a sworn officer for the Court for the State of Arizona.
- b. No District or school administrator shall interfere with the duties of the PO as a sworn officer of the Court.
- c. The roles and responsibilities of the District and the Court will comply with the Guidance Manual for School Safety Program as approved by the School Safety Program Oversight Committee.

- d. The school shall provide office space that provides privacy for the PO to conduct confidential business. The office shall include the necessary equipment for an officer to effectively perform duties, i.e., telephone, desk, chair, filing cabinet, up-to-date computer with Internet access, and a printer as provided by the grant.
- e. The District or school shall send officers annually to law-related education training and provide all related travel expenses as provided in the grant.

This Agreement is subject to approval by the Governing Board of the Washington Elementary School District.

19. NOTICES

All notices, requests for payment, or other correspondence between the parties regarding this Agreement shall be mailed or delivered to the respective parties at the following addresses:

School Contact Persons:

John M. Shikany Director of Safety and Security
Washington Elementary School District
4650 W. Sweetwater
Glendale, Arizona 85304
Phone: 602-347-3594
Email: john.shikany@wesdschools.org

Court Contact Person:

Michael Bane, Probation Supervisor
Maricopa County Juvenile Probation Department
1810 S. Lewis
Mesa, Arizona 85210
Phone: 602-506-6586
Fax: 602-506-2162
Email: michan@juvenile.maricopa.gov

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date written below.

District: Washington Elementary School District

Court: Superior Court of Arizona in
Maricopa County

Dated: _____

Dated: _____

By: _____

Dr. Susan Cook

Title: Superintendent

By: _____

Norman Davis

Title: Presiding Judge

In accordance with A.R.S. §11-952, this contract has been reviewed by the undersigned that have determined that this contract is in appropriate form and within the powers and authority granted to each respective public body.

This ____ day of _____, 2013

This ____ day of _____, 2013

Attorney for District

Attorney for Court

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Resolution Designating Polling Places for the District's November 5, 2013 Special Override Election and Making Findings Concerning the Availability of Polling Places within Consolidated Precincts 1st Reading

INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: David Velazquez, Director of Finance

PRESENTER AT GOVERNING BOARD MEETING: David Velazquez, Director of Finance

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA ARS 15-403(E)

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

A resolution by the Governing Board is required by statute, in which it designates the polling places and specifically approves polling places located outside of the District's boundaries. Whereas Arizona Revised Statutes Section 15-403(E) reads in part:

The governing board of a school district shall establish school district election precincts that have the same boundaries as the county election precincts as provided in section 16-411 and designate one polling place within each precinct The governing board may consolidate school district election precincts if it deems it necessary for each election and designate one polling place for the election precincts that it consolidates. . . . Upon a specific finding of the board, included in the order or resolution designating polling places pursuant to this subsection, that no suitable polling place is available within a precinct of the school district, a polling place for such precinct may be designated within an adjacent precinct. The adjacent precinct need not be within the school district. Any such polling places shall be listed in a separate section of the order or resolution.

This resolution is generally stating that the Board will work with the County Election Department regarding polling places, although the County may not yet know what the polling places will be for this election. The County does not finalize the list of polling places until 25 days before the election.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Resolution Designating Polling Places for the District's November 5, 2013 Special Override Election and Making Findings Concerning the Availability of Polling Places within Consolidated Precincts.

Superintendent



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

Agenda Item *II.H.

RESOLUTION NO. _____

**RESOLUTION DESIGNATING POLLING PLACES FOR THE DISTRICT'S
NOVEMBER 5, 2013 SPECIAL OVERRIDE ELECTION AND MAKING
FINDINGS CONCERNING THE AVAILABILITY OF POLLING PLACES
WITHIN CONSOLIDATED PRECINCTS.**

WHEREAS, the Washington Elementary School District No. 6 (the "District") of Maricopa County, Arizona (the "County") has called a special election to be held on November 5, 2013 (the "Election"); and

WHEREAS, Arizona Revised Statutes section 15-403(E) reads in part:

E. The governing board of a school district shall establish school district election precincts that have the same boundaries as the county election precincts as provided in section 16-411 and designate one polling place within each precinct The governing board may consolidate school district election precincts if it deems it necessary for each election and designate one polling place for the election precincts that it consolidates. . . . Upon a specific finding of the board, included in the order or resolution designating polling places pursuant to this subsection, that no suitable polling place is available within a precinct of the school district, a polling place for such precinct may be designated within an adjacent precinct. The adjacent precinct need not be within the school district. Any such polling places shall be listed in a separate section of the order or resolution.

WHEREAS, the District has contracted with the County Recorder, through its Elections Department, for the Elections Department to administer the Election and to hold the Election, at polling places wherever there are County precincts; and

WHEREAS, the Elections Department has designated the County precincts that will be consolidated and has chosen the polling places for the Election; and

WHEREAS, the Election precincts, including any consolidated precincts, are as follows:

CONSOLIDATED PRECINCTS

<u>No.</u>	<u>Precinct</u>	<u>Precinct Polling Place</u>	<u>Polling Place Location</u>
0104 0466 0244	Christy Palo Verde Gemini	Rancho Santa Fe Apartments	10201 N. 44 th Drive, Glendale 85302
0033 0435	Augusta Nicolet	Roadrunner School	7702 N. 39 th Avenue, Phoenix 85051
0387 0390 0208	Manzanita Marigold Echo	Christ the Redeemer Lutheran Church	8801 N. 43 rd Avenue, Phoenix 85051
0445	Ocotillo	Ocotillo School	3225 W. Ocotillo Road, Phoenix 85017

<u>No.</u>	<u>Precinct</u>	<u>Precinct Polling Place</u>	<u>Polling Place Location</u>
0602	Stella		
0393	Marlette	Washington Activity Center	2240 W. Citrus Way, Phoenix 85015
0396	Maryland		
0452	Orangewood	Orangewood School	7337 N. 19 th Avenue, Phoenix 85021
0253	Glenn		
0709	Wilder		
0210	El Caro	Black Canyon Church of Christ	7145 N. Black Canyon Hwy., Phoenix 85021
0652	Townley		
0196	Dreamy Draw	North Village Baptist Church	1010 E. Alice Avenue, Phoenix 85020
0211	El Domingo		
0112	Cliffview		
0410	Metro	Moon Valley High School	3625 W. Cactus Road, Phoenix 85029
0536	Rose		
0602	Spruce	Sunnyslope Family Services	914 W. Hatcher Road, Phoenix 85021
0629	Sunnyslope		
0158	Dahlia	Sweetwater School	4602 W. Sweetwater Ave., Glendale 85304
0159	Daisy		
0718	Wood		
0326	Juniper	Community of Christ	5035 W. Paradise Lane, Glendale 85306
0485	Phelps		
0335	Kings	Our Lady of the Valley Church	3220 W. Greenway Road, Phoenix 85053
0385	Mandalay		
0001	Acacia	Northwest Chinese Baptist Church	4243 W. Greenway Road, Phoenix, 85053
0620	Sunburst		
0382	Maggie		
0499	Ponderosa	Cornerstone Four Square Church	15441 N. 22 nd Avenue, Phoenix 85023
0500	Port Royale		
0428	Mountain Sky	Moon Valley Bible Church	16207 N. 3 rd Avenue, Phoenix, 85023
0659	Turf Paradise		
0278	Harmont	Bethany Presbyterian Church	7702 N. 35 th Avenue, Phoenix 85051
0139	Cortez		
0172	Desert Cove	Sunnyslope Menonite Church	9835 N. 7 th Street, Phoenix 85020
0284	Hatcher		
0080	Canterbury	North Hills Church	15025 N. 19 th Avenue, Phoenix 85023
0426	Moon Valley		
0712	Willow		
0576	Shaw Butte		

UNCONSOLIDATED PRECINCTS

<u>No.</u>	<u>Precinct</u>	<u>Precinct Polling Place</u>	<u>Polling Place Location</u>
0049	Black Canyon	Covenant of Grace Christian Fellow	906 W. Peoria Avenue, Phoenix 85029
0103	Cholla	St. Andrew Lutheran Church	3101 W. Cholla Street, Phoenix 85029
0627	Sunny High	Sunnyslope High School	35 W. Dunlap Avenue, Phoenix 85021

WHEREAS, as the Elections Department has consolidated some of the precincts within the District, this Resolution will approve such consolidation of precincts and the location of polling places, including each polling place within consolidated precincts; and

WHEREAS, by this Resolution the District will make findings that (i) it is necessary to consolidate precincts and (ii) only one suitable polling place existed in the precincts that will be consolidated.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT, as follows:

Section 1. The precincts and polling places set forth above are hereby designated and adopted as the precincts and polling places for the Election.

Section 2. This Board hereby (i) deems it necessary to consolidate the precincts for the Election, (ii) approves the consolidated precincts and polling places chosen by the County Elections Department and (iii) finds and determines that by virtue of such consolidation no suitable polling places are located within certain precincts and thus the polling places will be located outside of such precincts.

DATED this _____ day of _____, 2013

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

President, Governing Board

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Acceptance of Resignation from Judge Robert D. Myers as a Community Member on the Trust Boards 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: EIC

SUPPORTING DATA

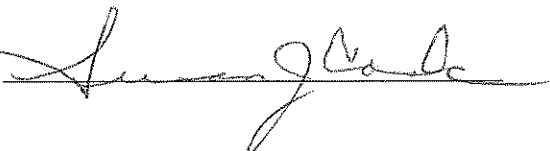
Funding Source: N/A
Budgeted: N/A

On August 23, 2012, the Governing Board appointed Judge Robert D. Myers, Retired Presiding Judge, Superior Court, Maricopa County, to serve as a Community Member on the District's self-insured Trusts (Employee Benefit, Casualty and Worker's Compensation). Judge Myers has submitted his resignation in order to be able to continue to devote time as a volunteer at Orangewood School. Judge Myers has served faithfully on the Trust Boards and has liberally shared his expertise and problem solving skills in helping administer the District's self-insured Trust.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board accept the resignation from Judge Robert D. Myers as a Community Member on the Trust Boards and express appreciation for the service he has provided.

Superintendent



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

Agenda Item *II.I.

Dear Dr. Cook and Members of the Washington Elementary School District Governing Board:

I am sorry to inform you that I must tender my resignation to membership on the WESD Trust Boards. I very much appreciate the opportunity you gave me to participate in this important part of the District's operations. I have very much enjoyed the time I have spent working with the other members of the Trusts as well as the District employees and consultants.

I will continue to volunteer at Orangewood Elementary School assisting Michael Shapiro, a very hard working and innovative 5th grade teacher.

Most Sincerely,

Robert D. Myers

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Board Policy CBCA – Delegated Authority 1st Reading
2nd Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGB

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

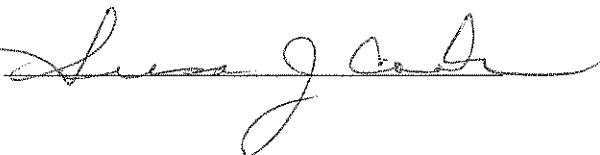
On September 26, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy CBCA – Delegated Authority. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy CBCA – Delegated Authority.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading of Proposed Amended Board Policy CBCA – Delegated Authority.

Superintendent



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

Agenda Item *II.J.

DELEGATED AUTHORITY

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts:

- To give notice to teachers, pursuant to A.R.S. 15-536, of the Board's intention not to offer a teaching contract.
- To give notice to teachers, pursuant to A.R.S. 15-538.01, of the Board's intention not to offer a teaching contract and to dismiss the teacher.
- To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. 15-503, of the Board's intention not to offer a new contract.
- To issue to teachers, pursuant to A.R.S. 15-536, 15-538, and 15-539, written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ~~five (5)~~ **ten (10)** school days.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-503
 15-536
 15-538
 15-538.01
 15-539

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Board Policy EBAA – Reporting of Hazards/Warning Systems 1st Reading
2nd Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGB

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

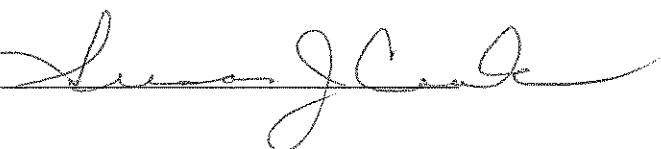
On September 26, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy EBAA – Reporting of Hazards/Warning Systems. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy EBAA – Reporting of Hazards/Warning Systems.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading of Proposed Amended Board Policy EBAA – Reporting of Hazards/Warning Systems.

Superintendent



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

Agenda Item *II.K.

REPORTING OF HAZARDS / WARNING SYSTEMS

(Pesticide Application Notice)

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. 15-152, the District shall:

- Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.
- Provide continuing instruction for students absenting themselves.
- Post the areas scheduled to receive pesticide application.
- Maintain written records of pesticide application.

Pest-control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written preapplication notification containing the following information:

- The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.

- The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated in accord with A.R.S. 32-2307.

The Superintendent may require the pest-control applicator to fill out and make all required postings in accord with statute and with District policy and regulation. The name and telephone number of the applicator shall be attached to any posting.

Only a certified applicator may apply pesticides at a school.

The Superintendent shall prepare regulations for the implementation of this policy.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-152
 32-2301
 32-2307
 32-2311.01

CROSS REF.: IKEA – Make Up Opportunities

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
1st Reading
X 2nd Reading

AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Board Policy EBC - Emergencies

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

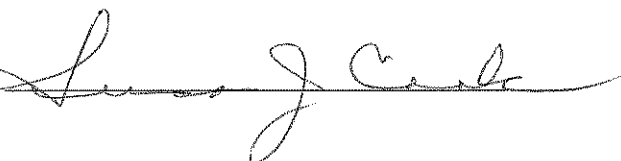
On September 26, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy EBC - Emergencies. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy EBC - Emergencies.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading of Proposed Amended Board Policy EBC - Emergencies.

Superintendent



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

Agenda Item *II.L.

EMERGENCIES

The Superintendent will develop and maintain District emergency plans for each school, department, and other facilities in the District fire and other threats and will coordinate such plans with the local law enforcement police, fire, medical and hospital authorities as necessary. Training components for staff and students shall be included in the Superintendent's emergency plans.

All critical infrastructure and key resource information included in emergency response plans are confidential and exempt from public disclosure. The District shall not release critical infrastructure and key resource information included in emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)]

The plans will be in accordance with minimum standards developed jointly by the Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs specify conditions under which evacuation of school buildings will occur. The plans will also designate specific emergency drills to be conducted. Local responders The fire department shall be invited to review the plan(s).

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341
 41-1803

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Board Policy GBI – Staff Participation in Political Activities 1st Reading
2nd Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGB

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A


On September 26, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy GBI – Staff Participation in Political Activities. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy GBI – Staff Participation in Political Activities.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading of Proposed Amended Board Policy GBI – Staff Participation in Political Activities.

Superintendent



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

Agenda Item *II.M.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections.

A staff member, a person acting on behalf of the District or a person who aids another person acting on behalf of the District shall be guided by the following:

- No employee shall engage in political activities upon property under the jurisdiction of the Board. Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose.
- Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives.
- Invitations to participate in election activities on a given campus, except when extended by groups leasing or using school facilities, shall be permitted only when such invitations are to all candidates for the office. **The rental use of District property by a private person or entity that may lawfully attempt to influence the outcome of an election is permitted if it does not occur at the same time and place as a related District-sponsored forum or debate.**
- Political circulars or petitions may not be posted or distributed in school.
- The collection of campaign funds and/or the solicitation of campaign workers is prohibited on school property.
- Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

- Students may not be involved in writing, addressing or distribution of material intended to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation.

Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, are not precluded under the provisions of this policy.

District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

The District may distribute informational reports on a proposed budget override election as provided in A.R.S. 15-481 and on a proposed bond election as provided in A.R.S. 15-491 **if those informational reports present factual information in a neutral manner, except for those arguments allowed under A.R.S. 15-481.**

Nothing in this policy shall preclude the District from producing and distributing impartial information on elections other than District budget override elections or reporting on official actions of the Governing Board.

Nothing contained in this policy shall be construed as denying the civil and political liberties of any employee as guaranteed by the United States and Arizona Constitutions.

The District shall not make expenditures for literature associated with a campaign conducted by or for a District official.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S.	1-305	15-903
		15-481	16-402
		15-511	

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Board Policy CM – School District Annual Report 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 2nd Reading

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A


On September 26, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy CM – School District Annual Report. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy CM – School District Annual Report.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading of Proposed Amended Board Policy CM – School District Annual Report.

Superintendent



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

Agenda Item *II.N.

SCHOOL DISTRICT ANNUAL REPORT

The Board shall make an annual report to the County School Superintendent on or before October 1 each year in the manner and form and on the forms prescribed by the Superintendent of Public Instruction or County School Superintendent. The Board shall also make reports directly to the County School Superintendent or the Superintendent of Public Instruction whenever required.

If the District has been assigned a letter grade of A pursuant to A.R.S. 15-241 during at least two (2) out of the last three (3) consecutive years and has not been assigned a letter grade of C, D, or F during the same three (3) years, the District may receive exemptions from statutes and rules prescribed in statute. Should the District believe it qualifies for an exemption, the District may submit a request for exemption to the Arizona State Board of Education. The State Board of Education shall review and may approve the exemption submitted by the District. The State Board of Education will not approve exemptions that directly apply to specific areas as noted in A.R.S. 15-215.

Guaranteed Energy Cost Saving Contract Annual Reports

The District shall report to the School Facilities Board annually, not later than October 15, actual energy and cost savings pursuant to a guaranteed energy cost savings contract.

The District shall also report for any guaranteed energy cost savings contract to the Department of Commerce Energy Office and the School Facilities Board:

- The name of the project
- The qualified provider
- The total cost of the project
- The expected energy and cost savings

The District shall retain savings achieved by a guaranteed energy cost saving contract, which may be used to pay for contract and project implementation.

Adopted: ~~November 18, 2009~~

LEGAL REF.: A.R.S. **15-213.01**
 15-215
 15-341
 15-770
 15-904

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: October 17, 2013 Information

AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Board Policy GCFC – Professional Staff Certification and Credentialing Requirements 1st Reading

INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel 2nd Reading

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGB

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

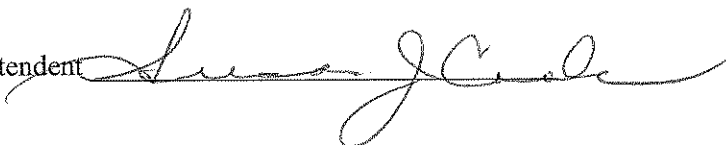
On September 26, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy GCFC – Professional Staff Certification and Credentialing Requirements. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy GCFC – Professional Staff Certification and Credentialing Requirements.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading of Proposed Amended Board Policy GCFC – Professional Staff Certification and Credentialing Requirements.

Superintendent



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

Agenda Item *II.O.

PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS

(Fingerprinting Requirements)

New Hires

All certificated personnel to be hired by the District shall be fingerprinted as a condition of employment, except for personnel who, as a condition of certification are required to have a valid fingerprint clearance card.

The candidate's fingerprints shall be submitted, along with the form presented as an exhibit to this policy, immediately upon being notified of possible employment. The form shall be considered a part of the application for employment.

An expired fingerprint clearance card may be used to satisfy the fingerprint requirements of section 15-183, 15-503, 15-512, 15-534, 15-782.02, 15-1330 or 15-1881 if the person signs an affidavit stating both of the following:

- **The person submitted a completed application to the Finger Printing Division of the Department of Public Safety for a new fingerprint clearance card within ninety (90) days before the expiration date on the person's current fingerprint clearance card.**
- **The person is not awaiting trial on or has not been convicted of a criminal offense that would make the person ineligible for a fingerprint clearance card.**

This exception does not apply to a fingerprint clearance card that has been denied, suspended or revoked, or to a person who has requested a good cause exception hearing.

Candidates shall certify on the prescribed notarized forms whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in Arizona or similar offenses in any other jurisdiction:

- Sexual abuse of a minor.
- Incest.

- First- or second-degree murder.
- Kidnapping.
- Arson.
- Sexual assault.
- Sexual exploitation of a minor.
- Felony offenses involving contributing to the delinquency of a minor.
- Commercial sexual exploitation of a minor.
- Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- Burglary in the first degree.
- Burglary in the second or third degree.
- Aggravated or armed robbery.
- Robbery.
- A dangerous crime against children as defined in A.R.S. 13-604.01.
- Child abuse.
- Sexual conduct with a minor.

- Molestation of a child.
- Manslaughter.
- Aggravated assault.
- Assault.
- Exploitation of minors involving drug offenses.

A person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a class 3 misdemeanor.

The District may refuse to hire or may review or terminate personnel who have been convicted of or admitted committing any of the criminal offenses above or a similar offense in another jurisdiction. In conducting a review, the Governing Board shall utilize the guidelines, including the list of offenses that are not subject to review, as prescribed by the State Board of Education pursuant to A.R.S. 15-534. In considering whether to hire or terminate the employment of a person, the Governing Board shall take into account the factors listed in A.R.S. 15-512.

When considering termination of an employee pursuant to A.R.S. 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

The Superintendent shall develop and implement procedures that include the following in the employment process:

- Provide for fingerprinting of employees covered under this policy and A.R.S. 15-512.
- Provide for fingerprint checks pursuant to A.R.S. 41-1750.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-512
 15-534
 41-1750
 41-1758.07

CROSS REF.: GCF – Professional Staff Hiring
 GCG – Part-Time and Substitute Professional Staff
 Employment
 IJOC – School Volunteers

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 17, 2013 Information
AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection 1st Reading
2nd Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGB

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

On September 26, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy JLF – Reporting Child Abuse/Child Protection. One additional revision was requested – the deletion of the requirement to provide a written report to CPS/Local Law enforcement within seventy-two (72) hours. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy JK – Student Discipline.

Also attached is Regulation JLF-R – Reporting Child Abuse/Child Protection that includes revisions consistent with the revisions to Policy JLF – Reporting Child Abuse/Child Protection.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection.

Superintendent 

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

Agenda Item *II.P.

REPORTING CHILD ABUSE / CHILD PROTECTION

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person ~~and shall be followed by a written report within seventy-two (72) hours.~~ Pursuant to A.R.S. 13-3620, such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends, is reported to the legal parent or guardian of the minor, and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S.	8-201	13-3553
		13-1404 <i>et seq.</i>	13-3608
		13-1410	13-3619
		13-3019	13-3620
		13-3212	13-3623
		13-3506	15-514
		13-3506.01	46-451

13-3552

46-454

CROSS REF.: GBEB – Staff Conduct
 GBEBB – Staff Conduct With Students
 JKA – Corporal Punishment

REGULATION**REGULATION****REPORTING CHILD ABUSE /
CHILD PROTECTION**

Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to A.R.S. 8-821, and which is caused by the acts or omissions of an individual having care, custody, and control of a child. *Abuse* shall include inflicting or allowing sexual abuse pursuant to A.R.S. 13-1404, sexual conduct with a minor pursuant to A.R.S. 13-1405, sexual assault pursuant to A.R.S. 13-1406, molestation of a child pursuant to A.R.S. 13-1410, commercial sexual exploitation of a minor pursuant to A.R.S. 13-3552, sexual exploitation of a minor pursuant to A.R.S. 13-3553, incest pursuant to A.R.S. 13-3608, or child prostitution pursuant to A.R.S. 13-3212.

Child, youth, or juvenile means an individual who is under the age of eighteen (18) years.

Abuses classified by statute as "reportable offenses" are:

- Indecent exposure [A.R.S. 13-1402]
- Public sexual indecency to a minor [A.R.S. 13-1403]
- Sexual abuse [A.R.S. 13-1404]
- Sexual conduct with a minor [A.R.S. 13-1405]
- Sexual assault [A.R.S. 13-1406]
- Molestation of a child [A.R.S. 13-1410]
- Furnishing items that are harmful to a minor via the internet [A.R.S. 13-3506.01]

REGULATION**REGULATION**

- Surreptitious photographing, videotaping, filming, or digitally recording or viewing of a minor [A.R.S. 13-3019]
- Incest [A.R.S. 13-3608]
- Child prostitution [A.R.S. 13-3212]
- Commercial sexual exploitation of a minor [A.R.S. 13-3552]
- Sexual exploitation of a minor (concerning visual depiction of a minor engaged in exploitive exhibition or other sexual conduct) [A.R.S. 13-3553]
- Luring a minor for sexual exploitation [A.R.S. 13-3554]
- Admitting a minor to public displays of sexual conduct [A.R.S. 13-3558]

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: October 17, 2013 Information
 AGENDA ITEM: *Acceptance of the Refugee School Impact Grant in the Amount of \$50,000.00 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.

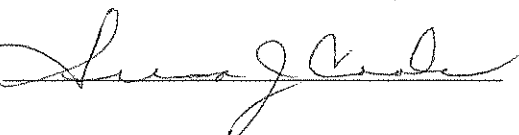
Funder	Location	Amount	Purpose
The Arizona Department of Economic Security/ Refugee School Impact Grant	District-wide (N)	\$50,000.00	Services for refugee students and their families

(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 Refugee School Impact Grant in the amount of \$50,000.00 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.Q.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: October 17, 2013
AGENDA ITEM: Call for Public Hearing: Bond and Capital Projects Update
INITIATED BY: David Velazquez, Director of Finance
SUBMITTED BY: David Velazquez, Director of Finance
PRESENTER AT GOVERNING BOARD MEETING: David Velazquez, Director of Finance, and Mike Kramer, Director of Capital Projects
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DBF/A.R.S. 15-491

SUPPORTING DATA

Funding Source: Bonds/Adjacent Ways/Unrestricted Capital/
Building Renewal
Budgeted: Yes

A.R.S. Sec. 15-491 requires school districts that issue bonds hold a public meeting each year between September 1 and October 31 at which an update of the progress of capital improvements financed through bonding and state capital aid are discussed and at which the public is permitted an opportunity to comment. At a minimum, the update shall include a comparison of the current status and the original projections on the construction of capital improvements and the costs of capital improvements in progress or completed since the prior capital hearing. The report should also include any future capital bonding plans of the school district. The presentation includes activity for the 2012-2013 fiscal year. The reports include the following:

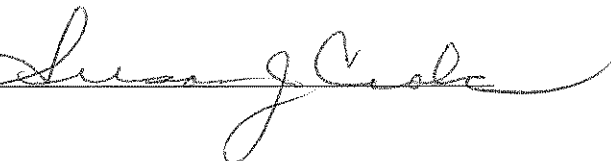
- Capital Project Reconciliation including original projections and current year status
- Bond Fund Reconciliation
- Adjacent Ways Fund Reconciliation
- Building Renewal Fund Reconciliation
- Capital Projects completed for 2012-2013
- Future Capital Projects planned

At the initiation of the public hearing, David Velazquez will provide the Board and the public with an explanation of these reports. Mike Kramer will be available to answer questions related specifically to the status of capital projects and those planned in the near future.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IV.A.

BOND AND CAPITAL PROJECT UPDATE

Washington Elementary School District
October 17, 2013

2010 Bond Authorization

- ❑ Voters authorized WESD to sell up to \$65,000,000 in school improvement bonds in November 2010.
- ❑ The initial \$10,000,000 in proceeds for this bond were received in February of 2011.
- ❑ A second bond sale for \$20,000,000 in proceeds was completed on August 23, 2012.
- ❑ Every effort is being made to stay on schedule with the initial implementation plan, but some adjustments to the timeline have been made as needs arise.

Additional Funding Sources

- Unrestricted Capital (610) – used to supplement some project budgets.
- Adjacent Ways (620) – levied as needed for specific projects.
- Building Renewal Fund (690) – formula funding given to schools for renovation and repair of buildings. (The Building Renewal formula was eliminated by legislature effective September 2013. WESD has utilized the existing cash balance to meet identified needs by the effective elimination date.)

