

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

DATE: November 14, 2013

TIME: Executive Session 6:30 p.m.
Regular Meeting 7:00 p.m.

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

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

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

I. SPECIAL MEETING

A. Call to Order and Roll Call

B. Adoption of the Special Meeting Agenda

Motion _____ Second _____ Vote _____

II. CALL FOR EXECUTIVE SESSION

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.3 and A.4

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

- A.3 and A.4 – Discussion or consultations with attorneys of the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in contemplated litigation or in settlement discussions conducted in order to avoid litigation – specifically regarding an Agreement with Brighten A Life.

Motion _____ Second _____ Vote _____

III. RECESSING OF SPECIAL MEETING FOR EXECUTIVE SESSION

IV. EXECUTIVE SESSION – GENERAL FUNCTIONS

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 A.R.S. §38-431.03 unless pursuant to specific statutory exception.

IV. EXECUTIVE SESSION – GENERAL FUNCTIONS (continued)

C. Discussion under A.R.S. §38-431.03 – A.3 and A.4

- A.3 and A.4 – Discussion or consultations with attorneys of the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in contemplated litigation or in settlement discussions conducted in order to avoid litigation – specifically regarding an Agreement with Brighten A Life.

V. RECESSING OF EXECUTIVE SESSION FOR REGULAR MEETING

VI. 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

1-14

It is recommended that the Governing Board approve the Minutes of the October 17, 2013 Regular Meeting and Executive Session (all Governing Board Members were in attendance).

Motion _____ Second _____ Vote _____

F. Current Events: Governing Board and Superintendent

Dorothy Watkins, President, and Chris Boyda, Treasurer, of the North Phoenix Kiwanis will present the Washington Elementary School District with a check from the annual Walk-A-Thon, which is its major fundraiser. The Walk-A-Thon not only helps North Phoenix Kiwanis and its beneficiaries, but it helps numerous groups throughout the metro Phoenix area who are invited to join in the fun, as well as earn money for their group or organization. Partnering groups receive 75% of the funds that were raised.

Celebrating Our Successes! Adele Russell, Principal at Tumbleweed Elementary School, will share information regarding the school's student achievement gains.

G. Special Recognition

Special Recognition of Mariano Guerra, teacher at Mountain Sky Junior High School, who was selected as the 2013 Middle School Science Teacher of the Year by the Arizona Science Teachers Association.

H. Public Participation**

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

VI. REGULAR MEETING – GENERAL FUNCTION (continued)

H. Public Participation (continued)**

- 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.)

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

Motion _____ Second _____ Vote _____

VII. CONSENT AGENDA

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| *A. Approval/Ratification of Vouchers | 15 |
| 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 | 16-18 |
| 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) | 19-20 |
| 1. Arizona Diamondbacks donated a check in the amount of \$400.00 for the benefit of music students at Desert Foothills Junior High School. | |
| 2. BJ's Furniture donated a sofa and loveseat with an approximate value of \$975.00 for the teachers' lounge at Ironwood Elementary School. | |
| 3. BookPALS donated books with an approximate value of \$491.00 for the benefit of students at Mountain View School. | |
| 4. CBRE, Inc. donated miscellaneous office supplies with an approximate value of \$500.00 for the benefit of the Washington Elementary School District. | |
| 5. Elephant Bar donated Junior Explorer gift certificates with an approximate value of \$750.00 for the benefit of students in the after-school program at Cactus Wren Elementary School. | |
| 6. JanSport donated 50 backpacks and shoulder bags with an approximate value of \$2,000.00 for the benefit of students at Maryland School. | |
| 7. Jason's Deli donated 200 student gift certificates with an approximate value of \$1,000.00 for the benefit of students in the after-school program at Cactus Wren Elementary School. | |
| 8. Peter Piper, Inc. donated a check in the amount of \$517.95 for the benefit of students at Shaw Butte Elementary School. | |
| 9. The Phoenix Zoo donated scholarships with an approximate value of \$2,324.00 for the benefit of after-school academy students and chaperones at Maryland School to attend ZooReach Night Camp. | |
| 10. The Phoenix Zoo donated scholarships with an approximate value of \$2,400.00 for the benefit of students at Mountain View School to attend ZooReach Night Camp. | |