Capital Project Reconciliation

- Lists planned projects that include funding from the 2010 bond authorization and other local funding sources.
- Identifies the original project budgets and the current budget for the projects.
- Also identifies the expenditures-to-date and the status of each project.
- Projects that have been identified as necessary, but have no funding allocated at this time are flagged as “deferred”.

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Account Code	Percent Complete	Budget Used	Original Projection	Current Budget	Expenditures	Encumbrance	Balance
114 - ACACIA							
AC01 -- EXTERIOR LIGHTING	80.00%	41.59%	45,000	46,027	19,145	26,289	593
AC02 -- SPECIAL SYSTEMS	0.00%	0.00%	324,480	324,480	0	0	324,480
AC03 -- PARKING LOT EXPANSION	99.00%	97.07%	500,000	421,250	408,900	0	12,350
AC05 -- FLOORING	0.00%	0.00%	99,840	99,840	0	0	99,840
AC06 -- FENCING	25.00%	0.00%	12,480	12,480	0	0	12,480
AC07 -- RESTROOM ADDITION	0.00%	0.00%	162,240	162,240	0	0	162,240
AC08 -- PORTABLE REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0
114 - ACACIA Totals:			1,144,040	1,066,317	428,045	26,289	611,983
116 - ALTA VISTA							
AV01 -- RENOVATIONS	0.00%	0.00%	327,640	327,640	0	0	327,640
AV02 -- FLOORING	100.00%	100.00%	32,880	28,825	28,825	0	0
AV03 -- HVAC RENOVATIONS	0.00%	0.00%	599,951	599,951	0	0	599,951
AV05 -- ASPHALT PARKING & LIGHTING UPGRADE	25.00%	0.00%	307,008	226,999	0	0	226,999
AV06 -- FENCING	0.00%	0.00%	49,320	49,320	0	0	49,320
AV07 -- IRRIGATION UPGRADES	0.00%	0.00%	64,320	64,320	0	0	64,320
AV09 -- EXTERIOR PAINTING	100.00%	59.59%	187,200	19,782	11,788	0	7,995
AV10 -- WINDOW REPLACEMENT	0.00%	0.00%	0	0	0	0	0
AV11 -- PORTABLE FLOORING	0.00%	0.00%	99,840	99,840	0	0	99,840
AV12 -- ASPHALT SEAL AND STRIPE	100.00%	100.00%	0	30,155	30,155	0	0
116 - ALTA VISTA Totals:			1,668,159	1,446,833	70,768	0	1,376,065
118 - ARROYO							
AR01 -- RENOVATIONS	0.00%	0.00%	1,450,176	1,450,176	0	0	1,450,176
AR02 -- FLOORING	0.00%	0.00%	274,560	274,560	0	0	274,560
AR03 -- HVAC	0.00%	0.00%	688,896	688,896	0	0	688,896
AR04 -- LIGHTING EXTERIOR	0.00%	0.00%	94,848	94,848	0	0	94,848
AR05 -- ROOFING	0.00%	0.00%	711,360	711,360	0	0	711,360
AR06 -- SPECIAL SYSTEMS	0.00%	0.00%	366,912	366,912	0	0	366,912
AR07 -- CONCRETE/ASPHALT	0.00%	0.00%	224,000	224,000	0	0	224,000
AR08 -- IRRIGATION	0.00%	0.00%	34,944	34,944	0	0	34,944
AR10 -- ADD BUS BAY	0.00%	0.00%	187,200	187,200	0	0	187,200
118 - ARROYO Totals:			4,032,896	4,032,896	0	0	4,032,896
120 - CACTUS WREN							
CW01 -- RENOVATIONS	0.00%	0.00%	773,760	773,760	0	0	773,760
CW02 -- SPECIAL SYSTEMS-AV	30.00%	26.38%	60,592	60,592	15,987	0	44,605
CW03 -- LIGHTING EXTERIOR	80.00%	59.82%	90,760	75,760	45,321	21,060	9,379
CW04 -- PORTABLE RENOVATIONS	0.00%	0.00%	200,000	200,000	0	0	200,000
CW05 -- ROOFING	0.00%	69.09%	735,260	613,005	423,517	182,417	7,071
CW07 -- IRRIGATION	0.00%	0.00%	34,960	34,960	0	0	34,960

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CW10 -- WINDOW REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0
CW11 -- ASPHALT/CONCRETE	100.00%	100.00%	312,000	255,334	255,334	0	0
CW12 -- PLAYGROUND UPGRADE	DEFERRED	0.00%	0	0	0	0	0
120 - CACTUS WREN Totals:			2,207,332	2,013,411	740,158	203,477	1,069,775
122 - CHAPARRAL							
CL01 -- HVAC - CAMPUS-WIDE	0.00%	0.00%	671,469	671,469	0	0	671,469
CL02 -- LIGHTING EXTERIOR	80.00%	20.99%	45,000	47,927	10,061	37,306	560
CL03 -- ROOFING	0.00%	0.00%	737,192	737,192	0	0	737,192
CL04 -- PARKING RESEAL LOT	0.00%	0.00%	49,920	49,920	0	0	49,920
CL05 -- FLOORING	0.00%	0.00%	150,000	150,000	0	0	150,000
CL07 -- ADD BUS BAY	0.00%	0.00%	187,200	187,200	0	0	187,200
CL08 -- PORTABLE REPLACEMENT	0.00%	0.00%	436,800	436,800	0	0	436,800
CL09 -- RENOVATIONS	0.00%	0.00%	187,200	187,200	0	0	187,200
CL10 -- EXTERIOR PAINTING	100.00%	72.62%	87,360	12,270	8,910	0	3,360
CL11 -- CAFETERIA FLOORING	0.00%	0.00%	37,440	37,440	0	0	37,440
122 - CHAPARRAL Totals:			2,589,581	2,517,418	18,971	37,306	2,461,141
124 - CHOLLA							
CH01 -- FLOORING	22.00%	20.85%	222,144	223,144	46,528	0	176,616
CH02 -- HVAC-CAMPUS WIDE	1.00%	6.40%	1,238,197	1,312,997	84,059	167	1,228,771
CH03 -- WINDOW COVERINGS	DEFERRED	0.00%	0	0	0	0	0
CH06 -- ADD FENCING	100.00%	69.74%	24,960	24,960	17,408	0	7,552
CH07 -- WINDOW REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0
CH08 -- PORTABLE REPLACEMENT	0.00%	0.00%	1,435,200	1,435,200	0	0	1,435,200
CH09 -- LANDSCAPE UPGRADES	100.00%	100.00%	124,800	124,169	124,169	0	0
124 - CHOLLA Totals:			3,045,301	3,120,470	272,164	167	2,848,139
126 - DESERT FOOTHILLS							
DF01 -- HVAC-CAMPUS WIDE	0.00%	0.00%	976,732	976,732	0	0	976,732
DF03 -- SHADE STRUCTURE	0.00%	0.00%	142,360	142,360	0	0	142,360
DF04 -- RENOVATIONS	0.00%	0.00%	99,840	99,840	0	0	99,840
DF05 -- ROOFING	0.00%	0.00%	449,280	449,280	0	0	449,280
DF08 -- STAGE CURTAIN REPLACEMENT	100.00%	100.00%	49,920	10,550	10,550	0	0
126 - DESERT FOOTHILLS Totals:			1,718,132	1,678,762	10,550	0	1,668,212
128 - DESERT VIEW							
DV01 -- RENOVATIONS	0.00%	0.00%	244,628	244,628	0	0	244,628
DV02 -- PAINTING	0.00%	0.00%	75,000	0	0	0	0
DV03 -- SPECIAL SYSTEMS	0.00%	0.00%	124,800	124,800	0	0	124,800
DV04 -- PARKING LOTS	100.00%	100.00%	500,000	351,025	351,025	0	0
DV05 -- PLAYGROUND UPGRADES	DEFERRED	0.00%	0	0	0	0	0
DV08 -- FF&E BLINDS AND MARQUEE	75.00%	52.49%	56,680	56,680	29,749	16,184	10,747

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DV09 -- WINDOW REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0
DV10 -- ROOFING / PORTABLES	0.00%	0.00%	31,200	31,200	0	0	31,200
DV11 -- RESOLVE DRAINAGE BLDG 500	0.00%	0.00%	124,800	0	0	0	0
128 - DESERT VIEW Totals:			1,157,108	808,333	380,775	16,184	411,375
130 - IRONWOOD							
IR01 -- HVAC - CAMPUS WIDE	0.00%	0.00%	726,894	726,894	0	0	726,894
IR02 -- LIGHTING EXTERIOR	80.00%	44.01%	90,760	75,760	33,342	34,687	7,732
IR03 -- RENOVATIONS	0.00%	0.00%	138,440	138,440	0	0	138,440
IR05 -- ROOFING	0.00%	0.00%	843,200	843,200	0	0	843,200
IR06 -- CONCRETE RENOVATIONS	0.00%	0.00%	641,472	562,000	0	0	562,000
IR08 -- SPECIAL SYSTEMS	0.00%	0.00%	57,200	57,200	0	0	57,200
IR09 -- RENOVATION	50.00%	11.95%	30,160	8,510	1,017	5,205	2,288
IR10 -- ADMINISTRATION RENOVATION	50.00%	39.66%	74,880	88,630	35,149	49,626	3,856
IR11 -- ASPHALT SEAL AND STRIPE	100.00%	100.00%	0	82,889	82,889	0	0
130 - IRONWOOD Totals:			2,603,006	2,583,523	152,397	89,517	2,341,609
131 - JOHN JACOBS							
JJ01 -- SPECIAL SYSTEMS	0.00%	0.00%	40,000	40,000	0	0	40,000
JJ02 -- CONCRETE	100.00%	100.00%	94,320	81,301	81,301	0	0
JJ03 -- ADD MISC RENOVATIONS	0.00%	0.00%	212,160	212,160	0	0	212,160
JJ04 -- ASPHALT PARKING UPGRADES	0.00%	0.00%	137,280	137,280	0	0	137,280
JJ05 -- EXTERIOR LIGHTING	80.00%	45.66%	99,840	99,840	45,589	50,698	3,553
131 - JOHN JACOBS Totals:			583,600	570,581	126,890	50,698	392,993
132 - LAKEVIEW							
LV01 -- FLOORING	0.00%	0.00%	60,000	60,000	0	0	60,000
LV03 -- RENOVATIONS	0.00%	0.00%	370,000	370,000	0	0	370,000
LV04 -- FF&E CURTAINS & MARQUEE	100.00%	100.00%	45,000	27,514	27,514	0	0
LV05 -- SPECIAL SYSTEMS	0.00%	0.00%	140,000	140,000	0	0	140,000
LV06 -- CONCRETE/ASPHALT	0.00%	0.00%	120,000	120,000	0	0	120,000
LV08 -- ADD-INTERCOM CAMPUS WIDE	0.00%	0.00%	135,200	135,200	0	0	135,200
132 - LAKEVIEW Totals:			870,200	852,714	27,514	0	825,200
134 - LOOKOUT MOUNTAIN							
LM01 -- SCHOOL REPLACEMENT	75.00%	85.23%	16,500,000	18,619,222	15,868,256	2,027,655	723,311
134 - LOOKOUT MOUNTAIN Totals:			16,500,000	18,619,222	15,868,256	2,027,655	723,311
136 - MANZANITA							
MZ01 -- HVAC-CAMPUS WIDE	0.00%	0.00%	730,950	730,950	0	0	730,950
MZ02 -- LIGHTING	80.00%	75.67%	94,848	84,848	64,202	8,149	12,497
MZ03 -- RENOVATIONS	0.00%	0.00%	812,032	812,032	0	0	812,032
MZ04 -- PLAYGROUND UPGRADES	0.00%	0.00%	179,712	179,712	0	0	179,712
MZ06 -- WINDOW REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0

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MZ07 -- WINDOW COVERINGS	0.00%	0.00%	249,600	249,600	0	0	249,600
MZ08 -- ASPHALT PARKING UPGRADES	100.00%	100.00%	124,800	225,466	225,466	0	0
MZ09 -- ROOFING RE-COAT	0.00%	0.00%	224,640	224,640	0	0	224,640
136 - MANZANITA Totals:			2,416,582	2,507,248	289,668	8,149	2,209,431
138 - MARYLAND							
MA01 -- RENOVATIONS	0.00%	0.00%	208,416	208,416	0	0	208,416
MA02 -- ROOFING	0.00%	0.00%	100,000	100,000	0	0	100,000
MA05 -- ADD WINDOW REPLACEMENT	0.00%	0.00%	873,600	873,600	0	0	873,600
138 - MARYLAND Totals:			1,182,016	1,182,016	0	0	1,182,016
140 - MOON MOUNTAIN							
MM01 -- CONCRETE/ASPHALT PARKING UPGRADES	100.00%	100.00%	50,877	48,887	48,887	0	0
MM03 -- FLOORING	100.00%	100.00%	12,480	5,484	5,484	0	0
MM04 -- HVAC EVALUATION	100.00%	58.69%	12,480	12,480	7,324	0	5,156
MM05 -- PLAYGROUND CURBING	0.00%	0.00%	0	0	0	0	0
140 - MOON MOUNTAIN Totals:			75,837	66,850	61,695	0	5,156
141 - MOUNTAIN SKY							
MS01 -- RENOVATIONS	0.00%	0.00%	434,720	434,720	0	0	434,720
MS02 -- LIGHTING-EXTERIOR	80.00%	90.14%	107,200	107,200	96,634	0	10,566
MS03 -- PAINTING EXTERIOR	0.00%	0.00%	274,560	274,560	0	0	274,560
MS04 -- ROOFING	50.00%	72.65%	150,000	358,769	260,649	93,481	4,639
MS05 -- SPECIAL SYSTEMS	0.00%	0.00%	265,000	265,000	0	0	265,000
MS06 -- CONCRETE/ASPHALT UPGRADES	40.00%	31.82%	598,312	598,312	190,413	229,698	178,201
MS08 -- PORTABLE REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0
MS09 -- FENCING	100.00%	24.22%	74,880	74,880	18,133	0	56,747
MS10 -- PLAYGROUND LEVELING	DEFERRED	0.00%	0	0	0	0	0
MS11 -- RENOVATIONS-RM 404 DOOR AND STAGE P	100.00%	71.17%	49,920	49,920	35,530	0	14,390
141 - MOUNTAIN SKY Totals:			1,954,592	2,163,361	601,359	323,179	1,238,823
142 - MOUNTAIN VIEW							
MV01 -- PAINTING-EXTERIOR	0.00%	0.00%	250,000	0	0	0	0
MV02 -- ROOFING	0.00%	0.00%	435,142	435,142	0	0	435,142
MV03 -- CONCRETE/ASPHALT	100.00%	100.00%	75,000	16,260	16,260	0	0
MV04 -- ADD MISC RENOVATIONS	0.00%	0.00%	37,440	37,440	0	0	37,440
MV05 -- SECURITY SYSTEM UPGRADES	0.00%	0.00%	62,400	62,400	0	0	62,400
142 - MOUNTAIN VIEW Totals:			859,982	551,242	16,260	0	534,982
144 - OCOTILLO							
OC01 -- CONCRETE/ASPHALT	100.00%	100.00%	63,648	15,398	15,398	0	0
OC02 -- PLAYGROUND UPGRADE	DEFERRED	0.00%	0	0	0	0	0
OC03 -- ADDT/L CONCRETE/ASPHALT	40.00%	10.88%	0	125,000	13,605	81,326	30,069
144 - OCOTILLO Totals:			63,648	140,398	29,003	81,326	30,069

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146 - ORANGEWOOD							
OR01 -- CONCRETE	100.00%	100.00%	0	14,578	14,578	0	0
OR02 -- PLAYGROUND STRUCTURES	DEFERRED	0.00%	0	0	0	0	0
OR04 -- ADD FLOORING UPGRADES	100.00%	39.90%	37,440	16,440	6,560	0	9,880
OR05 -- ADD SECURITY SYSTEM UPGRADE	100.00%	82.20%	7,280	7,280	5,984	0	1,296
OR06 -- ADD NEW MARQUEE	0.00%	0.00%	37,440	37,440	0	0	37,440
146 - ORANGEWOOD Totals:			82,160	75,738	27,122	0	48,616
148 - PALO VERDE							
PV01 -- RENOVATIONS	1.00%	7.81%	1,223,456	1,336,456	104,426	0	1,232,030
PV02 -- HVAC- CAMPUS WIDE	0.00%	0.00%	800,000	800,000	0	0	800,000
PV03 -- LIGHTING EXTERIOR	80.00%	52.99%	75,000	126,727	67,155	58,531	1,041
PV05 -- ROOFING	90.00%	91.83%	299,520	186,520	171,273	0	15,247
PV06 -- SPECIAL SYSTEMS	0.00%	0.00%	199,056	199,056	0	0	199,056
PV07 -- CONCRETE/ASPHALT UPGRADES	0.00%	0.00%	304,720	304,720	0	0	304,720
PV09 -- LANDSCAPE	0.00%	0.00%	35,000	35,000	0	0	35,000
PV12 -- WINDOW REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0
PV13 -- WINDOW COVERINGS	100.00%	100.00%	187,200	111,216	111,216	0	0
PV14 -- FLOORING UPGRADES	0.00%	0.00%	37,440	37,440	0	0	37,440
PV15 -- CAFETERIA STORAGE ROOF REPAIR	100.00%	100.00%	49,920	6,657	6,657	0	0
PV16 -- ASPHALT/CONCRETE	20.00%	25.78%	62,400	81,400	20,986	60,082	332
148 - PALO VERDE Totals:			3,273,712	3,225,193	481,713	118,613	2,624,867
150 - RICHARD E. MILLER							
RM01 -- RENOVATIONS	0.00%	0.00%	325,000	325,000	0	0	325,000
RM02 -- CONCRETE/ASPHALT	1.00%	0.91%	479,983	479,983	4,360	0	475,623
RM03 -- SPECIAL SYSTEMS	0.00%	0.00%	130,000	130,000	0	0	130,000
RM04 -- LANDSCAPE	0.00%	0.00%	85,040	85,040	0	0	85,040
RM06 -- PORTABLES REPLACEMENT	20.00%	2.49%	1,436,160	1,111,160	27,659	0	1,083,501
RM07 -- ROOFING	0.00%	0.00%	224,640	224,640	0	0	224,640
RM08 -- FLOORING	0.00%	0.00%	37,440	37,440	0	0	37,440
RM09 -- ASPHALT SEAL AND STRIPE	100.00%	100.00%	49,920	27,304	27,304	0	0
RM10 -- WEST PORTABLES RENOVATION	100.00%	37.63%	0	325,000	122,288	0	202,712
150 - RICHARD E. MILLER Totals:			2,768,183	2,745,567	181,610	0	2,563,956
152 - ROADRUNNER							
RR01 -- FLOORING	100.00%	77.22%	302,016	302,016	233,212	0	68,804
RR02 -- HVAC-CAMPUS WIDE	DEFERRED	0.00%	0	0	0	0	0
RR03 -- LIGHTING EXTERIOR	80.00%	73.39%	98,592	76,592	56,209	7,329	13,054
RR04 -- ROOFING	0.00%	0.00%	500,000	500,000	0	0	500,000
RR05 -- SPECIAL SYSTEMS	25.00%	5.12%	308,880	308,880	15,818	0	293,062
RR06 -- CONCRETE/ASPHALT	0.00%	0.00%	661,836	661,836	0	0	661,836

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RR08 -- RENOVATIONS	0.00%	0.00%	449,280	449,280	0	0	449,280
RR09 -- EXTERIOR PAINT	100.00%	81.12%	149,760	30,231	24,525	0	5,706
RR10 -- LANDSCAPE UPGRADES - SOCCER FIELD	92.06%	0	0	169,529	156,069	0	13,460
152 - ROADRUNNER Totals:			2,470,364	2,498,364	485,833	7,329	2,005,203
154 - ROYAL PALM							
RP01 -- HVAC CAMPUS WIDE	0.00%	0.00%	985,884	985,884	0	0	985,884
RP04 -- RENOVATIONS-WINDOW REPLACEMENT	100.00%	90.72%	547,160	547,160	496,370	0	50,790
RP06 -- EXTERIOR PAINTING	100.00%	48.80%	12,480	12,480	6,090	0	6,390
154 - ROYAL PALM Totals:			1,545,524	1,545,524	502,460	0	1,043,064
156 - SAHUARO							
SA01 -- CONCRETE	1.00%	1.44%	420,000	420,000	6,038	0	413,962
SA02 -- LIGHTING-EXTERIOR	80.00%	46.54%	36,000	61,227	28,497	31,909	821
SA03 -- FLOORING	0.00%	0.00%	150,000	150,000	0	0	150,000
SA04 -- HVAC CAMPUS WIDE	0.00%	0.00%	653,392	653,392	0	0	653,392
SA05 -- FENCING	0.00%	0.00%	135,000	135,000	0	0	135,000
SA07 -- ROOFING	0.00%	0.00%	199,680	199,680	0	0	199,680
SA08 -- WINDOW REPLACEMENT	DEFERRED	0.00%	0	0	0	0	0
SA09 -- RENOVATIONS ELECTRICAL UPGRADES	0.00%	0.00%	187,200	187,200	0	0	187,200
SA10 -- ASPHALT SEAL	100.00%	100.00%	49,920	20,200	20,200	0	0
156 - SAHUARO Totals:			1,831,192	1,826,699	54,735	31,909	1,740,055
160 - SHAW BUTTE							
SB01 -- HVAC CAMPUS WIDE	DEFERRED	0.00%	0	0	0	0	0
SB02 -- LIGHTING EXTERIOR	80.00%	39.47%	93,600	93,600	36,943	45,413	11,244
SB03 -- SPECIAL SYSTEMS	0.00%	0.00%	107,328	107,328	0	0	107,328
SB04 -- CONCRETE/ASPHALT	20.00%	14.84%	778,752	778,752	115,530	402,506	260,717
SB06 -- RENOVATIONS	0.00%	0.00%	474,240	474,240	0	0	474,240
SB07 -- PORTABLES RENOVATIONS	0.00%	0.00%	299,520	299,520	0	0	299,520
SB08 -- FLOORING UPGRADES	30.00%	40.17%	62,400	62,400	25,064	33,966	3,370
SB09 -- ADD PLAYGROUND	DEFERRED	0.00%	0	0	0	0	0
160 - SHAW BUTTE Totals:			1,815,840	1,815,840	177,537	481,884	1,156,419
162 - SUNBURST							
SU01 -- RENOVATIONS	0.00%	0.00%	1,330,408	1,330,408	0	0	1,330,408
SU02 -- CONCRETE/ASPHALT UPGRADES	20.00%	11.37%	244,720	244,720	27,829	112,795	104,096
SU03 -- LIGHTING - EXTERIOR	80.00%	60.38%	47,001	61,228	36,968	23,346	915
SU04 -- PLAYGROUND STRUCTURES	0.00%	0.00%	150,000	150,000	0	0	150,000
SU05 -- SPECIAL SYSTEMS	0.00%	0.00%	220,000	220,000	0	0	220,000
SU06 -- PAINTING - EXTERIOR	100.00%	100.00%	90,000	11,716	11,716	0	0
SU08 -- IRRIGATION	0.00%	0.00%	150,000	150,000	0	0	150,000
SU11 -- HVAC CAMPUS WIDE	DEFERRED	0.00%	0	0	0	0	0

Washington Elementary School District
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Last Updated: October 07, 2013-10:42:30 am

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SU12 -- FLOORING	100.00%	100.00%	18,720	32,670	32,670	0	0
SU13 -- ROOFING - RE-COAT FOAM	0.00%	0.00%	224,640	224,640	0	0	224,640
162 - SUNBURST Totals:			2,475,489	2,425,382	109,183	136,140	2,180,059
163 - SWEETWATER							
SW01 -- RENOVATIONS	0.00%	0.00%	484,000	484,000	0	0	484,000
SW02 -- CONCRETE/ASPHALT	0.00%	0.00%	200,000	0	0	0	0
SW03 -- ROOFING	50.00%	49.61%	750,000	420,000	208,347	211,647	6
SW04 -- FLOORING	20.00%	15.39%	80,000	80,000	12,316	64,000	3,684
SW05 -- LIGHTING EXTERIOR	80.00%	36.45%	51,000	79,727	29,058	49,197	1,472
SW06 -- ADD PARKING AND BUS BAYS	100.00%	96.82%	374,400	1,139,464	1,103,228	0	36,236
SW07 -- FLOORING REPLACEMENT	20.00%	51.02%	199,680	228,281	116,469	108,737	3,076
163 - SWEETWATER Totals:			2,139,080	2,431,472	1,469,417	433,580	528,475
164 - SUNNYSLOPE							
SS02 -- SPECIAL SYSTEMS	100.00%	77.04%	37,440	37,440	28,844	0	8,596
SS03 -- CONCRETE/ASPHALT	0.00%	0.00%	274,560	274,560	0	0	274,560
SS04 -- ROOFING RECOAT	0.00%	0.00%	249,600	249,600	0	0	249,600
SS05 -- FLOORING UPGRADE	100.00%	100.00%	12,480	2,574	2,574	0	0
164 - SUNNYSLOPE Totals:			574,080	564,174	31,418	0	532,756
165 - SUNSET							
SN01 -- RENOVATIONS	0.00%	0.00%	537,888	537,888	0	0	537,888
SN02 -- LIGHTING- EXTERIOR	80.00%	58.83%	45,000	60,227	35,430	23,374	1,423
SN04 -- CONCRETE/ASPHALT	0.00%	0.00%	85,114	85,114	0	0	85,114
SN05 -- FENCING	50.00%	28.73%	100,000	118,846	34,150	82,486	2,210
SN07 -- FLOORING UPGRADES	100.00%	100.00%	12,480	5,524	5,524	0	0
SN08 -- FF&E CAFETERIA CURTAINS	100.00%	100.00%	24,960	9,741	9,741	0	0
SN09 -- LANDSCAPE-AMPHITHEATER	100.00%	100.00%	43,680	48,335	48,335	0	0
165 - SUNSET Totals:			849,122	865,675	133,180	105,860	626,636
166 - TUMBLEWEED							
TU01 -- RENOVATIONS	0.00%	0.00%	62,400	62,400	0	0	62,400
TU02 -- CONCRETE/ASPHALT UPGRADES	0.00%	0.00%	200,000	200,000	0	0	200,000
TU03 -- FLOORING	0.00%	0.00%	39,520	39,520	0	0	39,520
TU04 -- LIGHTING-EXTERIOR	80.00%	32.37%	83,896	68,896	22,302	38,848	7,746
TU05 -- PAINTING	100.00%	100.00%	177,960	17,876	17,876	0	0
TU06 -- ROOFING	0.00%	0.00%	25,000	25,000	0	0	25,000
TU07 -- SPECIAL SYSTEMS	0.00%	0.00%	36,400	36,400	0	0	36,400
166 - TUMBLEWEED Totals:			625,176	450,092	40,178	38,848	371,066
167 - ABRAHAM LINCOLN							
AL01 -- RENOVATION	0.00%	0.00%	155,000	155,000	0	0	155,000
AL02 -- ROOFING	0.00%	0.00%	450,000	450,000	0	0	450,000

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AL03 -- ADD RESTROOM ADA RESTROOM	0.00%	0.00%	149,760	149,760	0	0	149,760
AL04 -- UPFUND ROOFING REPLACEMENT	0.00%	0.00%	488,996	488,996	0	0	488,996
167 - ABRAHAM LINCOLN Totals:			1,243,756	1,243,756	0	0	1,243,756
168 - WASHINGTON							
WA01 -- FLOORING	100.00%	100.00%	15,000	10,525	10,525	0	0
WA02 -- HVAC CAMPUS WIDE	0.00%	0.00%	1,013,107	1,013,107	0	0	1,013,107
WA03 -- LIGHTING-EXTERIOR	80.00%	60.40%	122,304	122,304	73,866	37,964	10,473
WA04 -- RENOVATIONS	0.00%	0.00%	55,537	55,537	0	0	55,537
WA06 -- SPECIAL SYSTEMS	50.00%	26.79%	62,400	62,400	16,719	0	45,681
WA07 -- PAINTING-CAFETERIA	0.00%	0.00%	24,960	24,960	0	0	24,960
WA08 -- ASPHALT/CONCRETE	40.00%	2.59%	249,600	167,100	4,322	0	162,778
WA09 -- ASPHALT/CONCRETE	100.00%	93.25%	0	82,500	76,928	0	5,572
168 - WASHINGTON Totals:			1,542,908	1,538,433	182,361	37,964	1,318,108
500 - DISTRICT FACILITIES							
AD01 -- CONCRETE/ASPHALT	0.00%	0.00%	40,000	40,000	0	0	40,000
AD02 -- LOBBY SUN SHADE	100.00%	100.00%	10,000	3,655	3,655	0	0
AD03 -- RENOVATION	0.00%	0.00%	20,000	20,000	0	0	20,000
AD04 -- ROOFING	0.00%	0.00%	250,000	250,000	0	0	250,000
500 - DISTRICT FACILITIES Totals:			320,000	313,655	3,655	0	310,000
511 - BUSINESS SERVICES							
DW01 -- BOND FEES	0.00%	0.00%	0	0	0	0	0
511 - BUSINESS SERVICES Totals:			0	0	0	0	0
543 - TRANSPORTATION SERVICES							
0000 -- NON-SPECIFIC/MISCELLANEOUS PROJECTS	0.00%	0.00%	0	0	0	0	0
DW02 -- PUPIL TRANS-BUS REPLACEMENT	100.00%	99.99%	3,000,000	3,073,796	3,073,567	0	229
543 - TRANSPORTATION SERVICES Totals:			3,000,000	3,073,796	3,073,567	0	229
545 - SERVICE CENTER ANNEX							
SX01 -- RENOVATIONS	0.00%	0.00%	250,000	250,000	0	0	250,000
SX02 -- ROOFING	0.00%	0.00%	30,000	30,000	0	0	30,000
545 - SERVICE CENTER ANNEX Totals:			280,000	280,000	0	0	280,000
599 - DISTRICT WIDE							
0000 -- NON-SPECIFIC/MISCELLANEOUS PROJECTS	0.00%	0.00%	-6,600,000	0	0	0	0
2162 -- CONTINGENCY	0.00%	0.00%	91,402	0	0	0	0
DW00 -- UNRESERVED BDGT BAL/CONTINGENCY	0.00%	0.00%	0	-6,606,993	0	0	-6,606,993
DW01 -- BOND FEES	0.00%	35.70%	0	400,656	143,017	0	257,639
DW03 -- SAFETY - DOOR HARDWARE EVAL	0.00%	46.76%	0	40,000	18,706	2,774	18,521
DW16 -- UNRESERVED BDGT BAL/CONTING 2016	0.00%	0.00%	0	1,485,260	0	0	1,485,260
599 - DISTRICT WIDE Totals:			-6,508,598	-4,681,077	161,722	2,774	-4,845,573

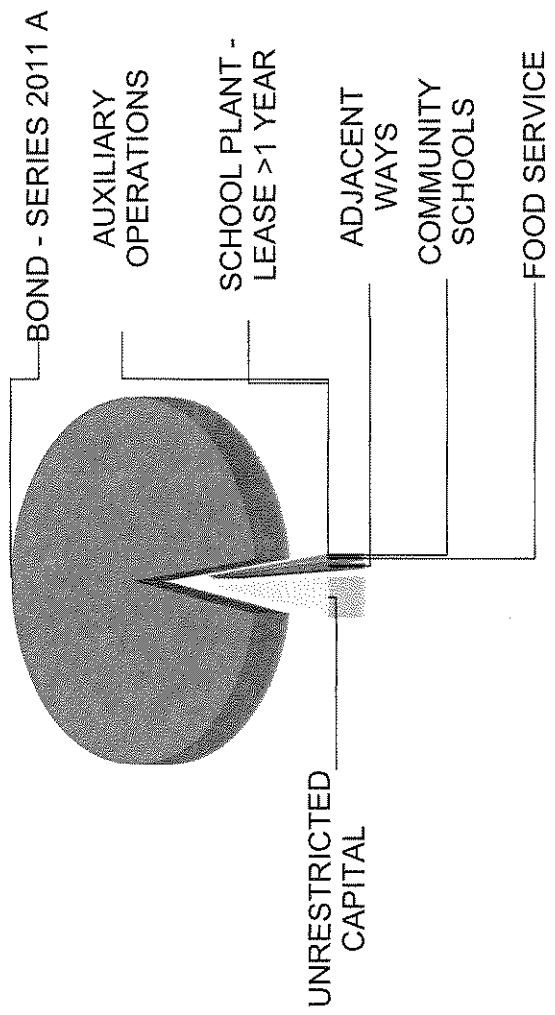
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			65,000,000	68,159,878	26,210,161	4,258,849	37,690,868

The Current Budget shows a net amount in District Wide Contingency of -5,121,732 (DW00 + DW16), which reflects an adjustment for the project needs in excess of the Bond funding (65,000,000). These needs may be covered by other funding sources, such as Unrestricted Capital (610) and Adjacent Ways (620), which must be approved by the Governing Board annually before it is included in the current budget year projection.

Deferred projects are identified projects for which funding has not been identified.

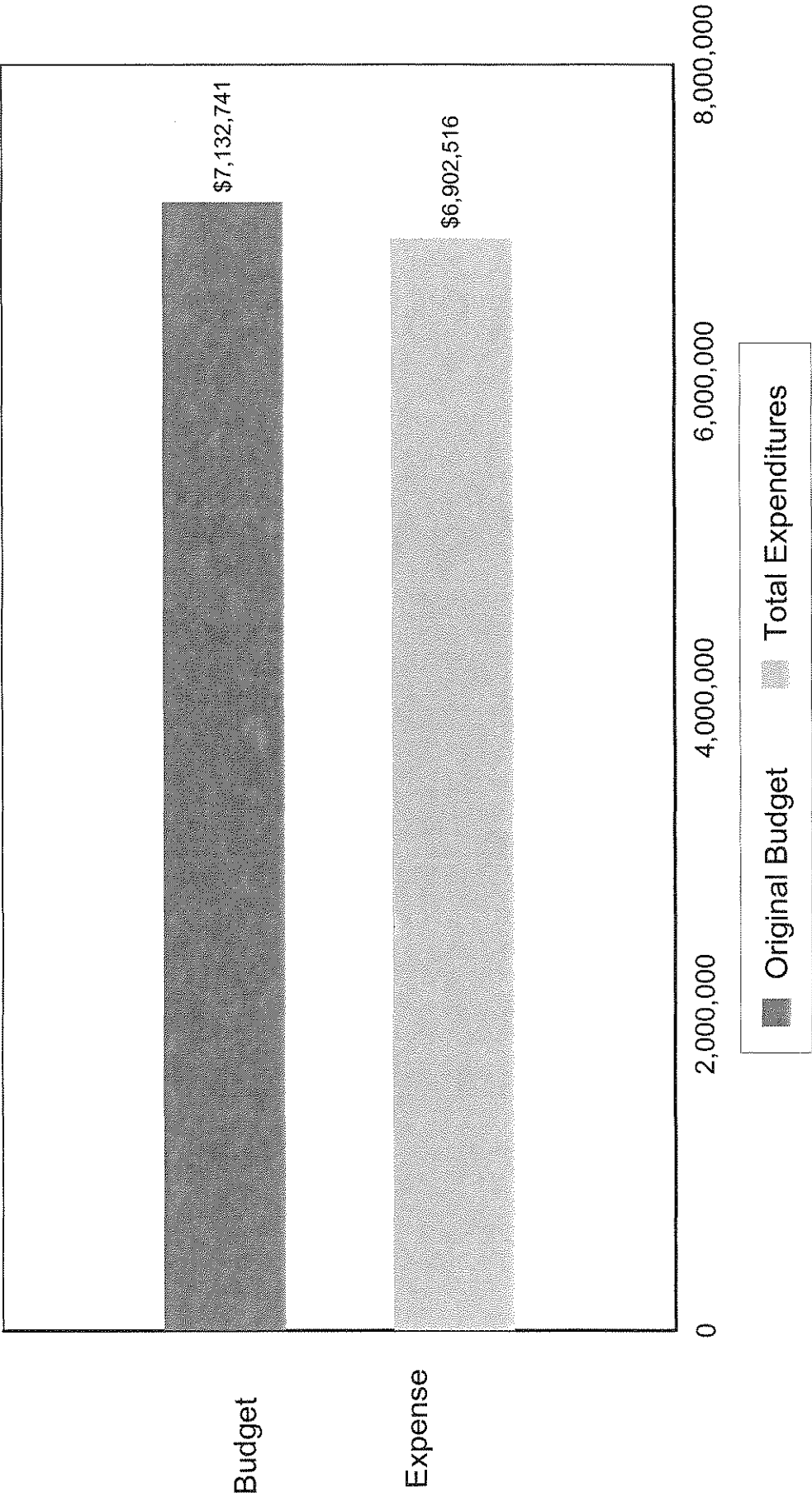
Current Budget by Funding Source



AUXILIARY OPERATIONS	\$656
SCHOOL PLANT - LEASE >1 YEAR	\$40,000
COMMUNITY SCHOOLS	\$75,000
FOOD SERVICE	\$242,972
ADJACENT WAYS	\$460,000
UNRESTRICTED CAPITAL	\$2,341,250
BOND - SERIES 2011 A	\$65,000,000
Total:	\$68,159,878