VII. CONSENT AGENDA (continued)

- *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)
(continued)
11. Richard E. Miller Parent/Teacher Organization donated a check in the amount of \$1,775.92 to purchase library books for the benefit of students at Richard E. Miller Elementary School.
12. Sunburst Farms donated a check in the amount of \$400.00 to purchase class t-shirts for the benefit of students at Sunburst Elementary School.
13. Thomas Desrosiers donated musical instruments with an approximate value of \$2,800.00 for the benefit of students in the Washington Elementary School District.
- *D. Out-of-County/State Field Trips
1. Thomas Aron, Alta Vista Elementary School, submitted an out-of-county/state field trip to the Placentia Presbyterian Church, Placentia, CA and Disneyland, Anaheim, CA, May 16-18, 2014, for 5th and 6th grade students at a cost of \$5,219.05. 21-32
2. Alan Paulson, Orangewood School, submitted an out-of-county/state field trip to Washington, D.C., April 3-6, 2014, for 6th, 7th, and 8th grade students at a cost of \$55,022.00.
- *E. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative (MESC) and Greater Phoenix Purchasing Consortium for Schools (GPPCS) 33-35
- *F. Acceptance of the US Airways Field Trip FUNd! Grant in the Amount of \$500.00 36

VIII. ACTION / DISCUSSION ITEMS

- A. Consider, Discuss and, if Deemed Advisable, Approve the Intergovernmental Cooperative Purchase Agreements and Contract Purchases with 1GPA to Utilize TSA Consulting Group for Retirement Plan Compliance and Administrative Services (David Velazquez) 37-38
- Motion _____ Second _____ Vote _____
- B. Temporary Suspension of Policy BGB – Policy Adoption and Adoption of Proposed Amended Policy DJE – Bidding/Purchasing Procedures (D. Rex Shumway) 39-44
- Motion _____ Second _____ Vote _____

IX. INFORMATION / DISCUSSION ITEMS

- A. 2013 United Way Update (Pam Horton) 45
- B. Teacher Evaluation Update (Justin Wing) 46-49
- C. 2013 Accountability Update – Assessment Report: Part One (Janet Sullivan) 50-77

X. FUTURE AGENDA ITEMS

XI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

XII. 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

October 17, 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. Maza called the meeting to order at 7:01 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Mr. Maza left the Executive Session at 9:30 p.m.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mr. Maza led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

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

UNANIMOUS**E. Approval of the Minutes**

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the September 26, 2013 Regular Meeting. The motion was seconded by Mrs. Lambert. The motion carried.

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

Mr. Adams shared that he enjoyed attending Supporting the Implementation of New Standards sponsored by the Arizona School Boards Association (ASBA) and Stand for Children Arizona. Mr. Adams acknowledged Superintendent Susie Cook's attendance and stated it was very informative.

Mr. Adams shared that he enjoyed attending the following school events. He commended the school staff for the events and was impressed with the support of the parents and community members:

- Cholla Middle School – Mock Smithsonian Museum and Fall Concert
- Palo Verde Middle School – Orchestra/Band Fall Concert

Mrs. Lambert shared that Pam Seitzinger, Program Specialist in the 21st CCLC Unit at the Arizona Department of Education (ADE), advised Mrs. Lambert that the Washington Elementary School District was considered one of the leaders in the State for after-school programs. Ms. Seitzinger mentioned that Kathleen McKeever, Deirdre Mai, Melanie VanWagner, Wendy Bice, and Erika Williamson had shared their expertise with ADE to train other schools that received 21st Century grants. Mrs. Lambert gave kudos to Ms. McKeever and her team for their successful 21st Century programs that target and benefit students.

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Ms. Graziano thanked the District staff for their hard work with the Support Our Schools AZ community sale that benefited the students in the District.

Ms. Graziano shared that she enjoyed attending the Business Advisory Team meeting and acknowledged Jill Hicks for her incredible job of getting many businesses to attend. Ms. Graziano stated it was wonderful to see businesses coming together, not only for the benefit of the District, but also beneficial for the businesses to establish relationships with other local businesses.

Ms. Graziano apologized for not being able to attend more school events, but explained that she was involved with another district raising funds to take middle school music students to perform in London for the New Year's Day parade. Ms. Graziano thanked the teachers, who had field trips on the agenda for approval, for their hard work. Ms. Graziano stated that field trips were wonderful, inspirational experiences for students.

Mr. Jahneke advised that he was sorry he was unable to attend many of the school events due to his work obligations.

Mr. Jahneke acknowledged Lori Ritz, Principal at Sunnyslope School, for her part on the APS advertisement promoting the District's solar project at Sunnyslope School. Mr. Jahneke stated it was good that the District was conserving energy, as well as saving money.

Dr. Cook advised the Board that the District was celebrating the successes of Abraham Lincoln Traditional School because it earned an "A" for the third year in a row. Dr. Cook introduced Ms. Tara Mayole, Principal of Abraham Lincoln Tradition School, who shared information regarding the school's student achievement successes.

G. Public Participation

There was no public participation.

H. Approval of the Consent Agenda

UNANIMOUS

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

Ms. Graziano requested that Item *II.D. – Out-of-County/State Field Trips and Item *II.F. – Award of Contract – RFP No. 13.027, Tutoring and Substitute Teaching Agencies, be pulled from the Consent Agenda for separate consideration.

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

II. CONSENT AGENDA

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

UNANIMOUS

Approved and ratified the vouchers as presented.

***B. Personnel Items**

UNANIMOUS

Approved the personnel items as presented.

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

Approved the public gifts and donations as presented.

1. 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.
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** **UNANIMOUS**

A motion was made by Ms. Graziano that the Governing Board approve the out-of-county/state field trip requests as presented. The motion was seconded by Mr. Jahneke. The motion carried.

Ms. Graziano had the following concerns regarding field trips:

- What will the students who are not going on the Catalina Island field trip be studying? A representative from Arroyo Elementary School advised that the students not going on the field trip would be studying all the marine biology content that the students on the trip would be learning.
- There were several turnaround field trips to California. Are teachers agreeable to using Sundance Travel with the \$10.00 per student fee? Is it easier to make one phone call to Sundance Travel to handle all the arrangements, e.g., bus, hotel, etc.?
- Concerned about the report card grade requirements (1, 2, or 3) for the student eligibility on the Ironwood Elementary School field trip. A representative from Ironwood stated that if a student was working hard to improve their grade, they were allowed to go on the field trip. Ms. Graziano asked the teachers to reconsider the grade requirement because field trips could have a large impact on a student's life.

Mr. Maza thanked the school staff for attending the meeting to be available to answer any questions regarding the field trips.

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Mrs. Lambert stated that field trips could be very rewarding with great benefits for the students. She thanked the teachers for their time and efforts in planning the field trips which demonstrated their dedication and commitment for the students.

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.
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.

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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.

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

UNANIMOUS

Approved the out-of-state travel as presented.

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.

***F. Award of Contract – RFP No. 13.027, Tutoring and Substitute Teaching Agencies**

UNANIMOUS

A motion was made by Ms. Graziano that the Governing Board award a contract regarding RFP No. 13.027, Tutoring and Substitute Teaching Agencies to the vendors as presented. The motion was seconded by Mr. Maza. The motion carried.

Ms. Graziano asked if the services were used mostly for the special needs student population. Dr. Cook responded that all of the services are IEP driven agencies for special needs students.

Mr. Maza asked if it was holding true that in a good economy, it was difficult to find substitutes in many areas, as well as some of the education support professional positions. Dr. Cook affirmed and added that in any economy, it was difficult to find special education substitutes.