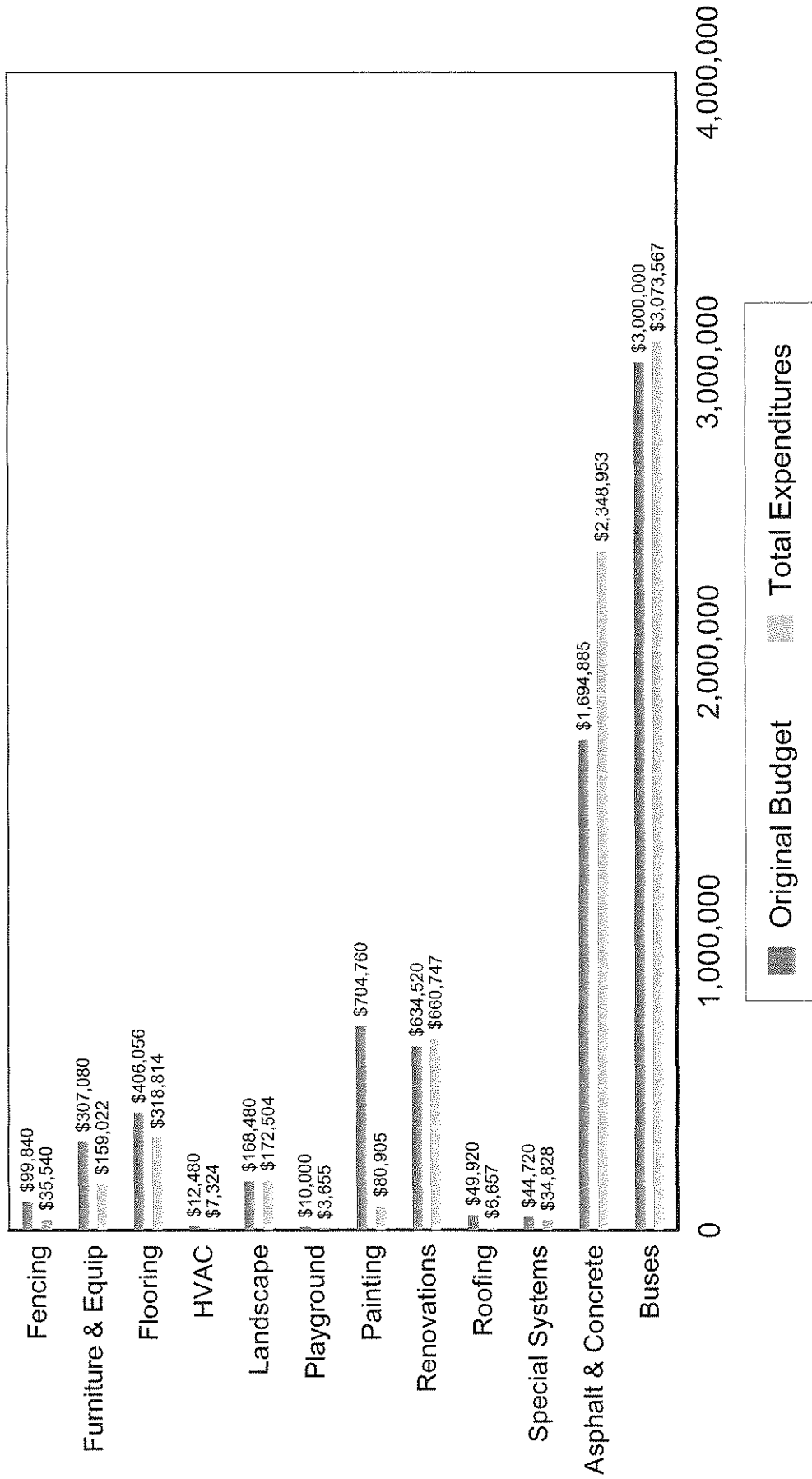
Completed Projects

Budget vs. Expenditures

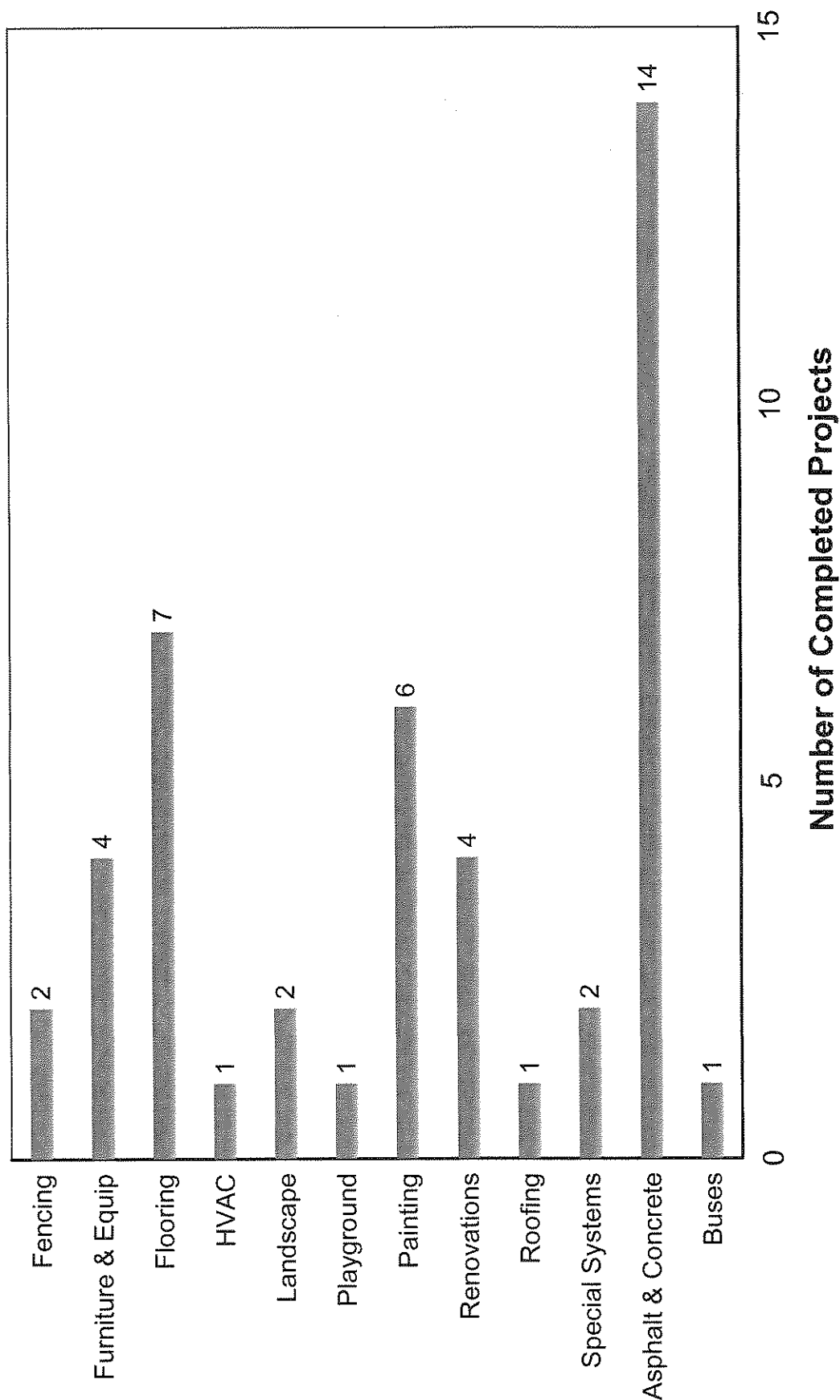


Completed Projects by Project Type

Budget vs. Expenditures

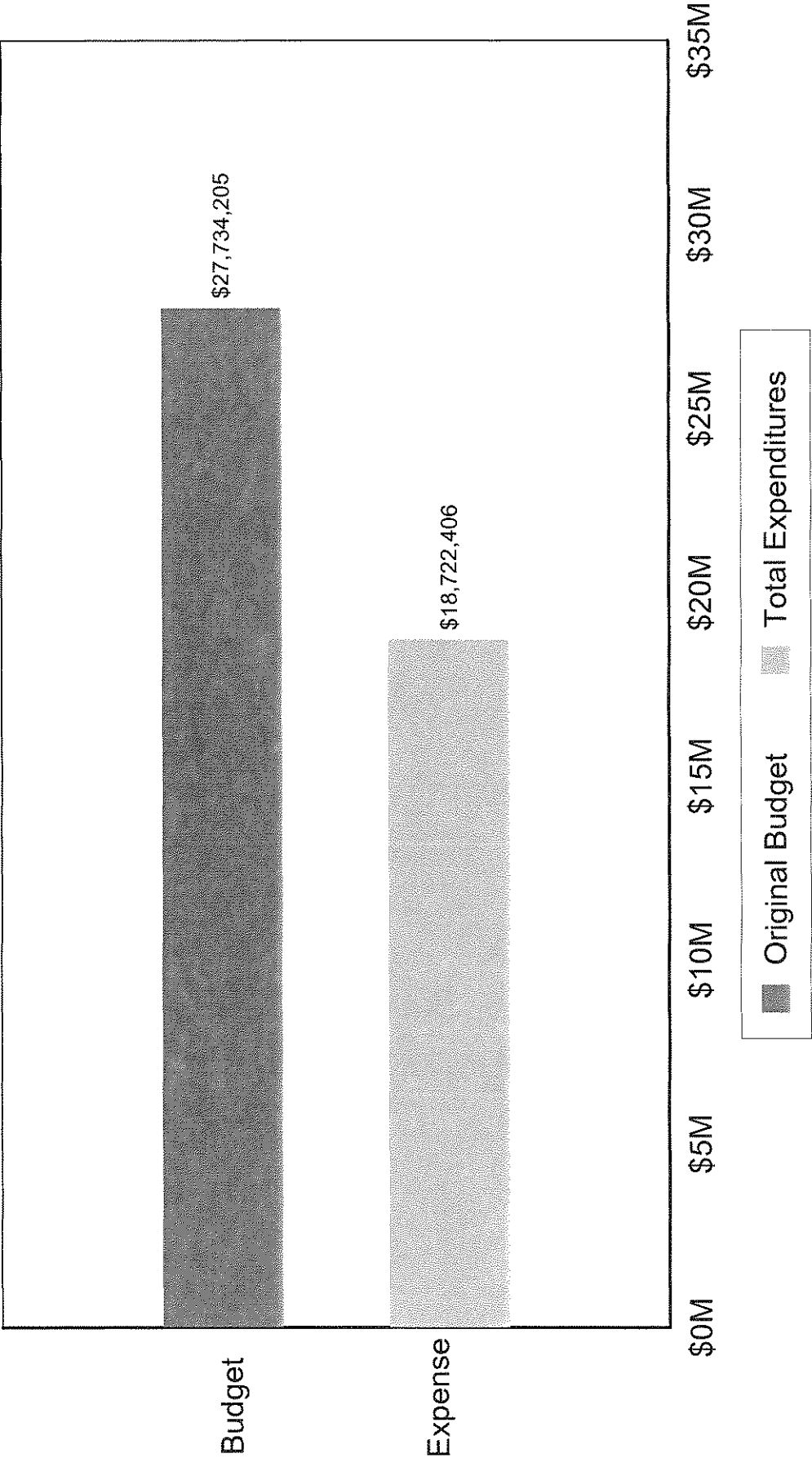


Completed Projects by Project Type



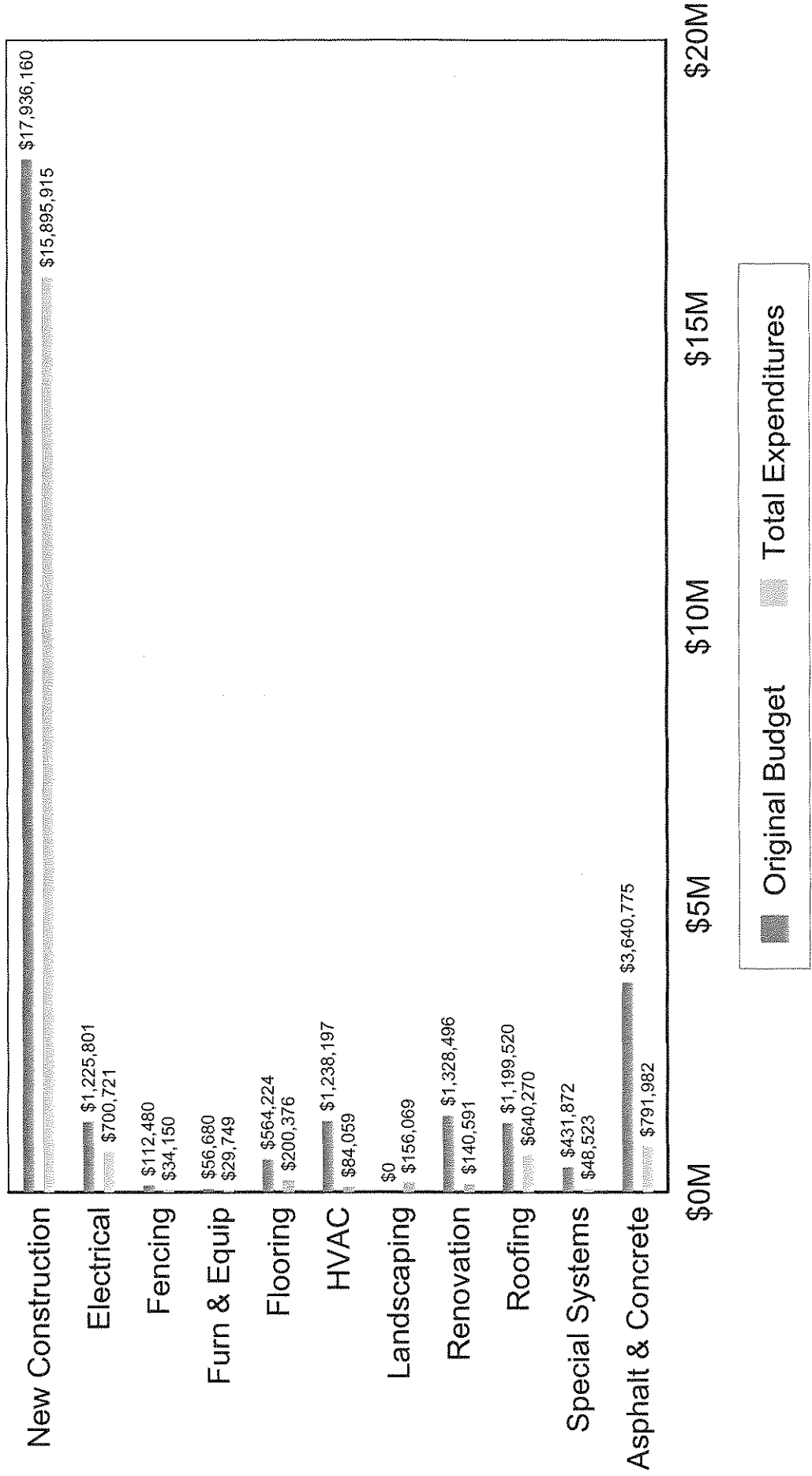
Construction in Progress

Budget vs. Expenditures

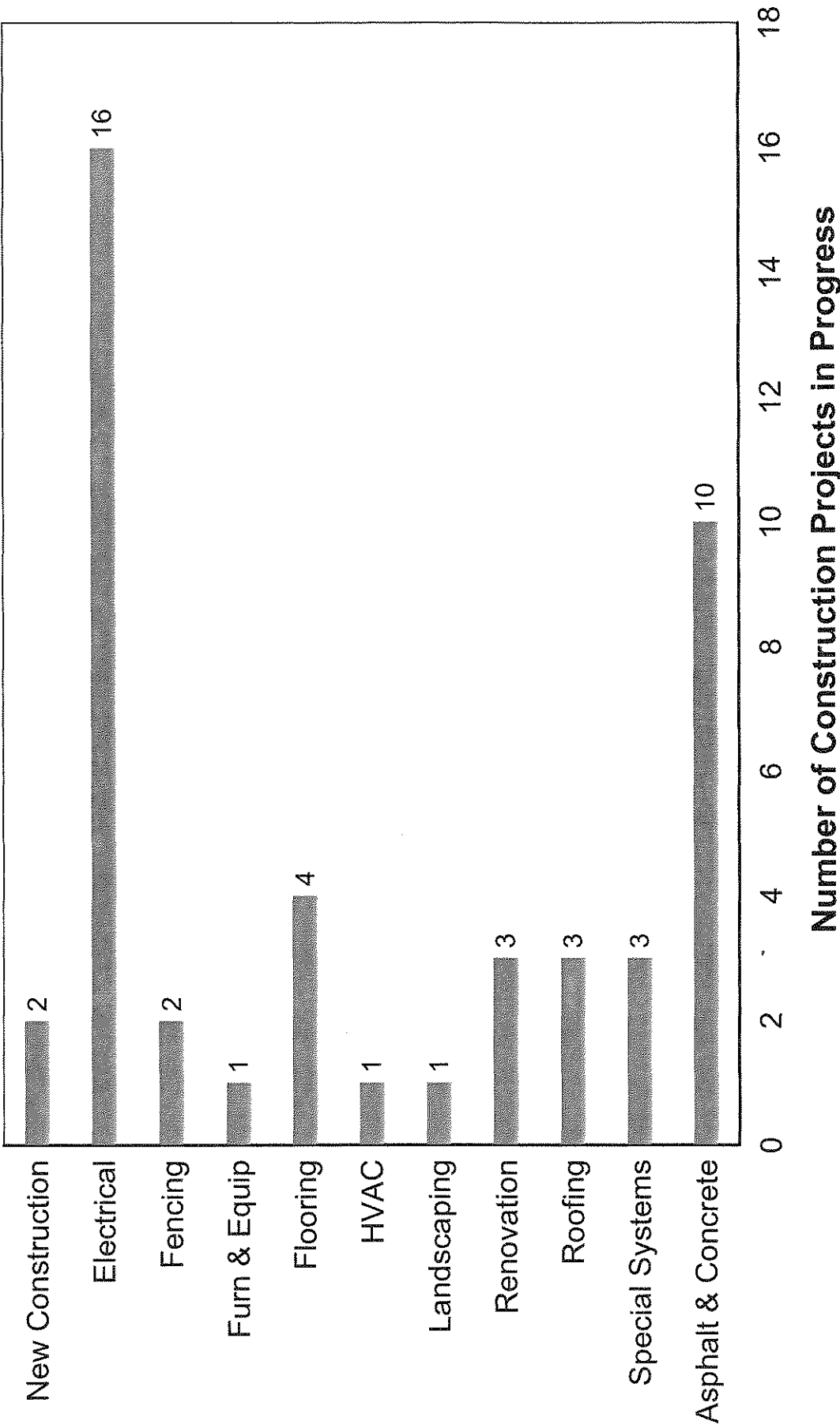


Construction in Progress by Project Type

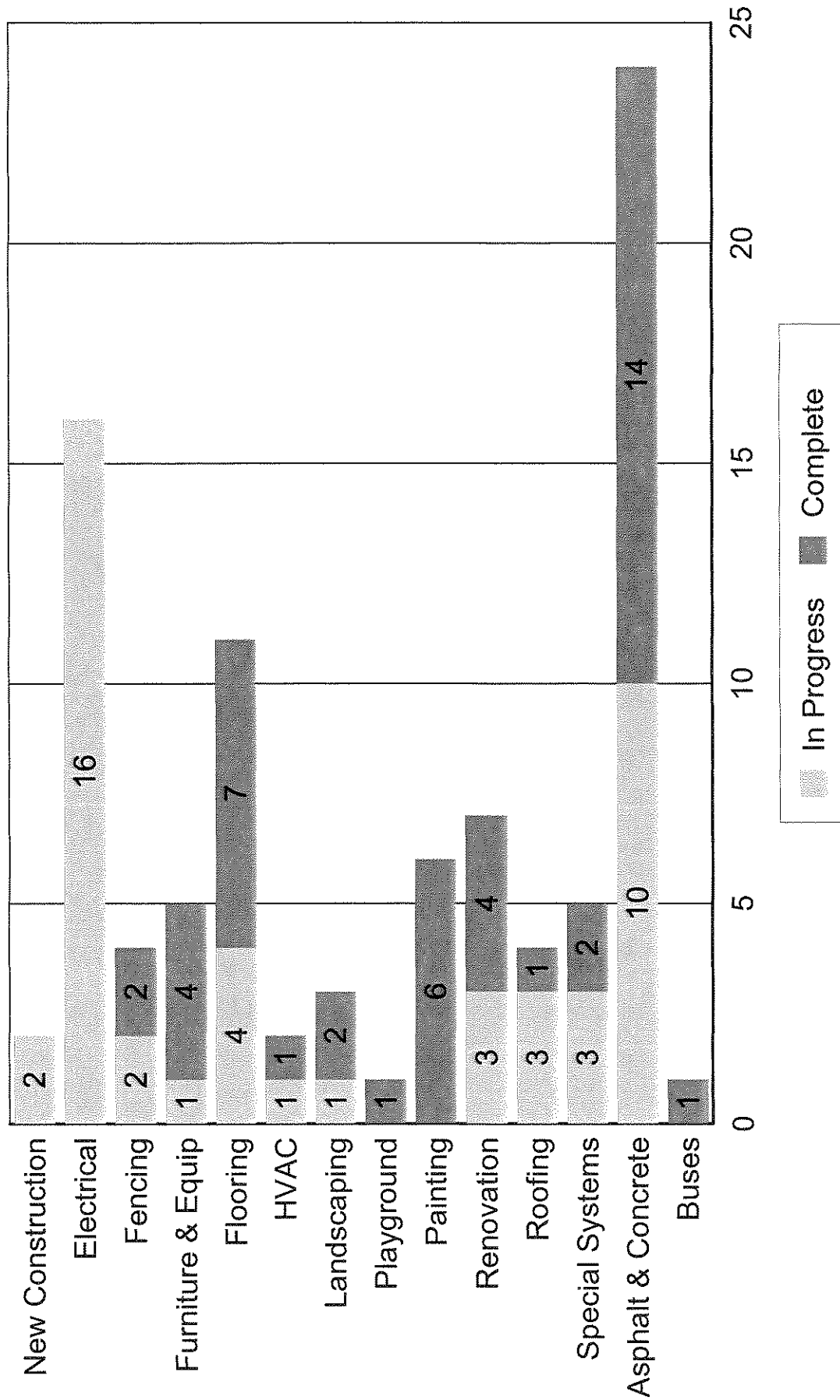
Budget vs. Expenditures



Construction in Progress by Project Type



Total Number of Projects



ORIGINAL 2010 BOND AUTHORIZATION AMOUNT:	\$	65,000,000
BOND PROCEEDS - SALE OF BONDS (February 2011)		10,000,000
BOND SALE PREMIUM		33,700
LESS 10-11 EXPENDITURES		(780,592)
BOND PROCEEDS AVAILABLE FOR 11-12		9,253,108
BOND PROCEEDS CARRYOVER		9,253,108
LESS 11-12 EXPENDITURES		(6,548,167)
BOND PROCEEDS - SALE OF BONDS (August 2012)		20,000,000
BOND SALE PREMIUM		31,900
BOND PROCEEDS AVAILABLE FOR 12-13		22,736,841
BOND PROCEEDS CARRYOVER		22,736,841
LESS 12-13 EXPENDITURES		(16,491,183)
BOND SALE PREMIUM		(78,100)
BOND PROCEEDS AVAILABLE FOR 13-14		6,167,558

620 Adjacent Ways Reconciliation

Adjacent Ways Carryover Funds	400,500
Revenue Received FY05-06	-61
Interest Earned FY05-06	16,481
Expenditures for FY05-06	82,529
Total Adjacent Ways Funds Available for FY06-07	334,391
Adjacent Ways Carryover Funds	334,391
Revenue Received FY06-07	504,621
Interest Earned FY06-07	20,005
Expenditures for FY06-07	379,024
Total Adjacent Ways Funds Available for FY07-08	479,994
Adjacent Ways Carryover Funds	479,994
Revenue Received FY07-08	313,071
Interest Earned FY07-08	28,838
Expenditures for FY07-08	180,524
Total Adjacent Ways Funds Available for FY08-09	641,379
Adjacent Ways Carryover Funds	641,379
Revenues Received FY08-09	291,453
Interest Earned FY08-09	11,834
Expenditures for FY08-09	632,449
Total Projected Adjacent Ways Funds Available for FY09-10	312,217
Adjacent Ways Carryover Funds	312,217
Revenues Received FY09-10	0
Interest Earned FY09-10	18,261
Expenditures for FY09-10	114,032
Total Projected Adjacent Ways Funds Available for FY10-11	216,446
Adjacent Ways Carryover Funds	216,446
Revenues Received FY10-11	180
Interest Earned FY10-11	2,113
Expenditures for FY10-11	47,490
Total Projected Adjacent Ways Funds Available for FY11-12	171,249
Adjacent Ways Carryover Funds	171,249
Revenues Received FY11-12	387,125
Interest Earned FY11-12	1,376
Expenditures for FY11-12	204,112
Total Projected Adjacent Ways Funds Available for FY12-13	355,637
Adjacent Ways Carryover Funds	355,637
Revenues Received FY12-13	98,033
Interest Earned FY12-13	1,129
Expenditures for FY12-13	389,196
Total Projected Adjacent Ways Funds Available for FY13-14	65,604

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
690 Building Renewal Reconciliation

Building Renewal Carryover Funds	5,271,947.06
Revenue Received FY06-07	2,860,704.00
Interest Earned FY06-07	226,240.96
Expenditures for FY06-07	3,458,153.18
Total Building Renewal Funds Available for FY07-08	4,900,738.84
 Building Renewal Carryover Funds	 4,900,738.84
Revenue Received FY07-08	1,368,618.50
Interest Earned FY07-08	225,315.93
Expenditures for FY07-08	1,337,674.46
Total Building Renewal Funds Available for FY08-09	5,156,998.81
 Building Renewal Carryover Funds	 5,156,998.81
Revenue Received FY08-09	0.00
Interest Earned FY08-09	107,314.95
Refunds for FY08-09	871.69
Expenditures for FY08-09	3,348,966.19
Total Building Renewal Funds Available for FY09-10	1,916,219.26 *
 Building Renewal Carryover Funds	 1,916,219.26
Revenue Received FY09-10	0.00
Interest Earned FY09-10	19,232.11
Expenditures for FY09-10	702,099.29
Total Building Renewal Funds Available for FY10-11	1,233,352.08 *
 Building Renewal Carryover Funds	 1,233,352.08
Revenue Received FY10-11	0.00
Interest Earned FY10-11	10,685.60
Expenditures for FY10-11	254,541.50
Total Building Renewal Funds Available for FY11-12	989,496.18 *
 Building Renewal Carryover Funds	 989,496.18
Revenue Received FY11-12	0.00
Interest Earned FY11-12	5,434.14
Expenditures for FY11-12	651,167.54
Total Building Renewal Funds Available for FY12-13	343,762.78 *
 Building Renewal Carryover Funds	 343,762.78
Revenue Received FY12-13	0.00
Interest Earned FY12-13	1,136.17
Expenditures for FY12-13	261,975.76
Total Building Renewal Funds Available for FY13-14	82,923.19 **

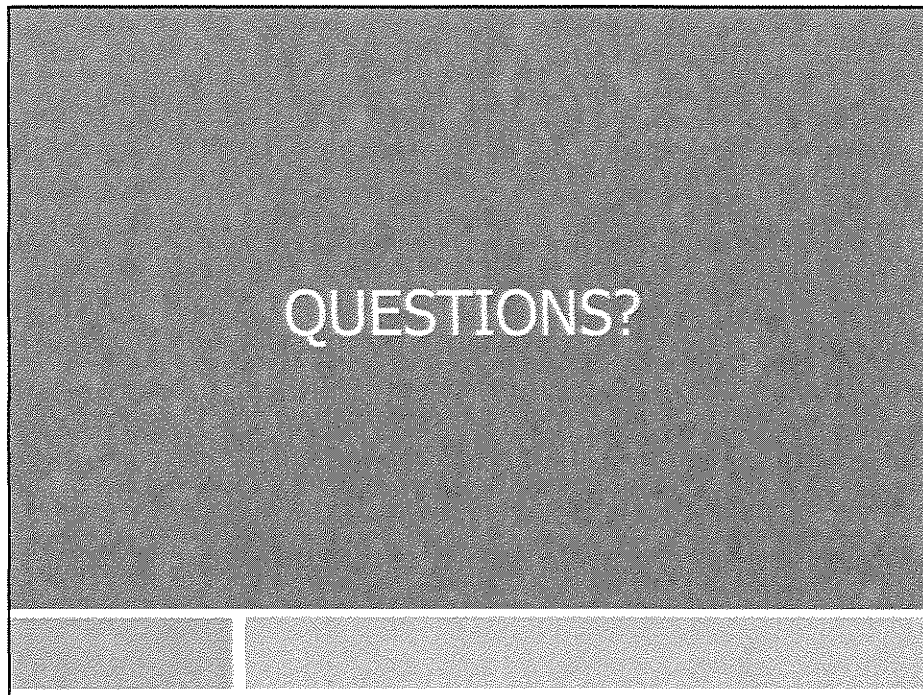
* This cash is reserved for completion of projects already in progress, such as parking lot redesigns and building or site emergencies as they arise, e.g. storm damage

** The Building Renewal Formula was eliminated during this last legislative session. The law eliminating the Building Renewal Formula became effective on September 12th, 2013.

Funding Sources	Project #	Project Description	Original Projections	Final Budget	Capital Plan Expenditures through 6/30/12	12-13 Expenditures	Capital Plan Expenditures - Inception to 6/30/13	Current Expense / Encumbrance as of 9/30/13	Project Balance as of 9/30/13	Percent of Budget Spent	Project Status
690	3226	Roofing Projects (MV-RR-SS)	467,000	478,866	331,980	126,439	458,419	0	20,447	95.73%	Complete
690	3235	Preventative Maintenance (CH-DF)	8,514	15,025	7,512	7,512	15,024	0	1	99.99%	Complete
690-610-570-515-510-506	3237	Renovations (District-Wide)	687,576	687,576	0	598,451	598,451	3,377	85,748	87.53%	In Progress
690-620-610-520-515	3242	Parking Lot Renovations (WRC-MZ-AR)	254,455	254,455	0	216,108	216,108	20,171	18,176	92.86%	In Progress
610	3243	Play Structures (MZ-OC)	75,000	75,000	0	74,986	74,986	0	14	99.98%	Complete
610-506	3245	Little Green Schoolhouse (RR-OR)	800,000	872,720	332,345	98,912	431,257	0	441,463	49.42%	In Progress
Grand Total			1,129,455	1,202,175	332,345	390,006	722,351	20,171	459,653	61.76%	

** Funds included in Other Capital Projects:

690 (SFB Bldg Renewal)
610 (Unrestricted Capital)
620 (Adjacent Ways)
570 (Indirect Costs)
515 (Civic Center)
510 (Food Service)
506 (School Plant)
520 (Community Schools)



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: October 17, 2013
AGENDA ITEM: Call for Public Hearing: Annual Report of M&O and K-3 Override Expenditures
INITIATED BY: Cathy Thompson, Director of Business Services
SUBMITTED BY: David Velazquez, Director of Finance
PRESENTER AT GOVERNING BOARD MEETING: David Velazquez, Director of Finance
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-481.Y

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

A.R.S. Sec. 15-481 requires school districts that increase their budget through a voter-approved override hold a public meeting each year between September 1 and October 31 at which an update of the programs financed through the override are discussed and at which the public is permitted an opportunity to comment. At a minimum, the update shall include the amount expended in the previous fiscal year and the amount included in the current budget for each of the purposes listed in the informational report at the time of the special election.

The presentation includes activity for the 2012-2013 fiscal year. The report includes the following override authorizations:

- Maintenance and Operation Override – approved by voters in November 2010
- Kindergarten through Third Grade Override – approved by voters in November 2009

SUMMARY AND RECOMMENDATION

No action is required.

Superintendent



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

Agenda Item IV.B.

Annual Override Reports

Reporting requirement per ARS 15-481.Y(1, 2)

Maintenance and Operation (M&O) Override Annual Report

Voter authorized in November 2010

Equal to 10% of the Revenue Control Limit

Total budget for fiscal year 2012-13 was \$10,468,816

Program Description	FY2013 Expense	FY2014 Budgeted
121, 221 Art	2,110,952	2,164,590
122, 222 Life Skills	31,275	38,192
123, 223 Physical Education	2,583,913	2,705,653
127, 227 Music	2,973,910	3,103,243
112 Cardinals Academy	198,961	238,850
216 Gifted	1,360,601	1,309,260
233 Behavioral Intervention	822,213	882,164
234 Extended School Year	124,206	150,124
<hr/>		
Total Program Cost ***	\$10,206,031	\$10,592,077

*** Any amounts above the authorized override funding are absorbed into the regular operational budget (M&O)

K-3 Override Annual Report

Voter authorized in November 2009

Equal to 5% of the Revenue Control Limit

Total budget for fiscal year 2012-2013 was \$5,234,408

FTE Allocation	Program Description	FY2013 Expense	FY2014 Budgeted
80.00	Full-Day Kindergarten	4,268,289	4,299,060
11.00	Class Size Reduction	409,512	430,547
15.00	Academic Intervention	556,075	418,195
106.00	Totals	5,233,876	5,147,802

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X
X

 Action
Discussion
Information
1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: October 17, 2013

AGENDA ITEM: Consider, Discuss and, if Deemed Advisable, Approve the Intergovernmental Cooperative Purchase Agreements and Contract Purchases with 1GPA to Utilize Midstate Energy for Energy Performance Contracting Services

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: A.R.S. 15-213; A.R.S. 11-952; A.A.C. R7-2-1191-R7-2-1195

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Energy savings performance contracts (ESPCs) allow school districts to accomplish energy savings projects without up-front capital costs and without allocating bond dollars or other capital funds for them. Washington Elementary School District (WESD) has been involved in a nine month process to perform due diligence regarding performance contracting, to identify a provider, to review campuses and services to include in a performance contract, and to recommend a way to procure these services. Steps taken have included:

- District personnel provided informational presentation to the Governing Board on performance contracting on January 24, 2013.
- District personnel provided a list of questions regarding the general process to five vendors – Ameresco, Inc., Climatec Energy Services, Core Energy, Honeywell Building Solutions, and Midstate Energy in January, 2013 (all vendors that have existing cooperative contracts, have completed the procurement process and due diligence was performed on the contracts).
- District personnel then provided follow up questions to all vendors to determine their willingness and ability to conduct a preliminary energy assessment for three of our potential schools in February, 2013.
- District personnel provided information on three school sites to all vendors and allowed access to these sites so that preliminary assessments could be conducted in March, 2013.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board consider, discuss and, if deemed advisable, approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with 1GPA to utilize Midstate Energy for Energy Performance Contracting Services.

Superintendent 

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

Agenda Item VIA.

Update on Performance Contracting for Schools and Recommendation to Procure through 1GPA if Deemed Advisable

October 17, 2013

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- District personnel received responses from all of the vendors. Cathy Thompson, Director of Business Services, Mike Kramer, Director of Capital Projects, and Howard Kropp, Director of Purchasing, evaluated each proposal and selected two vendors to interview.
- District personnel conducted interviews in May, 2013.
- District personnel recommended that the Governing Board approve that WESD move forward with Midstate Energy in June, 2013.

At this time, WESD is reviewing preliminary recommendations from Midstate Energy which include HVAC, lighting, irrigation and controls for six school sites, and lighting for the Service Annex. We have asked Midstate Energy to include irrigation and possibly lighting at additional school campuses. Lighting and irrigation projects have a shorter payback. It is our intention to finance the performance contract over no more than 15 years and preferably less.

As a part of the review of possible project costs, it was determined that Midstate Energy now has available a different contract than originally submitted for approval. This new contract through the 1GPA consortium will result in a lower cost to the District overall.

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.

The Purchasing Department follows a process to perform due diligence on every cooperative contract prior to making a recommendation for award. The Purchasing Department has done their due diligence on the 1GPA contract and is recommending authorization to utilize the contract presented for anticipated purchases in excess of the bidding threshold. 1GPA will charge the District a fee of approximately 1% which is less than that charged by other purchasing cooperatives.

The District will bring to a future meeting a recommendation to award the documented energy performance contract(s) when all of the information is provided by Midstate Energy in order to show both the funding mechanism and the resultant savings the District will realize over the life of the contract(s).

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: October 17, 2013
AGENDA ITEM: Update Regarding Strategic Action Plans

	Action
X	Discussion
X	Information
	1st Reading

INITIATED BY: Governing Board
SUBMITTED BY: Dr. Susan J. Cook, Superintendent; Janet Sullivan, Assistant Superintendent for Academic Services; Carol Donaldson, Director of Communication Services; Sue Pierce, Director of Facility Planning; Mike Kramer, Director of Capital Projects and Maintenance; John Shikany, Director of Safety and Security; Chris Lieurance, Director of Management Information Services; Justin Wing, Director of Human Resources, Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Sue Snyder, Janet Sullivan, Carol Donaldson, Sue Pierce, Mike Kramer, John Shikany, Chris Lieurance, Justin Wing, Cathy Thompson

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

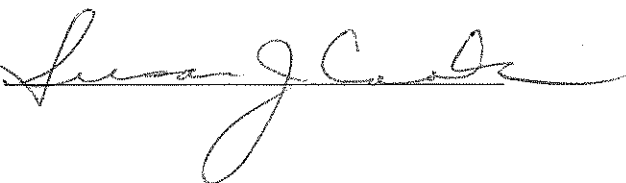
Funding Source: N/A
Budgeted: N/A

Washington Elementary School District's strategic planning process is a dynamic effort that is pursued collaboratively by the Governing Board, the community and District leadership. The resulting strategic action plans identify desired outcomes in the highest priority areas of District focus. By outlining the anticipated strategies and activities, responsible parties, accountability measures and timeline for each outcome, the plans guide WESD stakeholders toward realizing the vision of "achieving excellence for every child, every day, every opportunity."

SUMMARY AND RECOMMENDATION

No action required.

Assistant Superintendent



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

Agenda Item VII.A.

Update Regarding Strategic Action Plans

October 17, 2013

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The District's initial strategic action plans concentrated on five priorities: student achievement, community relationships, facility planning/usage, student safety and technology. The plans were first implemented during the 2007-2008 school year, and subsequently, they have been reviewed and updated annually. Three years ago, a sixth strategic action plan was developed to focus on employee recruitment and retention, and a fiscal management and accountability strategic action plan was added during the 2011-2012 school year.

The full versions of the 2013-2016 strategic action plans are included as *Attachment A*, while abbreviated versions are designated as *Attachment B*. Both versions will be posted on the WESD Web site to facilitate dissemination to stakeholders.

The District administrator(s) who oversees each plan will present relevant plan information including accomplishments to date, as well as current and future activities.

ATTACHMENT A

2013-2016 Strategic Action Plans

Washington Elementary School District
Strategic Action Plan
2013–2016
Student Achievement Plan
Updated July 2013

Vision: The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

Mission: The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

Values that are Relevant to this Plan:

- We value open and honest communication.
- We value parents as children's first and best teachers.
- We value providing equal educational opportunities for all students to achieve physically, intellectually, emotionally and socially.
- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value dedicated educators who mentor others to develop successful professional learning communities.
- We value professional development that directly impacts student achievement.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Curriculum				
1.1 WESD curricula are fully aligned to current Arizona Academic Standards. Each domain or strand is delineated into objectives and tasks, defining what every student should know and be able to do.	<ul style="list-style-type: none"> Monitor the timeline for implementation of the changes to the Arizona Academic Standards, including Arizona's Common Core Standards for Mathematics and Reading/Language Arts, to be articulated into WESD curricula. Convene stakeholder committees to review and revise program guide(s) for science, pending release from ADE during SY 2013–2014. Implement the revised program guide draft, and seek feedback from stakeholders on the draft document, making revisions as indicated. <ul style="list-style-type: none"> English Language Arts (K-8), updated June–July 2013 Mathematics (K-1), 2011–2012; updated June–July 2013 Mathematics (2-3), 2012–2013; updated June–July 2013 Mathematics (4-8), June–July 2013 	<ul style="list-style-type: none"> Academic Services Department School Administrators Program Coaches 	<ul style="list-style-type: none"> Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards completed by Governing Board and superintendent Submission of program guides for review and adoption by WESD Governing Board: <ul style="list-style-type: none"> English Language Arts, September 2014 Mathematics, September 2014 	2013–2016, as revisions are made by the state
1.2 WESD curricula are implemented with fidelity by all staff.	<ul style="list-style-type: none"> Develop/update/revise/implement pacing guide(s) aligned with curriculum and adopted curricular materials, June–July 2013. <ul style="list-style-type: none"> Mathematics English Language Arts Provide professional development for staff in the development and implementation of curriculum maps that reflect alignment with and inclusion of all curricular objectives. 	<ul style="list-style-type: none"> Academic Services Department School Administrators Program Coaches Teachers 	<ul style="list-style-type: none"> K-3 Math Pacing Guide, updated June–July 2013 4-8 Math Pacing Guide, June–July 2013 English Language Arts, grades K-8, support materials to include updated pacing guides, crosswalk documents, curriculum map templates, grade level progression, grade level standards reference cards, updated June–July 2013 Declaration of Curricular and 	2013–2015

Updated July 2013

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> • Provide curriculum map templates and professional development for their use. • Review curriculum maps. • Monitor instruction through the use of walk-through instruments and classroom observation. <p>Conduct a curriculum audit of fidelity of implementation for reading; analyze data collected, and develop an action plan based upon findings</p>		<p>Instructional Alignment to the Arizona Academic Standards completed annually by Governing Board, superintendent and principals</p> <ul style="list-style-type: none"> • Site-based curriculum maps • Walk-through, observation, and curriculum and time audit documentation 	2014–2015
1.3 WESD utilizes scientifically research-based, Governing Board-adopted materials for all learners.	<ul style="list-style-type: none"> • Follow instructional material adoption procedures for mathematics, SY 2013–2014. • Determine the need for supplemental language arts materials aligned with the Common Core ELAS Standards materials, with a focus on writing instruction, SY 2013–2014. • Provide professional development on the use of instructional materials. • Monitor utilization of scientifically research-based, Governing Board-adopted materials. <p>Follow instructional material adoption procedures for science, 2014–2015. Implement and train staff on the use of adopted science materials.</p>	<ul style="list-style-type: none"> • Director of Curriculum • Academic Services Administrators • School Administrators • Program Coaches 	<ul style="list-style-type: none"> • Approval of adopted materials by Governing Board • Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards completed by Governing Board, superintendent and principals • Walk-through, observation, and curriculum and time audit documentation 	2013–2014 2014–2015 2015–2016
1.4 WESD maximizes instructional time by implementing cross-curricular integration.	Provide professional development for staff in strategies to achieve cross-curricular integration, including social studies, science and technology integration within Arizona's Common Core Language Arts and Math Standards, as appropriate (STEM).	<ul style="list-style-type: none"> • Academic Services Administrators • School Administrators • Program 	<ul style="list-style-type: none"> • Training handouts 	2014–2016

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> Continue the development of lesson plans integrating technology standards across curricular areas. Monitor implementation of cross-curricular integration. Utilize technology applications to support student learning across curricula, e.g., Read 180, Think Central, Reading A-Z, SuccessMaker, Rosetta Stone, FitnessGram, LEARN 360, NBC Learn. Research best practices related to STEM instruction as defined by Arizona's Race to the Top grant. Develop a STEM resource guide. Develop lesson plan templates for the implementation of STEM. 	<ul style="list-style-type: none"> Coaches Teachers 	<ul style="list-style-type: none"> Lesson plans Walk-through, observation, and curriculum and time audit documentation 	2013–2014
	<ul style="list-style-type: none"> Research best practices related to STEM instruction as defined by Arizona's Race to the Top grant. Develop a STEM resource guide. Develop lesson plan templates for the implementation of STEM. 		<ul style="list-style-type: none"> STEM research bank STEM resource guide Lesson plan templates 	2014–2016
2.0 Instruction				
2.1 All students receive equal educational opportunities to achieve that meet or exceed curricular standards in an environment conducive to learning.	<ul style="list-style-type: none"> Articulate curricular expectations at and across grade levels to ensure that grade-level standards are implemented consistently with rigor. Provide professional development for analysis of student work to inform application of rigor. Develop common formative assessments, and utilize the data to form focused flexible skill groups. Ensure consistent use of standards-based reporting of student progress in grade K-3. Implement consistent grading protocol for grades 4-8. Communicate curricular expectations of Arizona's Common Core Standards for English Language Arts and Mathematics to parents and community through <ul style="list-style-type: none"> grade-level curricula parent guides; report cards/standards-based 	<ul style="list-style-type: none"> Academic Services Administrators Special Services Administrators School Administrators Language and Cultural Programs Coordinator Program Coaches School Instructional Staff Students Parents Academic Support Programs Consultants 	<ul style="list-style-type: none"> Mastery of skills through use of District and state assessments Walk-through, observation, and curriculum and time audit documentation Teacher Development Plan Curriculum maps, planning guides, lesson plans Standards-based reporting systems School-based professional development plans PowerPoint presentation for school use with parents outlining expectations of Arizona's Common Core Standards Parent Guide to Arizona Academic Standards, "What Parents Need to Know" 	2013–2014

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> • reporting; • parent/teacher conferences. • Provide resources and train teachers on the use of curricular and instructional planning tools, to include planning guides, curriculum maps and templates, and lesson plan templates. • Provide access to a variety of resources to support instruction, including Web sites and various media sources; develop an approved bank of teacher-developed lesson plans. • Support the implementation, training, and classroom use of technology resources, including SMART Board technology. • Provide and support opportunities for parent involvement through adult literacy and curriculum night activities, e.g., adult literacy classes, Math Family Fun Night. • Expand opportunities for student growth through extended day and summer programs to meet the data-driven learning needs of students by coordinating funding sources. • Increase opportunities for gifted students at all schools. • Monitor implementation of program models to enhance acquisition of English language fluency in accordance with federal, state and District guidelines. • Monitor implementation of program models and service delivery for special education students. 			
2.2 WESD maximizes student learning through the Response to Intervention framework.	<ul style="list-style-type: none"> • Expand implementation of WESD's Roadmap for Response to Intervention through Tiers 2 and 3. • Provide professional development in 	<ul style="list-style-type: none"> • Academic Services Administrators • Special 	<ul style="list-style-type: none"> • Walk-through, observation, and curriculum and time audit documentation • Teacher evaluation process 	2013–2015

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<p>Tier 1 Best First Instruction components (Learning Environment, Lesson Planning and Qualities of Effective Instructional Delivery) of the Roadmap for new staff.</p> <ul style="list-style-type: none"> • Reinforce non-negotiables for reading and mathematics, related to the Roadmap, for teachers, program coaches and administrators. • Emphasize rigor and text complexity in Best First Instruction. • Provide research-based, best practice professional development, including coaching support, in the areas of literacy and mathematics content instruction. • Provide professional development in student engagement strategies. • Implement student engagement strategies with fidelity. • Expand implementation of tools/strategies for enhancing student engagement, e.g., Thinking Maps, Kagan, SMART responders, SMART Boards, document cameras. • Monitor implementation of student engagement strategies through walk-throughs and observations. • Review and refine the K-3 reading program to include 90-minute core reading program instruction, and articulate Tier 2 and Tier 3 intervention scheduling and materials usage. • Evaluate currently utilized reading intervention programs to meet the needs of all learners. • Identify any additional reading intervention needs. • Update K-3 LEA and School Literacy Plans (Move On When Reading). • Identify mathematics instructional 	<p>Services Administrators</p> <ul style="list-style-type: none"> • School Administrators • Literacy Coaches • Mathematics Coaches • Instructional Coaches • Program Coaches • School Instructional Staff • Students 	<ul style="list-style-type: none"> • Lesson plans • Mastery of skills through use of District and state assessments • LEA and School K-3 Literacy Plans for Move On When Reading • Mathematical practices and accessible mathematics books, charts 	
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Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> needs through data analysis. Implement mathematical practices and content knowledge within expanded mathematics instruction, including the implementation of <i>Investigations</i> in grades K-3. Research mathematics intervention needs and options, including the use of <i>SuccessMaker</i>. Increase the use of reading intervention strategies and resources, e.g., Intervention Station, Reading A-Z, <i>SuccessMaker</i>, Read 180. Monitor fidelity of implementation of intervention strategies and instructional resources. Review and refine general and special education procedures to enhance <ul style="list-style-type: none"> pre-referral and identification of student academic and behavioral needs, including implementation of Tiers 1, 2 and 3 of RTI; impact of instructional interventions; and service delivery models. 			
2.3 WESD utilizes differentiation strategies to include content, materials and environment to deliver curricular standards meeting the needs of all learners, including identified ELL, special education and gifted students.	<ul style="list-style-type: none"> Continue professional development in differentiation supported by <ul style="list-style-type: none"> data analysis; intervention strategies to meet the needs of all learners, to include special education, English language learners, Title I, gifted; available resources. Provide professional development in differentiation strategies, e.g., Kagan cooperative learning strategies. Implement differentiation strategies with fidelity. 	<ul style="list-style-type: none"> Academic Services Administrators Special Services Administrators School Administrators Literacy Coaches Mathematics Coaches Instructional Coaches 	<ul style="list-style-type: none"> Walk-through, observation, and curriculum and time audit documentation Teacher Development Plan Lesson plans Mastery of skills through use of District and state assessments Student assessment data Professional development sign-in sheets, agendas and evaluations Planning tools on Intranet Training schedules and materials District- and school-level calendars and parent involvement 	2013–2014

Updated July 2013

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> • Monitor the implementation of differentiation strategies. • Increase student achievement through differentiation by monitoring <ul style="list-style-type: none"> • daily objectives posted for both content and English Language Proficiency Standards in classrooms; • analysis of student data, including data walls; • use of various student groupings; • rigor of instruction; and • student reflection. • Provide continuing professional development in Structured English Immersion strategies, including a focus on the revised English Language Proficiency Standards. • Provide professional development in reading, mathematics and ELL instruction through modeling, demonstration lessons and job-embedded coaching. • Refine and expand implementation of the Native Language Fluency Screener. • Provide professional development in the areas of special education and gifted services to meet the unique needs of these populations. • Expand collaboration with Glendale Union High School District and Glendale Elementary School District to maximize educational opportunities and share information for the benefit of both staff and students. • Collaborate with Glendale Union High School District to prepare students and parents for the transition to high school. 	<ul style="list-style-type: none"> • Program Coaches • School Instructional Staff • Students 	<ul style="list-style-type: none"> • Tri-district articulation meetings and trainings • High school visitation and registration schedules 	
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Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> Participate in the NAU Gear Up college and career planning Arizona EXPLORE Program for eighth graders. 			
3.0 Assessment				
3.1 WESD implements the Student-Teacher-Course Connection to connect federal, state and District data.	<ul style="list-style-type: none"> Attend Arizona Department of Education Race to the Top trainings and webinars to acquire information regarding necessary actions to meet the Race to the Top requirements. Continue to align WESD course information with Arizona's course schedule, to include additional creation of course names, descriptions and codes for all grades, K-8. Coordinate with MIS to implement the curricular component with the technical requirements within the student information system (Synergy). Train new school administrators, office staff and other employees in the development of schedules to meet the requirements. Integrate the new scheduling requirements with the Synergy grade book and report cards. 	<ul style="list-style-type: none"> Academic Services Administrators and Staff MIS Administrators and Staff 	<ul style="list-style-type: none"> Course Master List Course Map (Phase 1 with ADE) Submission of data for Phases 2 and 3 	2013–2014
3.2 WESD makes real-time student data accessible to WESD stakeholders through Internet and Intranet applications.	<ul style="list-style-type: none"> Modify assessment data applications to align with the 2010 Academic Standards for Language Arts and Mathematics. Modify the English language learner data application to align with the new AZELLA 2013 report. Create and modify electronic data sets to meet the needs of stakeholders. Provide professional development on the WESD application systems available, data downloads and data analysis capabilities. 	<ul style="list-style-type: none"> Applications Development Programming Supervisor MIS Department Academic Services/ Assessment Department 	<ul style="list-style-type: none"> Intranet data applications 	2013–2014

Updated July 2013

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> • Explore the accessibility and viability of utilizing Arizona's longitudinal data system (LDS) as a data warehouse for WESD assessments data, with information accessible to a range of stakeholders to include administrators, teachers and, potentially, parents. • If Arizona's LDS is an option, develop the functionality to integrate with the system. • If Arizona's LDS is not an option, research potential products or develop a data warehouse in conjunction with the student information system. <ul style="list-style-type: none"> • Data access (back end) • Business rules (back end) • User interface (front end) • Identify data needs of administrators, teachers, parents/community members and students. • Deliver professional development to enable users to access data electronically and to utilize data tools (filters/trees/drilldowns/tables/charts/graphs) to meet their needs. • Evaluate the system for ease of use, relevancy of data and needs of stakeholders. • Develop the parent portal component of the student information system. 			2014–2016
3.3 WESD utilizes student data to guide instruction.	<ul style="list-style-type: none"> • Provide professional development for users on <ul style="list-style-type: none"> • disaggregation options; • structures for identification of students to target specific instructional needs; • summative, benchmark and formative data to create effective progress monitoring of students; 	<ul style="list-style-type: none"> • Academic Services/Assessment Department • Academic Support Programs Administrators • School Administrators 	<ul style="list-style-type: none"> • School-based PLC activity notes • Data references in curriculum maps • Teacher evaluation process 	2013–2014

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> school-based common assessments for use in progress monitoring; utilizing data to develop individualized intervention plans for Tiers 2 and 3 intervention. 	<ul style="list-style-type: none"> Teachers Program Coaches 		June–July 2013
				2013–2014
3.4 WESD monitors student progress using standards-based reporting systems.	<ul style="list-style-type: none"> Revise District reading/language arts and mathematics assessments to align with the newly adopted state standards, and provide tools to assist with tracking and reporting of the data. Provide data from screening, diagnostic, summative, benchmark and formative assessments for use at the District, school, grade and classroom levels to <ul style="list-style-type: none"> develop goal targets at each level; identify students for specialized programs; identify student intervention needs; plan instruction; and evaluate instruction. Provide site-based scanning and reporting capabilities for formative assessments at the middle school levels. 	<ul style="list-style-type: none"> Superintendent Academic Services/Assessment Department School Administrators Teachers Program Coaches 	<ul style="list-style-type: none"> Standards-based reporting systems Report cards District assessment reports at the District, school, grade and individual student levels 	June–July 2013
	<ul style="list-style-type: none"> Complete the revision of K-3 standards-based rubrics and report cards to align with Arizona's Common Core Standards. Revise the standards-based grading systems to include an electronic grade book and resultant report cards. Align Common Core Standards-based assessment data with the rubrics and report cards. <p>Continue professional development on the use of standards-based grading systems to include an electronic grade</p>			August–September 2013

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

		book.				2013–2014
		<ul style="list-style-type: none">Utilize results of the K-3 standards-based report card implementation evaluation to provide related professional development.Provide reports for assessments at the District, school, grade, teacher and student levels.				August 2013
		Implement grading protocol for grades 4-8 system-wide.				June 2014
		Revise the protocol as needed.				2013–2014
3.5	WESD monitors programs and assessments.	<ul style="list-style-type: none">Provide professional development for administrators and teachers on procedures for using data to monitor students identified for intervention.Create data procedures to monitor implemented programs for student achievement effectiveness.<ul style="list-style-type: none">Curricular and material implementationsDistrict-wide intervention programsSchool-specific intervention programsProfessional development initiativesDevelop an intervention resource list that matches skills and scientifically based methods and materials. Conduct a program evaluation.	<ul style="list-style-type: none">Academic Services/ Assessment DepartmentSchool AdministratorsTeachersProgram CoachesConsultants	<ul style="list-style-type: none">Program evaluationsStudent achievement data		2014–2015
4.0 Professional Development						
4.1	WESD utilizes the Learning Forward (formerly National Staff Development Council) Standards and Assessment Inventory for Staff Development in planning all District and site-based professional development.	Train staff on the 2011 Standards for Staff Development, and plan for implementation of the standards, particularly as they relate to the Standards Assessment Inventory (SAI). Administer the SAI to all schools on a yearly basis. Analyze the SAI site-based and District-wide results annually, including trends.	<ul style="list-style-type: none">Director of Professional Development ServicesAcademic Services AdministratorsSchool AdministratorsSite Council	<ul style="list-style-type: none">Copy of the Learning Forward Standards for Staff Development for each school and department's leadership team, specifically new administrationSAI survey resultsSAI results training materials	July 2013	Annually, each May Annually, each June as results of the SAI are available

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	Utilize the Learning Forward Staff Development Standards in designing all District and site-based training	and School Leadership Team Members • Program Coaches • CIRT Review Teams	<ul style="list-style-type: none"> • School and department professional development plans • Professional development plan rubric for monitoring • CIRT rubric for monitoring school improvement plans 	2013–2014
	Establish a process for ensuring that the Learning Forward Standards for Staff Development are applied whenever planning for professional development.			Annually, each May
	Utilize the Continuous Improvement Review Process (CIRT) established for monitoring the implementation of school improvement professional development plans based on the SAI and in the future, Learning Forward Standards for Staff Development.			
4.2	WESD implements professional development that is systemic, ongoing and job-embedded.	<ul style="list-style-type: none"> • Director of Professional Development Services • Academic Services Administrators • School Administrators and Leadership Team Members • Program Coaches • Instructional Coaches • EMPOWER Coaches 	<ul style="list-style-type: none"> • School and department professional development plans • School improvement/professional development plan rubric for monitoring implementation • Reflection activities conducted with program coaches and site administrators • Title II funds • Sign-in sheets, agendas, training materials 	Fall 2013
	Design reflection procedures for monitoring the implementation of job-embedded professional development during Program Coach and Principal sessions.			2013–2014
	<ul style="list-style-type: none"> • Monitor the implementation of job-embedded professional development through site visits and reflection journals. • Continue to implement programs (ASPIRE, Step Up to Success) designed to build leadership capacity. 			2013–2015
4.3	WESD provides training and coaching to staff to create schools in which highly effective instructional staff are accessible for all students' increased learning.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Academic Services Administrators 	<ul style="list-style-type: none"> • Title II Guidelines for Effective Teaching • Coaching training materials • Program coach job description • Instructional coach job description • WESD 2013–2014 professional development plans for program coaches and school 	2013–2015

Washington Elementary School District Strategic Action Plan 2013–2016
Student Achievement Plan

	<ul style="list-style-type: none"> with consultants. Implement the staff coaching model systemically. Monitor implementation of the coaching model through reflection activities, observation and feedback, and shadowing experiences. 	<ul style="list-style-type: none"> School Administrators Program Coaches Instructional Coaches EMPOWER Coaches Consultants -- Jo Robinson, Kevin Feldman 	<ul style="list-style-type: none"> administrators Coaching logs Reflection journals Coaches' schedules EMPOWER schedules/summaries Videotaping PLA schedule 	
4.4 WESD staff demonstrates the ability to implement Best First Instruction by moving from "learning to doing" to ensure increased student achievement.	<ul style="list-style-type: none"> Provide professional development for <ul style="list-style-type: none"> effective classroom instruction; strategies for moving from knowledge to implementation; and then to institutionalization; achievement-based evaluation procedures related to effective instruction; Tiers 2 and 3 intervention strategies and models. Initiate monitoring the accessibility of effective teachers for all WESD students regardless of their achievement, economic status and/or language proficiency. Revisit, retrain and monitor the use of intervention in reading and mathematics in addition to the required core minutes. 	<ul style="list-style-type: none"> Director of Professional Development Services Academic Services Administrators School Administrators and Leadership Team Members Program Coaches Instructional Coaches EMPOWER Coaches Consultants 	<ul style="list-style-type: none"> WESD RTI Roadmap and non-negotiables Presentation materials related to RTI and effective instruction Walk-through, observation, and curriculum and time audit documentation Multiple sources of student achievement data WESD teacher evaluation process Title II Effective Teacher Plan Guidelines 	2013–2014
5.0 Teacher and Principal Effectiveness				
5.1 WESD recruits and hires highly qualified (HQ) teachers and assists current teachers in becoming HQ to build capacity in content areas such as math, science, special education, art and music.	<ul style="list-style-type: none"> Implement informational strategies that will educate current WESD teachers in methods for attaining HQ status for future hard-to-fill positions. Reimburse for the Arizona Educator Proficiency Assessment/National Evaluation Systems (AEPANES) subject knowledge content test once passed. 	<ul style="list-style-type: none"> Human Resources Analyst for HQ Compliance Assistant Superintendent for Academic 	<ul style="list-style-type: none"> Electronic and print literature provided to teachers Accounting of reimbursements to teachers Class schedules and handouts Purchase order for study guides Agendas from meetings and conferences Recap of interviews and survey 	2013–2015

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		Services	results	
	<ul style="list-style-type: none">Attend Arizona Department of Education meetings and conferences to acquire HQ training and information.Evaluate users' reaction to the HQ options and services WESD provides by conducting interviews and a satisfaction survey; use evaluation results to improve program delivery.	<ul style="list-style-type: none">Director of Professional Development Services		
5.2	WESD develops and implements intensive training for site administrators pertaining to research-based effective instructional strategies and characteristics of highly effective teachers who are successfully increasing student learning and achievement, with a focus on Common Core literacy and mathematics within the Response to Intervention (RTI) framework.	<ul style="list-style-type: none">Administrator of Professional Development ServicesAssistant Superintendent for Administrative ServicesDirector of CurriculumAssistant Superintendent for Academic ServicesDirector of Professional Development ServicesConsultantsDirector of Human Resources	<ul style="list-style-type: none">Professional development plan for site leadersSchedule of knowledge building and training sessions for site leadersDocumentation from walk-throughs, observations and conferencesDocumentation from co-teaching, modeling and coaching sessionsInterview notesWritten evaluationsReflection journalsCase study analysisStudent data	2013–2016
				2013–2014
				2013–2015
				2013–2014

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<p>the acquired instructional knowledge during the evaluation process; focus on data collection pertaining to teachers' application of effective instructional practices and the outcome of using these practices to increase student engagement and achievement.</p> <p>Evaluate the effectiveness of the professional development plan through individual interviews, written evaluations, reflection journals, case study analysis and student data.</p>			<p>2014–2015</p>
<p>5.3 WESD develops and implements intensive training for coaches pertaining to research-based effective instructional strategies and characteristics for highly effective teachers who are successfully increasing student learning and achievement, with a focus on Common Core literacy and mathematics within the RTI framework.</p>	<ul style="list-style-type: none"> • Design a multi-year professional development plan for coaches that includes job-embedded strategies for acquiring critical knowledge of effective instruction, reflection on application of those effective instructional strategies in classrooms, hands-on practice in applying the instructional strategies and the development of skills necessary to identify the effective use of the instructional strategies by teaching staff. • Conduct knowledge building sessions with coaches focusing on the effective instructional strategies highlighted through the RTI Tiers 1-3 Best First Instruction Model-Roadmap for Response to Intervention. • Conduct weekly knowledge building sessions with coaches focusing on effective literacy and mathematics instructional methods aligned with Arizona Common Core Standards. • Conduct training sessions on effective coaching strategies, focusing on the collection of data pertaining to teachers' application of effective instructional practices and the coaching dialogue related to 	<ul style="list-style-type: none"> • Administrator of Professional Development Services • Director of Curriculum • Assistant Superintendent for Academic Services • Director of Professional Development Services 	<p>Professional development plan for coaches</p> <ul style="list-style-type: none"> • Schedule of knowledge building and training sessions for coaches • Documentation from walk-throughs and observations • Documentation from teaching, co-teaching, modeling and coaching sessions • Interview notes

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	<p>effective use of these practices in increasing student engagement and achievement.</p> <ul style="list-style-type: none"> • Implement a monthly application model with coaches by conducting classroom walk-throughs for practice in the identification of effective instruction content acquired in training. • Implement the application of effective instruction practices by coaches through teaching, co-teaching and modeling the gained instructional practices in literacy and mathematics classes. • Evaluate the effectiveness of the professional development plan through individual interviews, written evaluations, reflection journals, case study analysis and student data. 		
<p>5.4 WESD develops and implements intensive training for all teachers, inclusive of special education and English language learner (ELL), pertaining to research-based effective instructional strategies and the characteristics of highly effective teachers who are successfully increasing student learning and achievement with a focus on Common Core literacy and mathematics within the RTI framework.</p>	<ul style="list-style-type: none"> • Design a multi-year professional development plan for teachers that includes job-embedded strategies for acquiring critical knowledge of effective instruction, reflection on applying those effective instructional strategies in classrooms, hands-on practice in applying instructional strategies and the development of skills to monitor the impact of effective instructional strategies on student learning. • Revisit knowledge building sessions with teachers focusing on the effective instructional strategies highlighted through the Best First Instruction Model-Roadmap for Response to Intervention. • Conduct knowledge building sessions for teachers focusing on an effective learning environment that emphasizes the physical space as well as the emotional culture of the 	<ul style="list-style-type: none"> • Administrator of Professional Development Services • Director of Curriculum • Assistant Superintendent for Academic Services • Director of Professional Development Services 	<p>2013–2015</p> <ul style="list-style-type: none"> • Professional development plan for teachers • Schedule of knowledge building sessions for teachers • Documentation from walk-throughs and observations • Lesson plans • Videotaping • Interview notes • Written evaluations • Reflection journals • Case study analysis • Student data

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	<ul style="list-style-type: none"> • Conduct knowledge building sessions for teachers focusing on effective Common Core literacy and mathematics instructional methods through classes, demonstration classroom observations, and reading and mathematics summer institutes. • Conduct knowledge building sessions for teachers focusing on effective instructional planning that impacts student engagement and learning, to include small group Tier 2 intervention connected to data and progress monitoring. • Conduct knowledge building sessions for teachers focusing on the qualities of effective instructional delivery, including content and language objectives, learning segments, effective student engagement strategies and process for monitoring student growth. • Implement a coaching model that includes classroom walk-throughs, observations in demonstration classrooms, lesson planning, videotaping classroom practices for analysis of effective instruction content and delivery strategies acquired in training, and reflective dialogue pertaining to instructional decision making and the monitoring of student progress. • Evaluate the effectiveness of the professional development plan through individual interviews, written evaluations, reflection journals, case study analysis and student data. 				
5.5 WESD develops and implements teacher and principal evaluation instruments that comply with	Provide knowledge building sessions with the Governing Board, administrators and teachers pertaining to legislative and other changes in the	<ul style="list-style-type: none"> • Administrator of Professional 	<ul style="list-style-type: none"> • Outline of material covered during the knowledge building sessions 	2013–2015	

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<p>the criteria defined in the Arizona Framework for Measuring Educator Effectiveness.</p>	<p>Arizona Board of Education model framework for teacher and principal evaluation instruments tied to student growth/achievement.</p> <p>Continue to utilize the Teacher Evaluation Technical Subcommittee, composed of principals, coaches, teachers and Academic Services Department staff, to address the Arizona Board of Education guidelines and criteria pertaining to teacher and principal evaluation instruments.</p> <ul style="list-style-type: none"> • Review best practices pertaining to teacher and principal evaluation. • Revise the District's teacher and principal evaluation instruments, as needed, based upon input from administrators and teachers. • Revise teacher and principal evaluation instruments in accordance with the criteria and guidelines associated with Senate Bill 1040, House Bill 2500 and State Board of Education changes to the Arizona Framework for Measuring Educator Effectiveness and aligned with the District's definition of highly effective teachers and leaders. <p>Submit the revised teacher and principal evaluation instruments to the Governing Board for approval.</p> <p>Continue to train staff on the teacher and principal evaluation instruments, and continue to implement the instruments effective with the 2013–2014 school year.</p> <ul style="list-style-type: none"> • Continue to solicit feedback from teachers, principals and administrators. • Based on the feedback received, revise the instruments to incorporate necessary adjustments. • Develop a teacher evaluation 	<p>Development Services</p> <ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Director of Professional Development Services • Director of Human Resources • Director of Organizational Development • Teacher Evaluation Technical Subcommittee 	<ul style="list-style-type: none"> • List of study team members • Agendas from study team meetings • Draft of teacher evaluation instrument 	<p>2013–2014</p> <ul style="list-style-type: none"> • Governing Board agenda item • Training handouts • Documentation of feedback received • Revised evaluation instruments
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	handbook containing examples of specific teaching behaviors to reflect each standard in the instrument. Monitor the results of using the new evaluation instruments with regard to inter-rater reliability and student growth.			<ul style="list-style-type: none"> • Statistical and graphic evidence of results 	July 2013–June 2015
5.6 WESD develops and implements job-embedded, systemic, ongoing and standards-based professional development for administrators, program coaches and teachers to retain highly effective employees who are successfully increasing student learning and achievement.	<ul style="list-style-type: none"> • Conduct training in strategies and techniques for analyzing student work in collaborative work teams that foster student growth. • Provide training for individuals and teams focusing on monitoring student progress through data walls/charts, data dialogues, vertical team data analysis and making instructional decisions based on student data. • Train school teams composed of teachers, program coaches and administrators in lesson design and collaborative inquiry strategies. • Provide intensive cooperative learning training for teachers and program coaches utilizing Kagan Structures. 	<ul style="list-style-type: none"> • Administrator of Professional Development Services • Assistant Superintendent for Academic Services • Director of Professional Development Services 	<ul style="list-style-type: none"> • Training handouts • Sign-in sheets 	2013–2015	
	Develop quality demonstration classrooms in various settings, grade levels and content areas that model effective teaching strategies utilizing highly effective teachers as models.		<ul style="list-style-type: none"> • Photographs • Videotapes 		
	<ul style="list-style-type: none"> • Conduct training for administrators and program coaches on powerful professional development designs and the Learning Forward (formerly Standards for Professional Development). • Train program coaches and administrators on various walk-through strategies and instruments, and implement learned techniques to monitor the fidelity of literacy and mathematics instruction. 	<ul style="list-style-type: none"> • Administrator of Professional Development Services • Assistant Superintendent for Administrative Services • Assistant Superintendent 	<ul style="list-style-type: none"> • Training materials 		

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	<ul style="list-style-type: none"> • Train program coaches and administrators on the Standards Assessment Inventory (SAI) and its use in planning quality professional development. 	<ul style="list-style-type: none"> • Director of Professional Development Services 		2013–2014
	<p>Conduct training on the methods of evaluating effective professional development by applying Guskey's five critical areas.</p> <p>Evaluate the various trainings and their impact on staff and students through reflections, observations, walk-throughs, videotapes, student testing data, interviews, PLC planning documents and SAI results.</p>			2013–2015
	<ul style="list-style-type: none"> • Documentation of reflections, observations, walk-throughs, interviews and PLC planning • Videotapes • Student testing data • SAI results 			
5.7	WESD researches, revises and implements the three-year BEGIN teacher induction program.	<ul style="list-style-type: none"> • Administrator of Professional Development Services • Director of Professional Development Services • Instructional Coaches 	<ul style="list-style-type: none"> • Documentation of procedures applied • Training materials • Chart of cadre leader and participant assignments • Training materials • Documentation of feedback received • Revised BEGIN program documentation 	June–July 2013
	Interview and select cadre leaders.			
	Train selected cadre leaders in the new model format, skills for mentoring and data gathering strategies.			June–August 2013
	Assign cadre leaders to newly hired beginning teachers in the BEGIN teacher induction program and, as needed, to other teachers who are new to WESD.			
	<ul style="list-style-type: none"> • Provide ongoing, collaborative training and reflection opportunities for the cadre leaders and their assigned teachers. • Monitor the BEGIN program's implementation and the cadre leader matches. • Seek feedback from program participants, cadre leaders and building principals; based on the feedback received, make appropriate adjustments to the BEGIN model, including support and training aspects. 			September 2013–May 2014
	Evaluate the BEGIN program model		• Interview documentation	May 2013–June

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	through individual interviews, written evaluations, reflection journals, mentor time logs, student achievement data and Human Resources Department data pertaining to new hire teacher status.	<ul style="list-style-type: none"> • Evaluations • Reflection journals • Cadre leader time logs • Student achievement data • New hire teacher data 	2014
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Fiscal Resources:

- M&O Funds
- Title I Funds
- Title II Funds
- Title III Funds
- Capital Funds
- Soft Capital Funds

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings
- Announcement of school labels by ADE
- Program audit reports
- Parent and community meetings such as Title I meetings, back-to-school sessions and curriculum nights

Accomplishments to Date:

- Highlighted implementation of Arizona's Common Core Standards in Language Arts and Mathematics at Governing Board meetings
- Refined pacing guides for reading, including 2012 English Language Proficiency Standards
- Revised mathematics K-3 pacing guides following teacher feedback: grouped performance objectives by topic; sequenced performance objectives; identified instructional resources (textbook, instructional strategies, Web sites); provided explanations, key strategies and models; and identified key vocabulary
- Piloted a draft grading protocol and use of the Synergy parent portal
- Expanded job-embedded professional development through Empower literacy and mathematics coaches and summer math institutes; completed but with continuation of in-house expertise in 2013–2014
- Implemented the Roadmap for Response to Intervention with a focus on Best First Instruction, particularly in the areas of lesson planning, instructional delivery and purposeful learning environment
- Expanded professional development for administrators, program coaches and teachers in the areas of Common Core pertaining to English language arts and mathematics, emphasizing concept development and the use of research-based instructional strategies to increase student engagement and learning
- Increased use of data to guide instruction as evidenced by data walls/charts, data folders and student goal-setting at multiple school sites
- Provided professional development for all teachers on the 2010 Arizona Common Core English Language Arts Standards focused on the instructional shifts, particularly in the areas of increased rigor, a balance of fiction and informational text, and close reading and annotation strategies

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- Fully implemented the Arizona Common Core English Language Arts and Mathematics Standards in grades K-3, with revised pacing guides, aligned assessments and standards-based report cards
- Expanded the implementation of the Roadmap “Best First Instruction” Response to Intervention to include non-negotiables, and aligned the Roadmap to the new teacher evaluation rubric
- Focused job embedded professional development for administrators, coaches and teachers on effective instructional strategies and student engagement that included modeling, lesson study and reflection of instruction
- Designed the WESD teacher evaluation process in accordance with state mandates, development rubrics for teacher and principal performance matched to different job responsibilities, and began a series of informational videos geared toward developing an understanding of the requirements, changes and implementation of the new process

Future Outcomes:

- Expand the implementation of WESD’s Roadmap for Response to Intervention for Tier 1 Best First Instruction to include an emphasis on rigor, non-negotiables, and glossaries of common terms and definitions for use systemically.
- Develop a handbook with specific examples of teacher behaviors aligned to the teacher evaluation rubric and process.
- Make real-time student data accessible to WESD stakeholders through Internet and Intranet applications.
- Realize the goal of achieving equitable distribution of highly effective instructional staff for all WESD students.
- Expand opportunities for job-embedded professional development through coaching by consultants and District staff, to include modeling, lesson planning, co-teaching, videotaping and lesson debriefing, all geared toward building internal capacity for embedding the learning systemically.
- Implement the 2010 Arizona Academic (Common Core) Standards for English Language Arts (K-8) and Mathematics (K-8) through revision of the pacing guides, purchase of additional resources, schedule for professional development, revision of District assessments (Phonics Screener, K-1 Mathematics Continuum and Portfolio, DIBELS Next), and update to the K-3 standards-based report cards.
- Increase awareness and use of the English Language Arts Standards across curriculum to include social studies, science and technology in grades 6-8.
- Expand the implementation of the Roadmap to affirm “Best First Instruction” and to identify the data analysis, processes and materials for Tier 2 and Tier 3 intervention so that all students achieve.
- Provide ongoing professional development focused on the mathematical practices, shifts, and content differences of the 2010 Arizona Common Core Mathematics Standards in grades 4-8.
- Continue to implement the revised teacher evaluation process to include the new teacher performance rubrics, teacher development plans and additional components of the evaluation system, and revise based upon feedback as needed.
- Research and begin knowledge building for the integration of science, technology, engineering, and mathematics (STEM) instruction.