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| *G. | Intergovernmental Agreement with the Superior Court of Arizona in Maricopa County, Juvenile Probation Department | UNANIMOUS |
| *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 | UNANIMOUS |
| *I. | Acceptance of Resignation from Judge Robert D. Myers as a Community Member on the Trust Boards | UNANIMOUS |
| *J. | Second Reading and Adoption of Proposed Amended Board Policy CBCA – Delegated Authority | UNANIMOUS |
| *K. | Second Reading and Adoption of Proposed Amended Board Policy EBAA – Reporting of Hazards/Warning Systems | UNANIMOUS |
| *L. | Second Reading and Adoption of Proposed Amended Board Policy EBC - Emergencies | UNANIMOUS |
| *M. | Second Reading and Adoption of Proposed Amended Board Policy GBI – Staff Participation in Political Activities | UNANIMOUS |
| *N. | Second Reading and Adoption of Proposed Amended Board Policy CM – School District Annual Report | UNANIMOUS |
| *O. | Second Reading and Adoption of Proposed Amended Board Policy GCFC – Professional Staff Certification and Credentialing Requirements | UNANIMOUS |
| *P. | Second Reading and Adoption of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection | UNANIMOUS |

Mr. Maza noted an editorial correction on page 139, first paragraph, second to last sentence – the word “person” should not be deleted, but should be the last word in the sentence.

A motion was made by Mr. Maza that the Governing Board approve the Second Reading of Proposed Amended Board Policy JLF – Reporting Child Abuse/Child Protection, as corrected. The motion was seconded by Mrs. Lambert. The motion carried.

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| *Q. | Acceptance of the Refugee School Impact Grant in the Amount of \$50,000.00 | UNANIMOUS |
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III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

IV. PUBLIC HEARING

A. Bond and Capital Projects Update

Mr. David Velazquez provided a bond and capital projects update, as required by law. Mr. Velazquez reviewed the 2010 bond authorization, as well as additional funding sources used for projects. He stated that the Building Renewal funding was eliminated by legislature effective September 2013. Mr. Velazquez reviewed the projects completed in the 2012-2013 school year and reported on construction projects in progress.

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Ms. Graziano asked the following questions:

- How are projects identified as “deferred”? Cathy Thompson responded that school projects were identified before the bond election and were listed on the Capital Project Plan Summary B&E Report provided in the agenda. Ms. Thompson stated that when the projects were reevaluated, additional scope was identified or projects were added to the list. Ms. Thompson advised that most of the deferred projects were for replacement of portables with structures.
- Were the additional projects on the original request for the bond election? Ms. Thompson replied that they were not listed in the voter bond pamphlet.
- Do the deferred projects remain on the list in case additional funding becomes available? Ms. Thompson responded that they remain on the list.
- Are the projects that were on the original bond request being worked on and not identified as deferred? Dr. Cook stated that all of the projects listed in the bond election pamphlet that the voters approved are being completed.

Mrs. Lambert stated she was pleased to see the projects completed under budget and asked if the project estimates were accurate. Mr. Mike Kramer advised that due to the economic slowdown, vendors were willing to do the same work for a lower cost. Mr. Kramer stated that multiple vendor bids were utilized to obtain the most value for the taxpayers’ dollars. Mrs. Lambert thanked Mr. Kramer for his due diligence to save the District money.

There were no questions from the public.

B. Annual Report of M&O and K-3 Override Expenditures

Mr. David Velazquez reviewed the M&O and K-3 override expenditures, as required by law. Mr. Velazquez advised that the M&O override funding was voter authorized in November 2010 and was approximately \$10.4 million. He stated that the K-3 override funding was voter authorized in November 2009 and was approximately \$5.2 million.

Mr. Adams asked how the K-3 override funds were assisting the District to reduce class size and academic intervention. Dr. Cook replied that full-day kindergarten utilized the majority of the funding. She stated that the K-3 override funds assisted the District to reduce class size, however, it was difficult to find teachers. The funds for academic intervention provided help for students who were underachieving and seemed to be successful based on the growth and successes at the schools.

Mr. Jahneke asked if it was up to each school site to determine how much money was to be spent for class size reduction versus academic intervention. Dr. Cook responded that it was originally intended to be handled by each site. However, because full day Kindergarten is the major allocation and there is less funding for class size reduction and intervention, the matter is now handled during school staffing meetings with the Principals.

Mr. Maza commented that with the cuts the District had experienced in the past four years, the possibility of larger class sizes had been avoided due to the K-3 override funding. Dr. Cook agreed that the District’s class sizes would definitely have been higher without the override funding.

Ms. Graziano thanked the District and the voters for the K-3 override. Ms. Graziano stated that although full-day kindergarten utilized the majority of the K-3 override funds, the benefits to the students far outweighed the costs.

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There were no questions from the public.

V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

IV. 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

UNANIMOUS

Dr. Cook introduced Ms. Cathy Thompson to summarize for the Board's consideration, discussion and, if deemed advisable, approval of the Intergovernmental Cooperative Purchase Agreements for energy performance contracting services.

Ms. Thompson advised the Board that the District had performed 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 the services. Ms. Thompson stated that it was determined that Midstate Energy had made available a different contract than was originally submitted for approval. The new contract through the 1GPA consortium would result in a lower cost to the District overall.

Ms. Graziano asked the following questions:

- Did the District use the State's bid list as opposed to sending out individual bids to vendors. Ms. Thompson replied that the District did not issue an RFP, however, the District selected five vendors who had existing cooperative contracts and put them through a similar RFP process of interviews and conducting energy assessments.
- Did the District feel that the cost would not necessarily have been lower if it had issued a separate RFP. Ms. Thompson responded that there was the possibility that if the District had issued an RFP, the time to complete the process and with increasing interest rates, it could have cost the District more money.

Mrs. Lambert asked the following questions:

- What happens after the information is gathered? Does it go to the District or a committee? How is it involved with bond or capital override decisions? Ms. Thompson replied that Midstate Energy did a more intense evaluation of the school projects. They met on a weekly basis with the District's Finance and Capital Projects/Maintenance departments to offer options and ask for direction. Ms. Thompson reported that the main goal was to do two HVAC replacements that were in the bond override. She stated that they will complete the roofing bond projects, as well as expansion of the HVAC replacements with additional energy savings projects. In addition, Midstate Energy was asked to include irrigation and possibly lighting at additional school campuses, as they have a faster return on investment.

Mr. Adams clarified that this was originally approved through a TCPN to 1GPA and this agenda item was for a new contract with 1GPA to utilize Midstate Energy for energy performance contracting services that would be more advantageous for the District. Ms. Thompson confirmed that Mr. Adams was correct.

October 17, 2013

Mr. Jahneke asked the following questions:

- Were the energy savings performance contracts possible due to a new statute? Ms. Thompson replied that the statute was several years old, however, it was changed approximately one year ago. Ms. Thompson stated that she did not feel comfortable with the statute until the recent change that allowed the District to pay for energy savings performance contracts with M&O savings.
- If the District had additional funds, would there be a prepayment penalty? Ms. Thompson advised that when the District negotiated the contract, it would request that there not be a prepayment penalty if the District were able to pay the debt early.

A motion was made by Mr. Jahneke that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with 1GPA to utilize Midstate Energy for Energy Performance Contracting Services. The motion was seconded by Ms. Graziano. The motion carried.

VII. INFORMATION / DISCUSSION ITEMS

A. Update Regarding Strategic Action Plans

Dr. Cook advised the Board that the District reviewed its strategic action plans each year. Dr. Cook introduced Ms. Sue Snyder who reviewed the background of the Strategic Action Plans. The administrators responsible for each strategic action plan gave a presentation regarding accomplishments to date, as well as current and future plans.

Mr. Adams thanked the administrators for the presentation and made the following comments:

- Asked if it would be possible to have an update either quarterly or semiannually and list accomplishments to date on a single piece of paper. Dr. Cook replied that the update had been presented annually to the Board and took several months to compile the data but we can consider quarterly updates.
- Stated that he was pleased that the student information system parent portal was being piloted. Dr. Cook advised that it is being piloted at four schools.
- Stated that bus replacements were costly to the District and made a suggestion to investigate the possibility of outsourcing the bus transportation. Mr. Maza suggested that Mr. Adams could request this topic as a future agenda item if he so wished.