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Vision: The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

Mission: The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

Values That Are Relevant to This Plan:

- We value open and honest communication.
- We value the health, safety and welfare of our students, parents, community and staff.
- We value parents as children's first and best teachers.
- We value providing equal educational opportunities for all students to achieve physically, intellectually, emotionally and socially.
- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value dedicated educators who mentor others to develop successful professional learning communities.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value building relationships between each school and the community it serves.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

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Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Crisis and General Communication				
1.1 Parents and community members are informed and updated regularly on emergency preparedness and crisis response.	<p>Inform parents of specific incidences and ongoing crisis information through advisories, outdials, Parent/Student Handbook and school newsletters.</p> <p>Institute an alert feature on WESD's Web site to inform parents and community of emergency/crisis situations.</p>	<ul style="list-style-type: none"> • Director of Communication Services • Digital and Crisis Communications Coordinator • Language and Cultural Programs Coordinator • Director of Communication Services • Director of Safety and Security • Digital and Crisis Communications Coordinator • Language and Cultural Programs Coordinator 	<ul style="list-style-type: none"> • 2013–2014 letters, outdial scripts, handbooks, etc. • Alert feature 	<p>August 2013–June 2014</p> <p>October 2013</p>
1.2 WESD's graphic identity is updated, is consistent with its vision, mission and values, is consistently utilized and is being maintained.	<ul style="list-style-type: none"> • Update WESD's logo and incorporate it into District and school print and electronic materials. • Publish an updated graphic usage/standards manual, and train appropriate personnel. • Perform regular spot-checks for adherence to standards. 	<ul style="list-style-type: none"> • Director of Communication Services • Manager of Printing Services • Graphics Specialist 	<ul style="list-style-type: none"> • Published manual • School/District materials 	May 2013–June 2014
1.3 School-based and department-based communication plans are built from the District plan, include non-English plan(s), if appropriate, and focus on	<ul style="list-style-type: none"> • Develop District communication tools and training. • Work with individual schools to develop and implement school-based communication plans. 	<ul style="list-style-type: none"> • Communication Services Department • Principals • Department Supervisors 	<ul style="list-style-type: none"> • Written plans 	July 2013–June 2014

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communication with school communities.		<ul style="list-style-type: none"> Community Outreach Specialist Language and Cultural Programs Coordinator 		
2.0 Community Relations				
2.1 Each WESD school is viewed as a center of the community, a welcoming place for students, parents and communities.	Build tracking/reporting mechanisms to recognize outstanding efforts by schools in reaching out to communities, e.g., press releases translated for La Voz, Univision.	<ul style="list-style-type: none"> Director of Communication Services Digital and Crisis Communications Coordinator Language and Cultural Programs Coordinator 	<ul style="list-style-type: none"> Tracking sheet Press releases Publications 	August 2013–June 2014
2.2 WESD leadership is actively involved in community and civic organizations.	Research, join and actively participate in civic and community groups within WESD boundaries. Maintain pace-setter status with Valley of the Sun United Way.	<ul style="list-style-type: none"> Administrative Leadership Team Community Outreach Specialist Digital and Crisis Communications Coordinator 	<ul style="list-style-type: none"> Membership roster Organization information Annual employee campaign 	August 2013–June 2014 September–October 2013
2.3 WESD is actively involved in faith-based community relationships.	<ul style="list-style-type: none"> Collaborate with Urban Plunge to benefit individual schools. Share information with CityServe/HopeFest to benefit community members. 	<ul style="list-style-type: none"> Principals Administrator of Social Services Director of Organizational Development Community Outreach Specialist 	<ul style="list-style-type: none"> Completed projects Publicity materials 	July 2013–June 2014
2.4 WESD compiles a monthly community calendar, which highlights community events in the Valley.	<ul style="list-style-type: none"> Collect information regarding community events, and post them to the calendar. Distribute the calendar via e-mail and post it to the WESD Web site. 	<ul style="list-style-type: none"> Community Outreach Specialist 	<ul style="list-style-type: none"> Calendar 	July 2013–June 2014
3.0 Marketing				
3.1 WESD is the “district of choice” for students, parents and educators.	Update marketing materials specific to <ul style="list-style-type: none"> teacher/staff recruitment; staff retention; general usage. 	<ul style="list-style-type: none"> Director of Communication Services Director of Organizational 	<ul style="list-style-type: none"> Revised/new materials 	August 2013–June 2014

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			<ul style="list-style-type: none"> • Human Resources Analyst – Recruitment • Community Outreach Specialist 		
	Update the WESD marketing plan to serve as a roadmap for District marketing efforts.		<ul style="list-style-type: none"> • Director of Communication Services • Community Outreach Specialist 	<ul style="list-style-type: none"> • Marketing plan 	August 2013
3.2	The WESD marketing plan guides and reflects the marketing efforts of District staff.	Review and enhance the marketing plan regularly to reflect District marketing efforts.	<ul style="list-style-type: none"> • Director of Communication Services • Community Outreach Specialist • Digital and Crisis Communications Coordinator 	<ul style="list-style-type: none"> • Marketing plan 	Continue into 2013–2014
3.3	The WESD Web site is enhanced to better market the District.	Enhance the new WESD Web site by regularly updating news, maintaining current department sites and introducing new features as they become available.	<ul style="list-style-type: none"> • Director of Communication Services • Digital and Crisis Communications Coordinator • Language and Cultural Programs Coordinator 	<ul style="list-style-type: none"> • Redesigned site • Updates 	August 2013–June 2014
4.0 Business Partners					
4.1	WESD establishes and maintains business partnerships that provide a reciprocal relationship among businesses, schools, WESD administration and community.	<ul style="list-style-type: none"> • Establish new and enhance existing business partnerships. • Seek opportunities for the District and business community to work together. 	<ul style="list-style-type: none"> • Community Outreach Specialist • School-based 21st Century Community Outreach Specialists and/or Coordinators 	<ul style="list-style-type: none"> • WESD/business partner documentation 	July 2013–June 2014
4.2	The WESD Business Advisory Team develops, enhances and maintains mutually supportive, strategic relationships between WESD and its surrounding business	Hold quarterly Business Advisory Team meetings to bring businesses, community leaders and WESD leadership together.	<ul style="list-style-type: none"> • Administrative Leadership Team • Community Outreach Specialist • School leadership 	<ul style="list-style-type: none"> • Agendas • Notes • Mailing list of business members 	July 2013–June 2014

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community.				
4.3 WESD has explored and initiated appropriate academic partnerships with higher-learning institutes to provide career exploration opportunities at the middle/junior high school level.	Explore ASU West, Grand Canyon University and other college opportunities for career exploration for students.	<ul style="list-style-type: none"> Director of Communication Services Community Outreach Specialist 	<ul style="list-style-type: none"> Opportunities profile 	July 2013–June 2014
4.4 Opportunities have been explored to establish WESD as an active member of the business/organization community.	Explore membership and involvement in civic and community organizations.	<ul style="list-style-type: none"> Director of Communication Services Director of Organizational Development Parent Involvement Administrator Community Outreach Specialist Language and Cultural Programs Coordinator 	<ul style="list-style-type: none"> Report Membership 	July 2013–June 2014
5.0 Media Relations				
5.1 Communication Services pitches ongoing, timely media stories focused on student achievement, innovative teaching methods and cutting-edge use of technologies, in both English and non-English media.	Update point-person relationships with major media outlets as personnel and assignments change. Support schools in identifying newsworthy information to share in print, broadcast and electronic media. Update a tip sheet for use by schools to submit story ideas.	<ul style="list-style-type: none"> Director of Communication Services Director of Communication Services Digital and Crisis Communications Coordinator 	<ul style="list-style-type: none"> Media list Stories Story pitches Tip sheet 	August 2013–June 2014 August 2013–June 2014 August 2013
5.2 WESD responds to media requests for information in times of crisis.	<ul style="list-style-type: none"> Respond to media requests for information during “crisis” situations. Develop a formal statement, if necessary, utilizing the expertise of key WESD personnel. 	<ul style="list-style-type: none"> Director of Communication Services Digital and Crisis Communications Coordinator 	<ul style="list-style-type: none"> Crisis log 	Continue into 2013–2014
5.3 WESD is recognized as the “go to” district for a local angle on national and state education-related stories.	Update the “panel of experts” to respond to media inquiries and serve as spokespersons on specific topics.	<ul style="list-style-type: none"> Director of Communication Services Digital and Crisis 	<ul style="list-style-type: none"> List of panelists and specialties 	August 2013–November 2013

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		Communications Coordinator	Report	
5.4	WESD actively participates in social networking opportunities.	<ul style="list-style-type: none"> • Develop and maintain Facebook and Twitter accounts. • Explore opportunities for Spanish posts in social media. 	<ul style="list-style-type: none"> • Director of Communication Services • Director of Human Resources • Community Outreach Specialist • Digital and Crisis Communications Coordinator • Language and Cultural Programs Coordinator 	August 2013–June 2014
5.5	WESD spotlights its programs, services and partners through use of the Administrative Center television.	Update messages shown on the Administrative Center television.	<ul style="list-style-type: none"> • Television 	August 2013–June 2014
6.0 Public Education Advocacy				
6.1	WESD staff actively engage in efforts to promote public education.	<p>Promote participation in organizations and events that spotlight public education.</p> <p>Actively participate in professional organizations.</p>	<ul style="list-style-type: none"> • Superintendent • Administrative Leadership Team • WESD Principals • Site Councils • Superintendent Administrative Leadership Team 	Continue into 2013–2014
			<ul style="list-style-type: none"> • Memberships • Event participation 	Continue into 2013–2014
7.0 Recognition				
7.1	WESD recognizes and celebrates the contributions of members of the WESD community in an ongoing, consistent, appropriate manner.	Support the recognition of sites and individuals for their unique contributions to the WESD and community.	<ul style="list-style-type: none"> • Administrative Leadership Team • Principals 	Continue into 2013–2014
8.0 Community Outreach				
8.1	All WESD sites collaborate with their respective	Work with community organizations to build relationships with city of Phoenix	<ul style="list-style-type: none"> • Agendas of regular meetings held at each 	August 2013–June 2014

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community Block Watch organization.	Block Watch programs in WESD school communities.	Programs	school	
8.2 21 st Century community outreach specialists cultivate and foster relationships with businesses in the community to support school needs.	Initiate ongoing advocacy for the school through local businesses to build partnerships, increase donations and student incentives, etc.	<ul style="list-style-type: none"> Community Outreach Specialist 	<ul style="list-style-type: none"> Name and contact information of each participant to add to WESD communication plan 	August 2013–June 2014
8.3 The Academic Support Programs Department works to increase partnerships with community organizations.	<ul style="list-style-type: none"> Attend and participate in organizations' meetings. Include organizations in WESD events, town halls and community forums. 	<ul style="list-style-type: none"> Administrator of After-school Programs Community Outreach Specialist Administrator of Social Services 	<ul style="list-style-type: none"> Log of all donations and partnerships Name and contact information of each participant to add to WESD communication plan 	August 2013–June 2014
8.4 WESD maintains proactive involvement with appropriate local government and officials, such as the city of Phoenix mayor and city council members.	Attend local government meetings, and participate on committees.	<ul style="list-style-type: none"> Director of Academic Support Programs Community Outreach Specialist 	<ul style="list-style-type: none"> Documentation of meetings, grant collaboration and special District projects Rosters of WESD committee members Logs of WESD event participants 	July 2013–June 2014
9.0 Parent Involvement				
9.1 WESD schools support student achievement through increased presence and participation of parents as active partners in the District, school and classroom.	<ul style="list-style-type: none"> Identify, initiate and monitor implementation of site-specific strategies to increase parent involvement in schools. Facilitate the involvement of non-English speaking parents with interpreters and appropriate equipment. 	<ul style="list-style-type: none"> Administrator of Title I Principals Parent Outreach Coordinator Language and Cultural Programs Coordinator Parent Outreach Liaisons 	<ul style="list-style-type: none"> District and site-based action plans 	August 2013–June 2014
	Identify and enlist Spanish-speaking participants on decision-making councils and committees in schools with a Spanish-speaking population of	<ul style="list-style-type: none"> Principals Parent Outreach Coordinator 	<ul style="list-style-type: none"> List of members 	August 2013–June 2014

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Washington Elementary School District Strategic Action Plan 2013–2016
Community Relationships Plan

	more than 25%.	<ul style="list-style-type: none"> • Parent Outreach Liaisons • School-based 21st Century Community Outreach Specialists • Language and Cultural Programs Coordinator 	<ul style="list-style-type: none"> • District and site-based plans 	August 2013–June 2014
	Develop a volunteer recruitment process.	<ul style="list-style-type: none"> • Director of Curriculum • Administrator of Social Services • Administrator of Title I • Parent Outreach Coordinator • Parent Outreach Liaisons • School-based 21st Century Community Outreach Specialists 		
9.2	WESD supports the education and involvement of parents through Parent University.	<ul style="list-style-type: none"> • Assistant Superintendent for Administrative Services • Parent Outreach Coordinator • Administrator of Social Services • Academic Support Programs Department • Language and Cultural Programs Coordinator • School-based 21st Century Community Outreach Specialists 	<ul style="list-style-type: none"> • Parent University promotional and educational materials 	August 2013–June 2014
9.3	Each school has a parent outreach/advocacy program to respond to the need for new parent orientation in the	<ul style="list-style-type: none"> • Administrator of Title I • Principals • Parent Outreach 	<ul style="list-style-type: none"> • Documents • Handbook • Guidelines 	August 2013–June 2014

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Washington Elementary School District Strategic Action Plan 2013–2016
Community Relationships Plan

school setting.		<ul style="list-style-type: none"> Coordinator Parent Outreach Liaisons School-based 21st Century Community Outreach Specialists 		
9.4 Families that live within WESD boundaries and have children ages five and under are able to access social, educational, and health services and programs through a centrally located parent resource center.	<ul style="list-style-type: none"> In partnership with First Things First, establish and maintain the Washington Resource Information Center (WRIC) on the campus of Washington Elementary School. Through the WRIC, provide preventive programs, parenting skills training, family-centered support and referral services, and employment and financial mentoring to targeted families that reside within the District and have at least one child between zero and five years of age. 	<ul style="list-style-type: none"> Administrator of Social Services Parent Outreach Coordinator WRIC Coordinator 	<ul style="list-style-type: none"> First Things First Grant performance and evaluation reports 	July 2013–June 2014
10.0 Volunteerism				
10.1 WESD schools are supported by a core of engaged volunteers, including volunteer organizations, e.g., OASIS, Assistance League of Phoenix, who contribute to student achievement.	Actively promote the need for volunteers and volunteer opportunities.	<ul style="list-style-type: none"> Director of Communication Services Administrator of Title I Digital and Crisis Communications Coordinator School-based 21st Century Community Outreach Specialists 	<ul style="list-style-type: none"> Press releases Web postings 	August 2013–June 2014
10.2 Refugee students are supported by volunteers in partnership with ASU West.	Develop, coordinate and train volunteers.	<ul style="list-style-type: none"> ELD Program Coach Administrator of Social Services 	<ul style="list-style-type: none"> Roster of volunteers 	August 2013–June 2014
10.3 Volunteer participation is recognized and celebrated.	Develop a volunteer tracking mechanism and recognition materials to be used by schools and departments.	<ul style="list-style-type: none"> Director of Communication Services Digital and Crisis Communications Coordinator 	<ul style="list-style-type: none"> Tracking instrument Recognition materials 	August 2013–February 2014

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Washington Elementary School District Strategic Action Plan 2013–2016
Community Relationships Plan

		<ul style="list-style-type: none"> • Graphic Specialist • Volunteer Coordinators 		
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Fiscal Resources:

Communication Services

- M&O Funds
- Desegregation Funds
- Title I Funds
- Donations

Community Outreach

- Academic Support Programs
- 21st Century Community Learning Center Grant
- First Things First North Phoenix Regional Partnership Council Grant

Acknowledgement of Accomplishment (Celebrations):

- Recognition events
- Committee celebrations
- Appropriate Governing Board recognition
- Media stories
- Neighborhood newsletter stories
- Department celebrations
- School celebrations
- Community outreach
- Community/neighborhood celebrations

Accomplishments to Date:

- Developed and implemented a pandemic flu crisis plan
- Developed and implemented a special needs crisis plan
- Updated WESD logo.
- Developed a WESD marketing plan
- Developed a WESD graphics/editorial standards manual
- Developed and distributed a school lockdown video; instituted ongoing lockdown evaluations at schools
- Instituted an annual District-wide Parent University event
- Established the Washington Resource Information Center in partnership with First Things First
- Instituted local Parent University activities, including the Refugee Parent University
- Participated with ASU and community partners to launch Urban Plunge at Palo Verde Middle School
- Collaborated with KTVK Channel 3 to implement a volunteer recruitment process
- Launched new school Web sites
- Launched new District Web site

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Washington Elementary School District Strategic Action Plan 2013–2016
Community Relationships Plan

- School mascots updated and redrawn
- Established the WESD Business Advisory Team
- Maintained a presence in local Kiwanis clubs via membership by three District employees
- Operated 21st Century Community Learning Centers at 25 schools
- Received seven school resource officer (SRO) grants
- Organized a successful “3 Minutes 2 Win It” event
- Initiated Jason Schechterle’s involvement with schools throughout WESD
- Introduced Rachel’s Challenge at six schools
- Participated in the annual Kiwanis Walk-a-thon
- Published and distributed WESD’s Points of Pride booklet
- Maintained ongoing relationships with businesses participating in the Green Schoolhouse Series
- Maintained ongoing relationship with the INVE\$T in Education! PAC
- Organized the WESD Employee Wellness Fair, in which several community organizations participated

Future Outcomes:

- Expand business and community partnerships.
- Increase public education advocacy efforts.
- Establish academic partnerships with higher-learning institutes to provide career exploration opportunities for seventh and eighth grade students.
- Launch new District and department Web sites.
- Participate in Urban Plunge.
- Increase involvement with Save Our Schools Arizona (SOSAz).
- Strengthen relationships with WESD Business Advisory Team members.
- Increased Business Advisory Team members’ involvement with District schools and departments.
- Develop a strategic partnership with Metrocenter.
- Update collateral and promotional materials consistent with WESD’s new logo.
- Increase the visibility of WESD in social media.

Washington Elementary School District
Strategic Action Plan
2013–2016
Facility Planning and Usage Plan
Updated July 2013

Vision: The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

Mission: The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

Values That Are Relevant to This Plan:

- We value open and honest communication.
- We value the health, safety and welfare of our students, parents, community and staff.
- We value providing equal educational opportunities for all students to achieve physically, intellectually, emotionally and socially.
- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value building relationships between each school and the community it serves.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

Washington Elementary School District Strategic Action Plan 2013–2016
Facility Planning and Usage Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Processes				
1.1 All WESD sites are fully engaged in an effective facilities planning process that supports broad-based community involvement.	Invite more community and parent participation, and conduct quarterly Facility Council meetings that are open to the public.	<ul style="list-style-type: none"> Director of Facility Planning 	<ul style="list-style-type: none"> List of participants 	2013–2016
	Utilize a meeting format to gather and process community input related to all proposals.		<ul style="list-style-type: none"> Meeting minutes 	
	Create and implement a communication plan to ensure that all citizens have accurate and current information.		<ul style="list-style-type: none"> Artifacts to support communication plan, including e-newsletter 	
1.2 All WESD sites are fully engaged in an effective facilities usage process that supports broad-based community involvement.	Educate internal staff as to the potential benefits of community facility usage.	<ul style="list-style-type: none"> Enrichment Program and Facility Use Coordinator 	<ul style="list-style-type: none"> Artifacts to support communication plan, including e-newsletter, training packet and registration 	2013–2016
1.3 All WESD sites are fully engaged in an effective and smart space utilization process that assures efficient resource management while supporting broad-based community involvement.	<ul style="list-style-type: none"> Develop an internal process for reviewing building requests to reconfigure existing building spaces when construction modifications are required. Develop a standing committee with diverse membership to discuss and review summer and holiday building usage. 	<ul style="list-style-type: none"> Director of Capital Projects and Maintenance Director of Facility Planning Director of Business Services Community Outreach Specialist 	<ul style="list-style-type: none"> Process flow chart Committee minutes Building summer use schedules District-wide calendar of facility usage 	2013–2016
	Develop collaborative relationships with municipal, public and private entities.	<ul style="list-style-type: none"> Community Outreach Specialist 	<ul style="list-style-type: none"> List of MOU, IGA, contract, and fee-based facility usage agreements 	
1.4 WESD schools are utilized as the hub of the neighborhood.	Work together as a District to maximize community use of school facilities while still maintaining energy efficiency and cost savings from effective building utilization.	<ul style="list-style-type: none"> Enrichment Program and Facility Use Coordinator Director of Facility Planning 	<ul style="list-style-type: none"> District-wide calendar of facility usage 	2013–2016
	Identify and cultivate relationships with	<ul style="list-style-type: none"> Community 	<ul style="list-style-type: none"> Database of community 	

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Washington Elementary School District Strategic Action Plan 2013–2016
Facility Planning and Usage Plan

	community partners.	Outreach Specialist	partners
2.0 Building Conditions			
2.1	The building condition of each structure on WESD campuses is consistently assessed for structural and safety needs.	<ul style="list-style-type: none"> • Director of Capital Projects and Maintenance • Director of Facility Planning • Director of Capital Projects and Maintenance • Director of Facility Planning • District Staff 	<ul style="list-style-type: none"> • Completed purchase order and receipts • Completed facility report and capital plan • Bond plan and election
2013–2016			
3.0 Energy Initiatives			
3.1	WESD campuses are energy efficient and recognized as Energy Star qualified facilities.	<ul style="list-style-type: none"> • Director of Facility Planning • Director of Capital Projects and Maintenance • District Staff 	<ul style="list-style-type: none"> • Energy bills and reports • Energy Star Portfolio Manager reports • Completed energy audits and planning documents • Completed energy plan
2013–2016			
4.0 Student Enrollment			
4.1	Student enrollment data are obtained and analyzed; enrollment and other demographic data are used to project future District growth trends.	<ul style="list-style-type: none"> • Director of Business Services 	<ul style="list-style-type: none"> • Enrollment and facility planning report to Governing Board
2013–2014			
5.0 Educational Framework			
5.1	High-performance school facilities, i.e., state-of-the-	<ul style="list-style-type: none"> • Director of Facility Planning 	<ul style="list-style-type: none"> • Final architectural construction documents
2013–2015			

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Washington Elementary School District Strategic Action Plan 2013–2016
Facility Planning and Usage Plan

<p>art, energy efficient facilities that support academic achievement during regular and extended learning times, are created in WESD.</p>	<p>Install solar and alternative energy on campuses, when doing so is cost effective.</p>	<ul style="list-style-type: none"> • LEED certification • Energy savings on energy bills • 	<p>2013–2014</p>
	<p>Install water efficiency sensors in all outside spaces on WESD campuses to reduce outside water use.</p>		
	<p>Educate staff as to the best ways to utilize WESD's state-of-the-art schools as teaching tools, including use of NEED (National Energy Education Development) training whenever possible.</p>		
		<ul style="list-style-type: none"> • Reduced water usage • Savings on water bills 	<p>2013–2015</p>
		<ul style="list-style-type: none"> • Training packet • Registration 	

Fiscal Resources:

- M&O Funds
- Civic Center Funds
- Gifts and Donations Funds
- Unrestricted Capital Outlay Funds
- Adjacent Ways Funds
- Soft Capital Allocation Funds
- B Bonds Capital Project Funds
- School Plant-Special Construction Funds
- Utility Rebates and Incentives

Acknowledgement of Accomplishment (Celebrations):

- Opening new/remodeled schools
- Grand opening events
- Tours
- Chamber ribbon cuttings
- Building design awards and recognitions
- Media coverage and media tours
- Community and neighborhood celebrations
- Parties for volunteers
- Community support for schools evidenced by a successful bond referendum
- Energy Star recognitions of campuses and the District

Accomplishments to Date:

- Designed and implemented a Regional Facility Council planning process
- Assessed buildings, identified capital projects and developed regional recommendations
- Designed and implemented an energy behavior management program
- Established strategic energy goals

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Washington Elementary School District Strategic Action Plan 2013–2016

Facility Planning and Usage Plan

- Benchmarked all campuses in Energy Star Portfolio Manager
- Reduced electric energy consumption by 30 percent during the first four years of the District's energy program
- Earned several Energy Star and related energy awards
- Conducted a geothermal pilot project at Desert View Elementary School
- Conducted a water conservation pilot project at Washington Elementary School
- Won APS (Arizona Public Service) solar incentives in December 2011 through the APS Schools and Government Program
- Constructed a new school at Lookout Mountain
- Completed the first-in-the-nation Green Schoolhouse Project at Roadrunner Elementary School
- Conducted first energy contest for schools
- Completed solar installations at Mountain View and Sunnyslope Schools

Future Outcomes:

- Complete performance contracts for energy savings at seven WESD campuses.
- Reduce electric energy usage District-wide by an additional 20 percent over the next three years.
- Achieve Energy Star recognition at 100 percent of WESD's campuses.
- Build a Green Schoolhouse at Orangewood School.
- Implement a comprehensive facility and capital planning software program.
- Implement District product and materials standards.
- Implement processes for building assessments and smart building use.
- Implement a campus replacement plan based on building condition.
- Earn the Energy Star National K-12 School District Excellence Award.
- Reduce outside water usage by 40 percent.
- Install solar at Sunburst, Desert View and Moon Mountain Schools.

Washington Elementary School District
Strategic Action Plan
2013–2016
School Safety Plan
Updated July 2013

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Values That Are Relevant to This Plan:

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- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value professional development that directly impacts student achievement.
- We value building relationships between each school and the community it serves.

Washington Elementary School District Strategic Action Plan 2013–2016
School Safety Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 WESD facilities are safe and secure learning and working environments.	Perform continuous facility safety and security assessments seven days per week.	<ul style="list-style-type: none"> District Safety Officers 	<ul style="list-style-type: none"> Shift logs Incident reports 	July 2013–June 2014
	Develop a District safety manual, and update it annually.	<ul style="list-style-type: none"> Director of Safety and Security 	<ul style="list-style-type: none"> Completed manual, distributed to schools and departments 	Annual review September 2013
	Form a District-level safety committee to review and recommend updates to the safety manual.	<ul style="list-style-type: none"> District Safety Coordinator Human Resources Project Specialist WESD Safety Committee 	<ul style="list-style-type: none"> Committee meeting agendas, minutes and sign-in sheets 	
	<ul style="list-style-type: none"> Ensure that staff understand and practice safe and appropriate work practices. Develop an annual training schedule of mandatory safety classes for personnel. 	<ul style="list-style-type: none"> Director of Safety and Security District Safety Coordinator WESD Safety Committee 	<ul style="list-style-type: none"> Training certificates Attendance logs Risk management reports 	
	Monitor all renovation and new construction projects to ensure that Crime Prevention Through Environmental Design (CPTED) design strategies are employed.	<ul style="list-style-type: none"> Director of Capital Projects and Maintenance Director of Safety and Security 	<ul style="list-style-type: none"> Final architectural construction documents Reduction in incidents Safer, more secure campuses 	July 2013–June 2014
	Monitor all existing facilities to ensure that Crime Prevention Through Environmental Design (CPTED) maintenance strategies are employed.	<ul style="list-style-type: none"> Director of Capital Projects and Maintenance Director of Safety and Security 	<ul style="list-style-type: none"> Attractive and well maintained buildings and grounds at every facility 	
	Educate and train all staff members on Crisis Team emergency procedures, and conduct drills and exercises at all schools and facilities.	<ul style="list-style-type: none"> Director of Safety and Security District and Site Crisis Teams 	<ul style="list-style-type: none"> Meeting agendas, minutes and attendance logs Training certificates Records of drills and exercises 	
	Update the "emergency information" link at wesdschools.org, when necessary, to continue to provide specific information regarding the Health and Safety Hotline, emergency management and various ways to immediately report safety and	<ul style="list-style-type: none"> Director of Safety and Security District Safety Officers 	<ul style="list-style-type: none"> Promotion of the after-hours phone number and new Web page in District communications Promotion of the after-hours phone number and new Web 	

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Washington Elementary School District Strategic Action Plan 2013–2016
School Safety Plan

	<p>security related matters to District staff, i.e., phone and e-mail, 24 hours per day, seven days per week.</p> <p>Continue anti-bullying programs and training for staff.</p> <ul style="list-style-type: none"> Review and, if necessary, update a computer-based child abuse reporting video training module for District employees and volunteers. Require that all District employees and volunteers view the child abuse reporting training video annually and sign off to acknowledge having done so. 	<ul style="list-style-type: none"> Administrator of Social Services District Social Services Staff Director of Human Resources Human Resources Project Specialist District Legal Counsel Administrator of Social Services 	<p>page with Site Councils and community Block Watch groups</p> <ul style="list-style-type: none"> Training materials Program-specific school materials In-service tracking Training video Training completion sign-off sheets 	
2.0 District and site Crisis Teams ensure effective incident management.	<p>Coordinate Incident Command Systems (ICS) training for newly hired District and site Crisis Team members.</p> <p>Continue monthly Crisis Team meetings at District and site levels.</p>	<ul style="list-style-type: none"> Director of Safety and Security District and Site Crisis Teams 	<ul style="list-style-type: none"> ICS training certificates 	July 2013–June 2014
	<p>Develop and maintain Continuity of Operations Plans (COOP) at District and site levels.</p>	<ul style="list-style-type: none"> Director of Safety and Security Digital and Crisis Communications Coordinator District and Site Crisis Teams Administrative Leadership Team 	<ul style="list-style-type: none"> Meeting agendas, minutes and attendance logs Review of Crisis Log Review and update of COOP 	<p>September 2013–June 2014</p> <p>Initial draft approval by October 2013</p>
	<p>Maintain a District-wide pandemic flu plan.</p>	<ul style="list-style-type: none"> Director of Safety and Security Digital and Crisis Communications Coordinator District Crisis Team 	<ul style="list-style-type: none"> Pandemic flu plan and training materials Meeting agendas, minutes and attendance logs Special needs plan and training materials Meeting agendas, minutes and attendance logs 	July 2013–June 2014
	<p>Maintain a District-wide special needs crisis plan.</p>			

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Washington Elementary School District Strategic Action Plan 2013–2016
School Safety Plan

	Maintain a District-wide grief counseling plan and manual.	<ul style="list-style-type: none"> Administrator of Social Services Social Workers 	<ul style="list-style-type: none"> Grief counseling plan, manual and training materials Meeting agendas, minutes and attendance logs 	
3.0	District and site Crisis Teams ensure effective recovery from incidents.		<ul style="list-style-type: none"> Timely return to normal operations Lessened evidence of post-traumatic stress 	2013–2014 teams in place by September 2013
4.0	WESD staff support individual student and family social service needs.		<ul style="list-style-type: none"> District-level reporting mechanism, e.g., log, database 	July 2013–June 2014
5.0	WESD assists schools with truant students and maintains a working relationship with the City of Phoenix Prosecutors Office.	<ul style="list-style-type: none"> Maintain a Truancy Prevention Unit (TPU) to respond to truancy referrals from schools. Communicate with and provide assistance to students and parents/guardians. Monitor attendance of identified truant. Partner with community resources to effectively address truancy issues. 	<ul style="list-style-type: none"> Director of Safety and Security District Safety Officers Principals School Attendance Staff 	August 2013–June 2014
6.0	WESD connects students and families to community resources.	<ul style="list-style-type: none"> Site-based Social Services Professionals Administrator of Title I Services ELD Program Coach 	<ul style="list-style-type: none"> Improved attendance, academic achievement and school participation for students served Social Service staff service logs 	August 2013–June 2014
	Secure and maintain fiscal resources for social service programs and activities, e.g., grants, scholarships.	<ul style="list-style-type: none"> Administrator of Social Services District Grant Writing Team 	<ul style="list-style-type: none"> Grant and scholarship applications and awards 	
	Maintain collaboration with other governmental agencies that focus on children and families, e.g., Juvenile Justice, Child Protective Services, Regional Behavioral Health Authority, in order to facilitate students' academic success.	<ul style="list-style-type: none"> Administrator of Social Services Social Services Staff 	<ul style="list-style-type: none"> Meeting agendas from collaboration meetings 	
7.0	WESD creates and maintains long-term	<ul style="list-style-type: none"> Site-based Social Services 	<ul style="list-style-type: none"> Evidence of local challenges being resolved, e.g., CPS 	August 2013–June 2014

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Washington Elementary School District Strategic Action Plan 2013–2016
School Safety Plan

solutions to neighborhood challenges.	collaboratively initiate creative solutions to local concerns.	Professionals	reports, crime reports, etc.	
8.0 WESD staff actively promotes schools as centers of communities.	Provide basic services, out-of-school-time enrichment opportunities, parent education and leadership activities at school sites.	<ul style="list-style-type: none"> • Administrator of Social Services • Community Outreach Specialist • Administrator of Title I Services • ELD Program Coach • Site-based Social Services Professionals • Administrator of Title I Services • ELD Program Coach • Administrator of After-school Programs 	<ul style="list-style-type: none"> • Membership information • Attendance logs • Educational materials 	August 2013– June 2014

Fiscal Resources:

- M&O Funds
- Title IV Funds
- School Safety Program Grant
- Other grants to be identified
- Bond Funds

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings
- Receipt of grants
- Department meetings and celebrations

Accomplishments to Date

- Installed tubular steel security fencing and gates to better secure the school perimeters and redirect visitor traffic
- Installed “half doors” in school office areas to better control visitor access
- Installed additional surveillance systems
- Developed District-wide pandemic flu plan, special needs crisis plan and grief counseling plan
- Produced lockdown training video and established procedure for the video to be reviewed annually by staff
- Received 987 truancy referrals from schools, and conducted 1,209 home visits during 2012–2013 school year; Arizona Department of Education and several school districts have expressed interest in WESD’s Truancy Prevention Unit.

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Washington Elementary School District Strategic Action Plan 2013–2016
School Safety Plan

- Designed and constructed numerous site improvements that focused on making pedestrian and vehicular routes safer and more efficient
- Implemented Rachel's Challenge at six schools as part of their anti-bullying campaigns
- Received Arizona Department of Education School Safety Program grants for 2013–2014, which fund placement of a School Resource Officer or Juvenile Probation Officer at seven schools
- Developed a computer-based child abuse reporting video training module, and implemented the requirement that all District employees and volunteers view it annually
- Developed a District safety manual and a District grief and loss manual

Future Outcomes

- Create and maintain safer, more secure and more attractive school facilities.
- Create a culture of safety among staff.
- Have approved Continuity of Operations Plans (COOP) in place at the District and site levels.
- Continue to work with community providers to support school-based anti-bullying campaigns.

Washington Elementary School District
Strategic Action Plan
2013–2016
Technology Plan
Updated July 2013

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- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value dedicated educators who mentor others to develop successful professional learning communities.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value building relationships between each school and the community it serves.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

Washington Elementary School District Strategic Action Plan 2013–2016
Technology Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Arizona Department of Education (ADE) Accountability				
1.1 WESD has successfully implemented the requirements of the Student-Teacher-Course Connection Program.	Make appropriate adjustments in accordance with ADE's refinement and implementation of additional features and requirements for the Student-Teacher-Course Connection Program.	<ul style="list-style-type: none"> MIS Department Staff Academic Services Department Staff 	<ul style="list-style-type: none"> System checks and balances are functioning appropriately. Successful, error-free uploads are occurring. 	July 2013–June 2015
1.2 WESD meets technology readiness standards for administering PARCC assessments.	<ul style="list-style-type: none"> Provide requested technology and staffing data to the Partnership for Assessment of the Readiness for College and Careers (PARCC). Participate in training and information gathering about the upcoming PARCC assessments. 	<ul style="list-style-type: none"> MIS Department Staff Academic Services Department Staff 	<ul style="list-style-type: none"> Successful completion of the PARCC Capacity Planning Tool by the required deadline Evidence of having enrolled and participated in webinars and training 	July 2013–June 2014
2.0 Community/Parent Access				
2.1 WESD provides appropriate, secure online parent access to student data.	<ul style="list-style-type: none"> Implement additional features of the parent portal. Bring all schools online with the parent portal to allow access to appropriate student information. 	<ul style="list-style-type: none"> Director of MIS Academic Services Department Staff 	<ul style="list-style-type: none"> Portal is online and operational in all schools 	July 2013–June 2014
2.2 WESD has investigated and made a recommendation about enabling mobile application support for the parent portal.	Review and evaluate the technical aspects of mobile device access to the parent portal by non-District staff, on non-District devices.	<ul style="list-style-type: none"> Director of MIS MIS Department Staff 	<ul style="list-style-type: none"> Recommendation has been made and is being considered 	July 2013–June 2014
3.0 Infrastructure/Hardware/Software				
3.1 WESD provides students with e-mail access.	<ul style="list-style-type: none"> Develop a plan to provide student e-mail access via Google Apps. Select a pilot school at which to implement the Google Apps e-mail system. Evaluate the success of the pilot school implementation. 	<ul style="list-style-type: none"> MIS Department Staff Academic Services Department Staff 	<ul style="list-style-type: none"> Student e-mail accounts being used in Google Apps Pilot school up and running and providing feedback 	July 2013–June 2014
3.2 WESD has implemented teacher resource sharing through Google Apps.	<ul style="list-style-type: none"> Develop a plan to implement teacher resource sharing via Google Apps. Select a pilot school at which to implement the Google Apps teacher 	<ul style="list-style-type: none"> MIS Department Staff Academic Services 	<ul style="list-style-type: none"> Teachers posting and retrieving resources from Google Apps Pilot school up and running 	July 2013–June 2014

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Washington Elementary School District Strategic Action Plan 2013–2016
Technology Plan

	resource sharing system. • Evaluate the success of the pilot school implementation.	Department Staff	and providing feedback	
3.3	WESD has evaluated interactive presentation technology to ensure the District is providing the most appropriate and cost-effective solution.	<ul style="list-style-type: none"> MIS Department Staff Academic Services Department Staff 	<ul style="list-style-type: none"> Recommendation of future purchases has been made and is under review. 	July 2013– June 2014
3.4	WESD has installed and configured Synergy's standards-based report cards and grade books District-wide.	<ul style="list-style-type: none"> MIS Department Staff Academic Services Department Staff 	<ul style="list-style-type: none"> Synergy's report cards and grade books are in use District-wide. 	July 2013– June 2015
3.5	WESD has implemented a Kace Mobile Device Management system.	<ul style="list-style-type: none"> MIS Department Staff Academic Services Department Staff 	<ul style="list-style-type: none"> All mobile devices are managed with Kace. 	July 2013– June 2014
4.0 Student Use				
4.1	WESD maintains current Student Acceptable Use policies.	<ul style="list-style-type: none"> WESD Legal Counsel Assistant Superintendent for Academic Services Director of MIS 	<ul style="list-style-type: none"> New revisions to acceptable use policies Governing Board has approved new changes 	July 2013– June 2014
5.0 Staff Use				
5.1	WESD maintains current technology policies and regulations.	<ul style="list-style-type: none"> WESD Legal Counsel Director of MIS 	<ul style="list-style-type: none"> Governing Board has approved new changes 	July 2013– June 2014

Fiscal Resources:

- M&O Funds
- Capital Funds
- Soft Capital Funds

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Washington Elementary School District Strategic Action Plan 2013–2016 Technology Plan

- E-rate Funds

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings
- Stakeholder meetings
- E-rate funding and acceptance annually

Accomplishments to Date:

- Purchased and installed additional Read 180 computers, mobile lab carts and SMART Boards during 2010-2011
- Contracted with Edupoint Educational Systems, LLC for Synergy student information system (SIS); completed third year of Synergy use in 2012-2013
- Piloted Synergy grade book and report card programs at Maryland School
- Contracted with Edupoint Educational Systems, LLC for SynergySE special education SIS module and Revelation Technology SIS module
- Upgraded WAN links
- Installed fax server
- Identified need for future capital override
- Implemented Synergy SE, the special education SIS module
- Integrated Synergy with the technology currently used by the Transportation Department
- Piloted parent portal
- Posted WESD's new technology plan on ALEAT (Arizona Local Education Agency Tracker)
- Received notification of ADE's acceptance of WESD's new technology plan
- Implemented and received notification of ADE's acceptance of WESD's Student-Teacher-Course Connection Program.
- Implemented Google Apps for teacher Web sites
- Updated District Web site

Future Outcomes:

- Implement new technology training methods for staff, such as streaming video, webinars and online classes.
- Research and employ site-based technology implementation specialists.
- Fully implement the Synergy parent portal.
- Implement the Synergy grade book and report card programs District-wide.
- Update and enhance WESD's Intranet and Internet sites.
- Revise, if necessary, and implement WESD technology-related policies for students and staff.

Updated July 2013

Washington Elementary School District
Strategic Action Plan
2013–2016
Recruitment and Retention Plan
Updated June 2013

Vision: The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

Mission: The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

Values That Are Relevant to This Plan:

- We value open and honest communication.
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- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value dedicated educators who mentor others to develop successful professional learning communities.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

Washington Elementary School District Strategic Action Plan 2013–2016
Recruitment and Retention Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Recruitment				
1.1 WESD has implemented and annually updates a recruitment plan to meet District employment needs, both short- and long-term.	Update and maintain a recruitment plan that reflects best recruitment practices.	<ul style="list-style-type: none"> Human Resources Department Recruitment Committee 	<ul style="list-style-type: none"> Hard copy of the recruitment plan Minutes from Recruitment Committee meetings 	July 2013–January 2014
1.2 WESD applies successful technology methods to attract highly effective employees.	<p>Apply best practices to enhance and maintain the District Web site recruitment sections in order to market WESD and appeal to potential applicants.</p> <p>Enhance online job applications to elicit applicant information that is relevant to the position and useful to the supervisor who reviews applications.</p> <p>Enhance standard job postings to be used by supervisors when advertising available positions.</p>	<ul style="list-style-type: none"> Human Resources Department Recruitment Committee MIS Department Communication Services Department Academic Services Department District Administration Human Resources Department Human Resources Department Supervisors 	<ul style="list-style-type: none"> Web pages Referrals indicated on applications Skype (or related Web-based interview system) Applications Job postings 	July 2013–June 2014
1.3 WESD has established an active recruitment committee to review and update recruitment plans, needs and practices, both short- and long-term.	Reconvene the WESD Recruitment Committee, and schedule regular meetings of the Committee throughout the year.	<ul style="list-style-type: none"> Human Resources Department Recruitment Committee 	<ul style="list-style-type: none"> Agendas Membership list Minutes 	July 2013–June 2014
2.0 Selection				
2.1 WESD utilizes effective applicant screening methods to	Review, and if necessary revise, the screening application process for school administrator positions to reflect current	<ul style="list-style-type: none"> Human Resources Department Upper-level District 	<ul style="list-style-type: none"> Application screening form Application screening results 	July 2013–June 2014

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Washington Elementary School District Strategic Action Plan 2013–2016
Recruitment and Retention Plan

successfully identify potential job candidates.	school administrator hiring procedures.	Administration		
2.2 WESD applies pre- or post-testing practices to assess potential candidates' skills and knowledge in complex areas.	<ul style="list-style-type: none"> Review and consider adopting teacher screening systems. Review and consider adopting principal screening systems. 	<ul style="list-style-type: none"> Human Resources Department District Administration 	<ul style="list-style-type: none"> Screening systems research information 	July 2013–June 2014
2.3 WESD performs reference checks to further screen candidates based on their previous employment behaviors.	<p>Develop and implement an internal reference check form and procedures for internal hiring.</p> <p>Review the current external reference check form and procedures for external hiring; develop appropriate revisions, and implement the revised form.</p> <p>Develop and implement a training protocol for supervisors that addresses both providing and obtaining reference checks.</p> <p>Explore online reference check opportunities.</p>	<ul style="list-style-type: none"> Human Resources Department Supervisors 	<ul style="list-style-type: none"> Internal reference check form External reference check form Training materials Sign-in sheets 	July 2013–June 2014
		<ul style="list-style-type: none"> Human Resources Department Recruitment Committee MIS Department 	<ul style="list-style-type: none"> Web pages Researched options Pricing 	
3.0 Orientation and Professional Development				
3.1 WESD provides orientations for newly hired employees to facilitate their successful transition into employment.	Develop a supervisor orientation for both newly hired supervisors and internal employees who have been promoted to supervisory positions.	<ul style="list-style-type: none"> Human Resources Department District Departments 	<ul style="list-style-type: none"> Presentation materials Agendas Sign-in sheets 	July 2013–June 2014
4.0 Retention				
4.1 WESD establishes and maintains an evaluation process for all employees to promote expected performance and behaviors.	Review and, if necessary, revise current evaluation systems to remain compliant, promote growth and expectations, recognize employees and ensure that effective personnel are employed by WESD.	<ul style="list-style-type: none"> District Administration Human Resources Department Evaluation Committee Governing Board 	<ul style="list-style-type: none"> Committee agendas Committee minutes Governing Board minutes indicating approval of recommended evaluation processes Evaluation instruments Evaluation guidelines 	July 2013–June 2014

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Washington Elementary School District Strategic Action Plan 2013–2016
Recruitment and Retention Plan

	Update employees regarding any changes to the evaluation process.	<ul style="list-style-type: none"> Human Resources Department Supervisors 	<ul style="list-style-type: none"> Presentation materials
	Provide updated evaluator training to supervisors.	<ul style="list-style-type: none"> District Administration Human Resources Department 	<ul style="list-style-type: none"> Presentation materials Handouts Forms Sign-in sheets
	Review and, if necessary, make changes to the Web-based evaluation systems that are currently in use.	<ul style="list-style-type: none"> Supervisors WESD Employees Human Resources Department 	<ul style="list-style-type: none"> Information sheets regarding Web-based systems Examples of reports generated by Web-based systems
4.2	WESD establishes and promotes a productive culture.	<ul style="list-style-type: none"> Human Resources Department Supervisors 	<ul style="list-style-type: none"> Presentation materials
	Request feedback from all employees regarding working conditions of their workplace and the District	<ul style="list-style-type: none"> Human Resources Department Interest-based Negotiations Committee Administration 	<ul style="list-style-type: none"> Survey results
5.0 Compliance			
5.1	WESD complies with employment policies and laws.	<ul style="list-style-type: none"> District Departments 	<ul style="list-style-type: none"> Revised procedures Close-out files Evaluation samples Discipline samples Presentation materials Handouts Forms Sign-in sheets Personnel Action Request form
	Review and revise District employment procedures, as necessary, to maintain compliance with federal and state mandates.		
	Continue to provide mandated trainings to employees to ensure District-wide compliance with employment policies and laws.		
	Institute involuntary employee transfers, as needed, to effectuate appropriate placement of personnel.	<ul style="list-style-type: none"> Administration Human Resources Department 	

Fiscal Resources:

- M&O Funds
- Title II Funds

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings

Updated July 2013

Washington Elementary School District Strategic Action Plan 2013–2016 Recruitment and Retention Plan

- Committee celebrations
- Department meetings and celebrations

Accomplishments to Date:

- Hired 15 letter of intent teachers in March 2013 for 2013–2014 hard-to-fill positions
- Facilitated a successful teacher career fair at Moon Mountain, hiring more than twenty teachers for 2013–2014
- Reorganized the HR reception area to create a more welcoming and efficient environment for visitors
- Collaborated with ASU and Academic Services Department to hire IT each student teachers mid-year (2012–2013) to cover teacher vacancies
- Developed and implemented a balance of year contract for teachers hired mid-year
- Developed and implemented a new hire process for school administrators
- Purchased and implemented an online evaluation system
- Developed and implemented revisions to teacher, school administrator and District administrator evaluations
- Streamlined open enrollment procedures
- Reduced workers compensation claims, attributable, in part, to HR's return-to-work program and dedicated follow up with employees
- Expedited HR processing time for new hires by purchasing a more efficient badge machine

Future Outcomes:

- Develop a District recruitment plan.
- Create a recruitment Web page.
- Research, select and implement an online application system.
- Revise reference check procedures and forms.
- Expand the Human Resources Department Web page.
- Reorganize roles and responsibilities within the Human Resources Department.
- Research and develop performance pay procedures for teachers and school administrators (for 2014–2015).
- Revise current teacher, school administrator and District administrator evaluations.
- Revise current hiring procedures for school administrators.
- Implement new fingerprinting equipment and procedures.
- Create advanced training videos to include
 - hiring procedures;
 - FMLA/ADA/leave training for supervisors;
 - evaluation procedures.
- Revise the classified evaluation process.

Washington Elementary School District
Strategic Action Plan
2013–2016
Fiscal Management and Accountability Plan
Updated July 2013

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- We value dedicated educators who mentor others to develop successful professional learning communities.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value building relationships between each school and the community it serves.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

Washington Elementary School District Strategic Action Plan 2013–2016
Fiscal Management and Accountability Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Fiscal Management				
1.1 WESD is a responsible steward of taxpayers' dollars.	<ul style="list-style-type: none"> • Maintain fiscal policies and procedures that account for each dollar spent. • Invest in state-of-the-art software and technology that generate accurate and up-to-date information. • Maximize federal, state and local budget capacity while providing tools that are necessary for student and employee success. • Utilize procurement practices that ensure both the best possible price for goods/services and compliance with required guidelines. • Implement and promote energy initiatives District-wide to reduce energy costs and provide sustainable resources. • Maximize discounts taken for timely payments to vendors. • Support paperless and electronic media initiatives District-wide to reduce paper costs and provide accurate, timely information using technology. <p>Monitor expenditures related to budget on a monthly basis. Annually review expenditure trends to ensure that schools and departments have the appropriate budget to meet their staffing and resource needs.</p> <p>Monitor District assets consistently by conducting annual inventories and reconciling any discrepancies.</p>	<ul style="list-style-type: none"> • Business Services Department • Human Resources Department • Management Information System (MIS) Department • Superintendent • Governing Board • Director of Facility Planning 	<ul style="list-style-type: none"> • WESD Policy Manual • Annual external audit • Association of School Business Officials Certificate of Excellence in Financial Reporting • Retention of employees and students • Reduction in energy costs • Grants management reports • Comprehensive Annual Financial Report (CAFR) • Reduced expenditures resulting from discounts taken • Direct deposit by e-mail • Automated timekeeping for temporary positions • Online budget request forms • Electronic approvals (workflow) 	2013–2016; activities take place each year with refinements made as needed
		• Budget Team	• Paperwork from annual staffing and budget meetings with principals and District administration	
		<ul style="list-style-type: none"> • Property Control Manager/Materials Management Center Staff • School and Department Administrators 	<ul style="list-style-type: none"> • Inventory records • Annual audit report 	

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Washington Elementary School District Strategic Action Plan 2013–2016
Fiscal Management and Accountability Plan

1.2 WESD maximizes revenue.	<ul style="list-style-type: none"> Cooperate with other districts to share facilities or provide services to help offset District costs. As they become available, apply for grants in all areas of District operations, including academics, facilities, transportation and energy efficiency. Promote the leasing of District facilities, and investigate additional revenue to be earned by allowing outside agencies to utilize District assets. <p>Consistently monitor student data to ensure accuracy.</p> <p>Identify and apply for rebates on products and services.</p> <p>Investigate electronic vendor payments.</p>	<ul style="list-style-type: none"> Business Services Department Academic Support Programs Budget Coordinator and Grant Manager Enrichment Program and Facility Use Coordinator Superintendent Governing Board Student Data Manager Management Information Systems (MIS) Department Business Services Department Finance Department 	<ul style="list-style-type: none"> Intergovernmental agreements with other districts Acceptance of grant awards Contracts with additional entities for use of WESD facilities and assets Arizona Department of Education (ADE) student data reports E-rate reimbursement Arizona Public Service (APS), Salt River Project (SRP) rebates Rebates from electronic payments 	2013–2016
1.3 WESD manages a plan for repairing and replacing District assets that maximizes their efficiency and life cycle.	<ul style="list-style-type: none"> Identify replacement criteria for buildings, vehicles and equipment throughout the District. Consider repair and replacement needs as part of the annual budget process. Analyze costs for identified facility projects and equipment replacements, and consider the financial implications of funding sources such as school improvement bonds and/or a capital override. 	<ul style="list-style-type: none"> Property Control Manager Director of Business Services Capital Team, to include Representatives from the Academic Services, Business Services, MIS, Transportation and Maintenance Departments Superintendent Governing Board 	<ul style="list-style-type: none"> Plan for replacement of vehicles and equipment Capital plan for building renovations, system replacements and/or facilities reconstruction Annual budget capacity to accommodate identified plans 	Complete equipment replacement plan during 2013–2014; plans are re-evaluated and adjusted each year
2.0 Accountability				
2.1 WESD develops, implements and maintains measures that support fiscal management transparency for	<ul style="list-style-type: none"> Post annual budgets and financial reports on the District Web site. Communicate with local community organizations to inform and educate them regarding WESD fiscal management. 	<ul style="list-style-type: none"> Business Services Department Finance Department Communication Services Department 	<ul style="list-style-type: none"> Annual reports Press releases Mailings Agendas and minutes of meetings 	2013–2014

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Washington Elementary School District Strategic Action Plan 2013–2016
Fiscal Management and Accountability Plan

community members.	<ul style="list-style-type: none"> Facilitate the monitoring of bond project expenditures by the respective project initiators to ensure compliance with election pamphlet verbiage or to seek approval for a project variance. 			
2.2 WESD develops, implements and maintains measures that support fiscal management transparency for the Governing Board, schools, departments and individual employees.	<ul style="list-style-type: none"> Make budget and expense reports available to schools, departments and the Governing Board. Implement secured online access to financial information by employees. Provide training to principals, office managers, supervisors and department administrators to educate them about financial information and reports that are available. 	<ul style="list-style-type: none"> Business Services Department Human Resources Department MIS Department Communication Services Department Superintendent 	<ul style="list-style-type: none"> Business Objects reports Budget and expense reports Purchase order reports Payroll reports for supervisors Employee Self Service online access Training documents 	2013–2016; monitoring and adjustment of transparency plan is conducted each year
2.3 WESD monitors internal procedures to ensure efficiency, accuracy and compliance with regulatory agencies.	<ul style="list-style-type: none"> Conduct routine internal audits of schools and departments to verify adherence to established policies and procedures. Explain audit findings, and discuss possible corrections to achieve compliance. Report any material issues to the Superintendent. 	<ul style="list-style-type: none"> Director of Business Services Internal Auditor Superintendent 	<ul style="list-style-type: none"> Audit reports External audit reports Corrective action plans Revised policies related to fiscal responsibility 	2013–2016; audits are conducted each year with different areas of focus
2.4 WESD maintains a Finance Oversight Committee to openly monitor District financial processes and results.	<ul style="list-style-type: none"> Create a "Finance Oversight Committee" to review annual audits, reports and proposed funding strategies. 	<ul style="list-style-type: none"> Director of Business Services Superintendent Governing Board 	<ul style="list-style-type: none"> Guidelines for establishing the committee Documentation of activities to form the committee 	2013–2014

Acknowledgement of Accomplishments (Celebrations):

- Recognition at Governing Board meetings
- Recognition by the (Arizona) Association of School Business Officials
- Recognition by the Government Finance Officers Association
- Voter support for fiscal initiatives
- Positive media coverage
- Auditor General reports
- Committee and department celebrations
- Enhanced understanding of District's fiscal management by stakeholders

Updated July 2013

Accomplishments to Date:

- Created links to annual financial reports on the District Web site
- Received utility incentives during Fiscal Year 2013
- Utilized E-rate reimbursements to reduce costs during Fiscal Year 2013
- Utilized vendor discounts to reduce costs during Fiscal Year 2013
- Created District Web site page that provides bond project information and updates
- Implemented online budget and expense report accessibility for schools and departments
- Automated timekeeping process for temporary positions
- Completed a vehicle replacement plan
- Posted school budgets on school Web sites

Future Outcomes:

- Organize a Finance Oversight Committee.
- Develop and implement a standardized asset large equipment repair and replacement plan.
- Initiate a self-monitoring bond project expenditure program.
- Explore rebates for electronic water payments.

ATTACHMENT B

2013-2016 Abbreviated Strategic Action Plans

**Washington Elementary School District
Strategic Plan Outcomes
2013-2016**

Student Achievement Plan Outcomes

1.0 Curriculum

1.1	WESD curricula are fully aligned to current Arizona Academic Standards. Each domain or strand is delineated into objectives and tasks, defining what every student should know and be able to do.
1.2	WESD curricula are implemented with fidelity by all staff.
1.3	WESD utilizes scientifically research-based, Governing Board-adopted materials for all learners.
1.4	WESD maximizes instructional time by implementing cross-curricular integration.

2.0 Instruction

2.1	All students receive equal educational opportunities to achieve that meet or exceed curricular standards in an environment conducive to learning.
2.2	WESD maximizes student learning through the Response to Intervention framework.
2.3	WESD utilizes differentiation strategies to include content, materials and environment to deliver curricular standards meeting the needs of all learners, including identified ELL, special education and gifted students.

3.0 Assessment

3.1	WESD implements the Student-Teacher-Course Connection to connect federal, state and District data.
3.2	WESD makes real-time student data accessible to WESD stakeholders through Internet and Intranet applications.
3.3	WESD utilizes student data to guide instruction.
3.4	WESD monitors student progress using standards-based reporting systems.
3.5	WESD monitors programs and assessments.

4.0 Professional Development

4.1	WESD utilizes the Learning Forward (formerly National Staff Development Council) Standards and Assessment Inventory for Staff Development in planning all District and site-based professional development.
4.2	WESD implements professional development that is systemic, ongoing and job-embedded.
4.3	WESD provides training and coaching to staff to create schools in which highly effective instructional staff are accessible for all students' increased learning.
4.4	WESD staff demonstrates the ability to implement Best First Instruction by moving from "learning to doing" to ensure increased student achievement.

5.0 Teacher and Principal Effectiveness

5.1	WESD recruits and hires highly qualified (HQ) teachers and assists current teachers in becoming HQ to build capacity in content areas such as math, science, special education, art and music.
5.2	WESD develops and implements intensive training for site administrators pertaining to research-based effective instructional strategies and characteristics for highly effective teachers who are successfully increasing student learning and achievement, with a focus on Common Core literacy and mathematics within the Response to Intervention (RTI) framework.
5.3	WESD develops and implements intensive training for coaches pertaining to research-based effective instructional strategies and characteristics for highly effective teachers who are successfully increasing student learning and achievement, with a focus on Common Core literacy and mathematics within the RTI framework.
5.4	WESD develops and implements intensive training for all teachers, inclusive of special education and English language learner (ELL), pertaining to research-based effective instructional strategies and the characteristics of highly effective teachers who are successfully increasing student learning and achievement with a focus on Common Core literacy and mathematics within the RTI framework.
5.5	WESD develops and implements teacher and principal evaluation instruments that comply with the criteria defined in the Arizona Framework for Measuring Educator Effectiveness.
5.6	WESD develops and implements job-embedded, systemic, ongoing and standards-based professional development for administrators, program coaches and teachers to retain highly effective employees who are successfully increasing student learning and achievement.
5.7	WESD researches, revises and implements the three-year BEGIN teacher induction program.

**Washington Elementary School District
Strategic Plan Outcomes
2013-2016**

Community Relationships Plan Outcomes

1.0 Crisis and General Communication

1.1	Parents and community members are informed and updated regularly on emergency preparedness and crisis response.
1.2	WESD's graphic identity is updated, is consistent with its vision, mission and values, is consistently utilized and is being maintained.
1.3	School-based and department-based communication plans are built from the District plan, include non-English plan(s), if appropriate, and focus on communication with school communities.

2.0 Community Relations

2.1	Each WESD school is viewed as a center of the community, a welcoming place for students, parents and communities.
2.2	WESD leadership is actively involved in community and civic organizations.
2.3	WESD is actively involved in faith-based community relationships.
2.4	WESD compiles a monthly community calendar, which highlights community events in the Valley.

3.0 Marketing

3.1	WESD is the "district of choice" for students, parents and educators.
3.2	The WESD marketing plan guides and reflects the marketing efforts of District staff.
3.3	The WESD Web site is enhanced to better market the District.

4.0 Business Partners

4.1	WESD establishes and maintains business partnerships that provide a reciprocal relationship among businesses, schools, WESD administration and community.
4.2	The WESD Business Advisory Team develops, enhances and maintains mutually supportive, strategic relationships between WESD and its surrounding business community.
4.3	WESD has explored and initiated appropriate academic partnerships with higher-learning institutes to provide career exploration opportunities at the middle/junior high school level.
4.4	Opportunities have been explored to establish WESD as an active member of the business/organization community.

5.0 Media Relations

5.1	Communication Services pitches ongoing, timely media stories focused on student achievement, innovative teaching methods and cutting-edge use of technologies, in both English and non-English media.
5.2	WESD responds to media requests for information in times of crisis.
5.3	WESD is recognized as the "go to" district for a local angle on national and state education-related stories.
5.4	WESD actively participates in social networking opportunities.
5.5	WESD spotlights its programs, services and partners through use of the Administrative Center television.

6.0 Public Education Advocacy

6.1	WESD staff actively engage in efforts to promote public education.
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7.0 Recognition

7.1	WESD recognizes and celebrates the contributions of members of the WESD community in an ongoing, consistent, appropriate manner.
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8.0 Community Outreach

8.1	All WESD sites collaborate with their respective community Block Watch organization.
8.2	21 st Century community outreach specialists cultivate and foster relationships with businesses in the community to support school needs.
8.3	The Academic Support Programs Department works to increase partnerships with community organizations.
8.4	WESD maintains proactive involvement with appropriate local government and officials, such as the city of Phoenix mayor and city council members.

9.0 Parent Involvement

9.1	WESD schools support student achievement through increased presence and participation of parents as active partners in the District, school and classroom.
9.2	WESD supports the education and involvement of parents through Parent University.
9.3	Each school has a parent outreach/advocacy program to respond to the need for new parent orientation in the school setting.
9.4	Families that live within WESD boundaries and have children ages five and under are able to access social, educational, and health services and programs through a centrally located parent resource center.

10.0 Volunteerism

10.1	WESD schools are supported by a core of engaged volunteers, including volunteer organizations, e.g., OASIS, Assistance League of Phoenix, who contribute to student achievement.
10.2	Refugee students are supported by volunteers in partnership with ASU West.
10.3	Volunteer participation is recognized and celebrated.

Updated July 2013

**Washington Elementary School District
Strategic Plan Outcomes
2013-2016**

Facility Planning and Usage Plan Outcomes

1.0 Processes

1.1	All WESD sites are fully engaged in an effective facilities <u>planning</u> process that supports broad-based community involvement.
1.2	All WESD sites are fully engaged in an effective facilities <u>usage</u> process that supports broad-based community involvement.
1.3	All WESD sites are fully engaged in an effective and smart space utilization process that assures efficient resource management while supporting broad-based community involvement.
1.4	WESD schools are utilized as the hub of the neighborhood.

2.0 Building Conditions

2.1	The building condition of each structure on WESD campuses is consistently assessed for structural and safety needs.
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3.0 Energy Initiatives

3.1	WESD campuses are energy efficient and recognized as Energy Star qualified facilities.
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4.0 Student Enrollment

4.1	Student enrollment data are obtained and analyzed; enrollment and other demographic data are used to project future District growth trends.
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5.0 Educational Framework

5.1	High-performance school facilities, i.e., state-of-the-art, energy efficient facilities that support academic achievement during regular and extended learning times, are created in WESD.
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Updated July 2013

**Washington Elementary School District
Strategic Plan Outcomes
2013-2016**

School Safety Plan Outcomes

1.0	WESD facilities are safe and secure learning and working environments.
2.0	District and site Crisis Teams ensure effective incident management.
3.0	District and site Crisis Teams ensure effective recovery from incidents.
4.0	WESD staff support individual student and family social service needs.
5.0	WESD assists schools with truant students and maintains a working relationship with the City of Phoenix Prosecutors Office.
6.0	WESD connects students and families to community resources.
7.0	WESD creates and maintains long-term solutions to neighborhood challenges.
8.0	WESD staff actively promotes schools as centers of communities.

Updated July 2013

**Washington Elementary School District
Strategic Plan Outcomes
2013-2016**

Technology Plan Outcomes

1.0 Arizona Department of Education (ADE) Accountability Measures

1.1	WESD has successfully implemented the requirements of the Student-Teacher-Course Connection Program.
1.2	WESD meets technology readiness standards for administering PARCC assessments.

2.0 Community/Parent Access

2.1	WESD provides appropriate, secure online parent access to student data.
2.2	WESD has investigated and made a recommendation about enabling mobile application support for the parent portal.

3.0 Infrastructure/Hardware/Software

3.1	WESD provides students with e-mail access.
3.2	WESD has implemented teacher resource sharing through Google Apps.
3.3	WESD has evaluated interactive presentation technology to ensure the District is providing the most appropriate and cost-effective solution.
3.4	WESD has installed and configured Synergy's standards-based report cards and grade books District-wide.
3.5	WESD has implemented a Kace Mobile Device Management system.

4.0 Student Use

4.1	WESD maintains current Student Acceptable Use policies.
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5.0 Staff Use

5.1	WESD maintains current technology policies and regulations.
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Updated July 2013

**Washington Elementary School District
Strategic Plan Outcomes
2013-2016**

Recruitment and Retention Plan Outcomes

1.0 Recruitment

1.1	WESD has implemented and annually updates a recruitment plan to meet District employment needs, both short- and long-term.
1.2	WESD applies successful technology methods to attract highly effective employees.
1.3	WESD has established an active recruitment committee to review and update recruitment plans, needs and practices, both short- and long-term.

2.0 Selection

2.1	WESD utilizes effective applicant screening methods to successfully identify potential job candidates.
2.2	WESD applies pre- or post-testing practices to assess potential candidates' skills and knowledge in complex areas.
2.3	WESD performs reference checks to further screen candidates based on their previous employment behaviors.

3.0 Orientation and Professional Development

3.1	WESD provides orientations for newly hired employees to facilitate their successful transition into employment.
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4.0 Retention

4.1	WESD establishes and maintains an evaluation process for all employees to promote expected performance and behaviors.
4.2	WESD establishes and promotes a productive culture.

5.0 Compliance

5.1	WESD complies with employment policies and laws.
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Updated July 2013

**Washington Elementary School District
Strategic Plan Outcomes
2013-2016**

Fiscal Management and Accountability Plan Outcomes

1.0 Fiscal Management

1.1	WESD is a responsible steward of taxpayers' dollars.
1.2	WESD maximizes revenue.
1.3	WESD manages a plan for repairing and replacing District assets that maximizes their efficiency and life cycle.

2.0 Accountability

2.1	WESD develops, implements and maintains measures that support fiscal management transparency for community members.
2.2	WESD develops, implements and maintains measures that support fiscal management transparency for the Governing Board, schools, departments and individual employees.
2.3	WESD monitors internal procedures to ensure efficiency, accuracy and compliance with regulatory agencies.
2.4	WESD maintains a Finance Oversight Committee to openly monitor District financial processes and results.

Updated July 2013



Background



2006

The Governing Board developed and approved WESD's current vision, mission and values.



2007

Community members identified and prioritized areas of District focus.

WESD personnel developed strategic action plans to address each of the resulting five areas of focus.

Stakeholder groups reviewed the plans.



2008

The five strategic action plans for 2007-2010 were presented to the Governing Board.



2010

The Recruitment and Retention Strategic Action Plan was added.




2011

The Fiscal Management and Accountability Strategic Action Plan was added.

2013-2016 Strategic Action Plans

- Student Achievement, Janet Sullivan
- Community Relationships, Carol Donaldson
- Facility Planning and Usage, Sue Pierce/Mike Kramer
- Student Safety, John Shikany
- Technology, Chris Lieurance
- Recruitment and Retention, Justin Wing
- Fiscal Management and Accountability, Cathy Thompson



Student Achievement

Accomplishments to Date

- Expanded professional development for administrators, program coaches and teachers in the areas of Common Core pertaining to English language arts and mathematics, emphasizing concept development and the use of research-based instructional strategies to increase student engagement and learning
- Fully implemented the Arizona Common Core English Language Arts and Mathematics Standards in grades K-3, with revised pacing guides, aligned assessments and standards-based report cards
- Expanded implementation of the Roadmap "Best First Instruction" Response to Intervention to include non-negotiables, and aligned the Roadmap to the new teacher evaluation rubric
- Piloted a draft grading protocol and use of the Synergy parent portal

Current/Future Plans

- Implement the 2010 Arizona Academic (Common Core) Standards for English Language Arts (K-8) and Mathematics (K-8) through revision of the pacing guides, purchase of additional resources, schedule for professional development and revision of District assessments.
- Develop a handbook with specific examples of teacher behaviors aligned to the teacher evaluation rubric and process.
- Continue to implement the revised teacher evaluation process to include the new teacher performance rubrics, teacher development plans and additional components of the evaluation system.
- Make real-time student data accessible to WESD stakeholders through Internet and Intranet applications.
- Research and begin knowledge building for the integration of STEM instruction.



Community Relationships

Accomplishments to Date

- Launched new District Web site
- Updated WESD logo and school mascots
- Established the Washington Resource Information Center in partnership with First Things First
- Instituted local Parent University activities, including the Refugee Parent University
- Participated with ASU and community partners to launch Urban Plunge at Palo Verde Middle School

Current/Future Plans

- Update District collateral and promotional materials consistent with the new WESD logo.
- Increase the visibility of WESD in social media.
- Enhance and facilitate the involvement of non-English speaking parents by utilizing interpreters and appropriate equipment.
- Expand WESD's Parent University concept to include regional and site-specific events.



Facility Planning/Usage

Accomplishments to Date

- Constructed a new school at Lookout Mountain
- Completed the first-in-the-nation Green Schoolhouse Project at Roadrunner Elementary School
- Conducted WESD's first energy contest for schools
- Completed solar installations at Mountain View and Sunnyslope Schools

Current/Future Plans

- Complete performance contracts for energy savings at seven WESD campuses.
- Implement District product and materials standards.
- Implement processes for building assessments and smart building use.
- Implement a campus replacement plan based on building condition.
- Install solar at Sunburst, Desert View and Moon Mountain Schools.



School Safety

Accomplishments to Date

- Designed and constructed numerous site improvements that enhanced the safety and security of campuses
- Received 987 truancy referrals from schools, and conducted 1,209 home visits during the 2012-2013 school year
- Received ADE School Safety Program grants for 2013-2014, which fund placement of a School Resource Officer or Juvenile Probation Officer at seven schools
- Developed a District grief and loss manual

Current/Future Plans

- Have approved Continuity of Operations Plans (COOP) in place at the District and site levels.
- Create a culture of safety among staff.
- Continue to work with community providers to support school-based anti-bullying campaigns.



Accomplishments to Date

- Piloted student information system parent portal
- Posted WESD's new technology plan on ALEAT, and received notification that the plan was accepted
- Implemented and received notification that WESD's Student-Teacher-Course Connection Program was accepted by ADE
- Implemented Google Apps for teacher Web sites
- Updated District Web site

Current/Future Plans

- Fully implement the Synergy parent portal.
- Implement the Synergy grade book and report card programs District-wide.
- Update and enhance WESD's Intranet and Internet sites.
- Revise, if necessary, and implement WESD technology-related policies for students and staff.

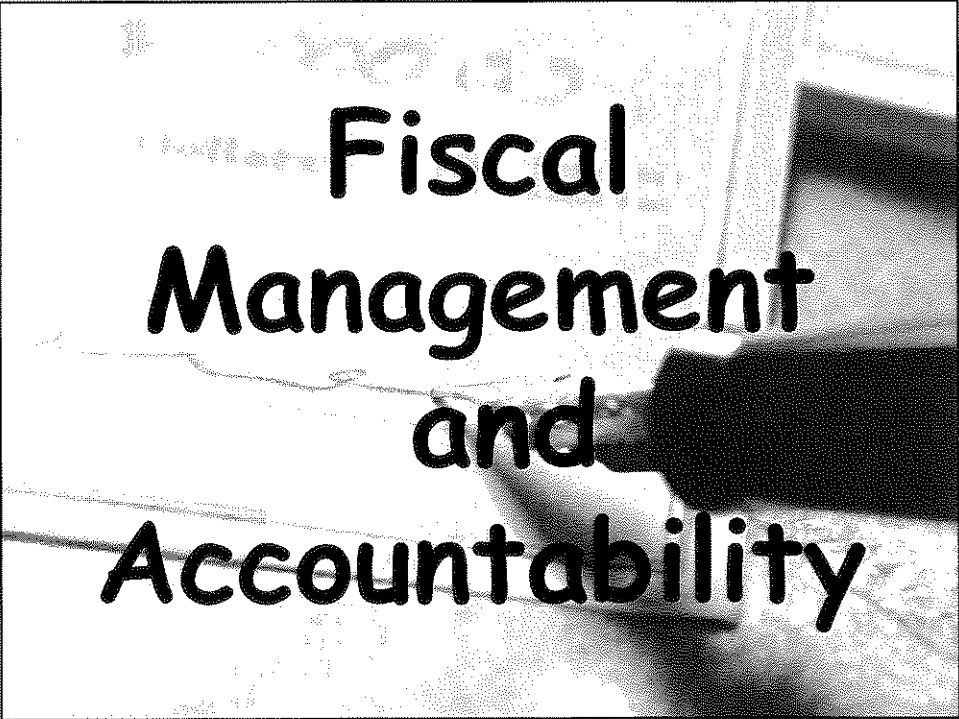


Accomplishments to Date

- Developed and implemented a new hire process for school administrators
- Purchased and implemented an online evaluation system
- Collaborated with ASU and Academic Services Department to hire iTeach student teachers mid-year (2012-2013) to cover teacher vacancies
- Reduced workers compensation claims, attributable, in part to HR's return-to-work program and dedicated follow up with employees

Current/Future Plans

- Research, select and implement an online application system.
- Revise reference check procedures and forms.
- Research and develop performance pay procedures for teachers and school administrators (for 2014-2015).
- Revise current teacher, school administrator and District administrator evaluations.



Fiscal Management and Accountability

Accomplishments to Date

- Completed a vehicle replacement plan
- Posted school budgets on school Web sites
- Created links to annual financial reports on the District Web site
- Reduced costs during Fiscal Year 2013 by utilizing E-rate reimbursements and vendor discounts

Current/Future Plans

- Develop and implement a standardized asset large equipment repair and replacement plan.
- Organize a Finance Oversight Committee.
- Initiate a self-monitoring bond project expenditure program.
- Explore rebates for electronic vendor payments.



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u> X </u>	Discussion
DATE:	October 17, 2013		Information
			1st Reading
AGENDA ITEM:	<u>Information Regarding the Title I Budget</u>		
INITIATED BY:	Clorinda Graziano, Governing Board Member	SUBMITTED BY:	Janet Sullivan, Assistant Superintendent for Academic Services
PRESENTER AT GOVERNING BOARD MEETING:	Janet Sullivan, Assistant Superintendent for Academic Services		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA</u>		

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A


Ms. Graziano requested a future agenda item for information regarding the Title I budget. Title I programs originated through the Elementary and Secondary Education Act (ESEA) of 1965. Under the current iteration of ESEA, the *No Child Left Behind Act* (NCLB) of 2001, Title I provides financial assistance to local educational agencies to meet the needs of educationally disadvantaged children. The purpose of Title I is to help all children achieve the state's academic standards through supplemental programs that consist of instructional services, instructional support services, school wide reform efforts, and increased involvement of parents in their children's education.

The identification of Title I eligible programs begins at the federal level through census information at the state and district levels. Using the federal free and reduced lunch program guidelines and the number of students qualifying under this program, a percentage of school-level poverty is calculated. Schools with 35% of the school population identified as low-income students may be designated as Title I schools and based upon the threshold of 35% poverty, 31 of 32 WESD schools are currently eligible for Title I funding. However, the amount of money allocated to the District does not increase based upon the number of schools, rather it is based upon the census poverty within the District. The District's poverty rate has increased from 23% to 31%. The reduction in overall funding is a result of sequestration. Districts are charged with rank ordering schools by the poverty percentage and funding the greatest number of eligible schools possible while providing a funding level at each school site that allows it to maintain a high quality program. Prior to 2009, the number of schools funded was 23; in 2009-2010 the number increased to 25, and

SUMMARY AND RECOMMENDATION

No action required.

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

Superintendent 

Agenda Item VII.B.

Information Regarding the Title I Budget
October 17, 2013
Page 2

currently, 27 schools are providing Title I programs. The schools were added when the free and reduced lunch percentages increased to a level greater than that of previously identified Title I schools. The current threshold for funding in WESD is a free and reduced percent of 64.23%.

While the number of schools with Title I programs has increased in the last three school years, the District has experienced reductions in Title I funding since the 2011-2012 school year of 17.66% while at the same time, seeing an increase in school staffing dollars of 6.70%. In addition to the staffing (academic interventionists, social workers, paraprofessionals) supporting the schools' Title I programs, funds are utilized for the set-asides (**as indicated below), both mandatory and as required programmatically by law, and a minimal amount is left for "other resources" at the sites' discretion. The set-asides include services for private schools and homeless students, parent involvement monies, District programs such as after school and summer school, professional development literacy and mathematics consultants, and District level staff, including the Title I administrator, District instructional coaches and school level program coaches. Up through 2011-2012, funds were utilized for public school choice and supplemental education services; in more recent years the District has been required to set aside funds to support schools identified for improvement.

The table below highlights the funding distributions:

	2011-2012	2012-2013	2013-2014
Title I Grant Allocation	\$9,294,008.00	\$8,540,306.00	\$7,899,020.00
Private School Consortium **	47,277.00	61,066.48	84,557.24
Effective Parent/Family Involvement (10% of Grant)**	92,940.08	85,403.06	78,990.20
Services to Homeless Students (5% of Grant)**	46,470.04	42,701.53	39,495.00
Public School Choice/Supplemental Services**	700,000.00		
LEA Reserved for School Improvement**	929,400.80	783,711.90	407,469.05
School/District Professional Development**	1,133,189.58	1,361,097.54	1,057,641.65
LEA Instructional Programs**	703,123.99	444,368.57*	543,037.42*
School Staffing /FTE	4,827,283.37 FTE 140.45	4,883,456.16 FTE 121.52	5,119,258.58 FTE 127.42
Other Resources (Schools) (examples below)	496,143.63	668,898.58	322,911.34
Indirect Costs	318,179.51	209,602.18	245,659.52

Other resource funds at the school sites are the funds remaining from the rank-order allocation minus the staffing to support the schools' programs. The amount available per school site normally ranges from \$200.00 to \$20,000.00 and is utilized for a variety of budget items, including stipends for off-contract work, substitutes for professional development such as grade level planning, observation of teachers, working with coaches, instructional materials and supplies.

*The increase in LEA Instructional Programs from 2013 to 2014 resulted from the need to assist eight schools that had no opportunity to apply for continuing 21st Century funding (after-school programs).