Ms. Graziano appreciated the presentation and made the following comments:

- The strategic actions plans were important documents for the District. Ms. Graziano asked if it would be possible to have the new information highlighted on the strategic action plans.
- School Safety – thanked John Shikany for the amazing job he does for truancy issues and finding the missing students.
- Community Relationships – suggested adding the college connections (e.g., ASU, GCU, NAU, GCC) to the list of accomplishments because it is a wonderful collaboration and strengthens what we are doing in the District.
- Technology – appreciated that the parent portal system was piloted and tested in order to ensure that it will be running efficiently when implemented at all of the schools.

October 17, 2013

Mr. Jahneke stated he enjoyed the presentation every year to see the accomplishments of the District. He appreciated that the District had the strategic action plans and stated you need to have a plan in order to be successful. He stated that the District was being proactive instead of reactive.

Mr. Maza thanked everyone for the presentation and the attention and focus to the District's goals.

Mrs. Lambert thanked everyone for their efforts and focus on the operations of the District. Mrs. Lambert made the following comments:

- Suggested having the information for the strategic action plans posted on the District's website. Ms. Snyder advised that the strategic action plans were already available on the website and that the updated strategic action plans and PowerPoint presentation from the Board meeting would be posted on the website.
- Parent portal system – realized that a lot of technological challenges were involved in implementing it. However, there will be bigger cultural changes that come with the implementation in order to have the teachers feel comfortable utilizing the system.

Dr. Cook thanked everyone involved with the strategic action plans which involved many District employees, as well as community members.

B. Information Regarding the Title I Budget

Dr. Cook advised the Board that Ms. Graziano had requested a future agenda item for information regarding the Title I budget. Dr. Cook introduced Ms. Janet Sullivan who presented the Title I budget information.

Ms. Sullivan advised that there were 27 schools providing Title I programs. Ms. Sullivan stated that due to sequestration, the District had experienced reductions in Title I funding since the 2011-2012 school year of 17.66% while at the same time, saw an increase in school staffing dollars of 6.70%. Ms. Sullivan reviewed the funding distributions for staffing and set-asides, both mandatory and as required programmatically by law.

Mrs. Lambert made the following comments:

- Stated that the private school consortium set-aside had increased and asked if there was a formula to calculate the amount. Ms. Sullivan responded that there were three components for money paid to private schools:
 - There was a per pupil dollar amount for administrative costs to run the consortium.
 - Formulaic funding for professional development.
 - Formulaic funding for per student amount.
- Do the private schools use the same criteria (rank order by academic need) as the District to identify students who need the special services? Ms. Sullivan replied that students were serviced in a school-wide program and intervention services were fluid and were provided as needed. She advised that the District did not monitor the rank order of identifying students at the private schools. Ms. Sullivan stated that in a school-wide program, all students were eligible for services, e.g., social services, and were not based on academic need.

- Mrs. Lambert stated that the District had many challenges planning a future year's budget when dealing with many issues, e.g., federal dollars changing, sequestration, the new census, and waiting for approval for the flexibility request. Mrs. Lambert thanked Ms. Sullivan for the report and gave kudos to the staff for trying to move forward in a very questionable environment where the District did not know what was going to happen.

Ms. Graziano made the following comments:

- Was it only the students who live within the WESD boundaries and attend the private schools that have to qualify for free and reduced lunches and Title I services. Do the private schools have to qualify for Title I as well? Ms. Sullivan responded that the private schools do not have to qualify as a Title I school. The private schools report to the District the students who live in the District's attendance areas and qualify for free and reduced lunches and then they are funded accordingly.
- Does this include charter schools? Ms. Sullivan replied that charter schools are responsible for their own Title I program and funding.
- Are private schools required to provide feedback for the funds they receive? Ms. Sullivan stated that the funds go to the Title I consortium. Ms. Sullivan advised that WESD is in a private school consortium with 28 school districts and the consortium provides the services at each of the private schools. WESD acts as the fiscal agent for the private school consortium.
- Asked for information regarding the Public School Choice/Supplemental Services funding. Ms. Sullivan responded that the 2011-2012 funds were used for public transportation for public school choice and for supplemental educational services, e.g., after-school tutoring programs from external vendors. Ms. Sullivan stated that with the waiver that was granted for the 2012-2013 school year, SES was eliminated. It was not mandatory that the District have supplemental educational services, therefore, it was able to utilize the funds in other ways. Ms. Sullivan advised that at the beginning of the 2012-2013 school year, the District did not know the status of the waiver regarding transportation and did not know if the District needed to offer public school choice since the accountability system changed for Title I with the approval of the District's flexibility request. Ms. Sullivan stated that the District continues to transport students, but at the District's own expense. Ms. Sullivan reported that the District was notified at the beginning of the 2013-2014 school year, after the original budget was established, that it did need to offer public school choice for schools identified as focus schools. Ms. Sullivan stated that the Title I budget would be amended and funds would be allocated based on identified needs.
- Was the money reserved for school improvement based on a mandatory percentage or grades of the schools? Ms. Sullivan advised that in 2011-2012 and prior years, there was a mandatory 20% set-aside. The mandatory percentage was eliminated in 2012-2013 and the District significantly reduced the budget expense the last two years. Ms. Graziano stated that she hoped the money would not be needed in the future since many of the schools had shown improvement. Ms. Sullivan reported that the District was required to set-aside money for the four focus schools and the three intervention schools.
- For school/District professional development funds, do the schools or the District make the decision and how does the money get distributed? Ms. Sullivan advised that all of the schools have a program coach and the funds are primarily used for the coaches. There are instructional coaches who provide support to all teachers. In addition, there are literacy coaches who

work at the school sites. All of the schools have benefited from the services and professional development opportunities that have been offered from external vendors for literacy and math coaching. Dr. Cook reported that school-wide Title I schools were offered discipline program training, e.g., Make Your Day training, which was paid by Title I funds.

- How do schools qualify for the other resource funds, ranging from \$200.00 to \$20,000.00 per school site? Ms. Sullivan replied that the schools have to be rank ordered based on their free and reduced lunch. Each school site received an allocation amount based on its student count and poverty rate. Each school site determined its staffing needs and deducted the staffing cost from the allocation received and the remainder was the other resource funds, to be used at the school's discretion.
- Are any of the other resource funds available for after-school tutoring intervention? Ms. Sullivan advised that some schools had chosen to supplement the 21st Century program with additional staffing paid with the other resource funds. She stated that each school made the decision on how to utilize the other resource funds.

Mr. Adams asked the following questions:

- Was the District required to utilize the consortium. Ms. Sullivan replied that although the District was not required to use a consortium, it would not be cost effective for the District to provide services directly to the 14 private schools within its attendance boundaries. Ms. Sullivan stated she was not aware of any school district that did not utilize the private school consortium.
- Did the District receive an administrative fee for its duties as the fiscal agent? Ms. Sullivan responded in the affirmative.
- Was the consortium responsible for monitoring the funds provided to the private schools? Ms. Sullivan and Dr. Cook replied that the funds were audited and the consortium was monitored by the Arizona Department of Education (ADE). Ms. Sullivan advised that the District was not responsible for monitoring the private school activities and that ADE did the monitoring.

VIII. FUTURE AGENDA ITEMS

Mrs. Lambert requested an update for the Move on When Reading Program.

IX. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Ms. Graziano acknowledged and thanked Judge Robert D. Myers for his service on the District's Trust Boards. She also acknowledged his time as a volunteer at Orangewood School.

Mr. Maza thanked everyone for their well wishes and condolences for his grandfather who passed away on November 14, 2013. Mr. Maza stated that his grandfather was a World War II veteran who believed in public education.

Dr. Cook acknowledged that Dr. Dianna Bonney, teacher at Orangewood School, received the "A Day Made Better" award from Office Max and received \$1,000.00 in classroom supplies.

Dr. Cook acknowledged that Jill Hicks, Community Outreach Specialist, was appointed to the Mayor's Youth and Education Commission.

October 17, 2013

Dr. Cook thanked the Parent Leadership Team that attended an anti-bullying event with the District staff on October 16, 2013. The event was sponsored by Mayor Stanton's wife, Nicole Stanton.

Mr. Maza acknowledged Paradise Valley Unified School District's centennial celebration to be held on October 19, 2013. The parade's Grand Marshall of the certificated group will be Dennis Van Roekel, Paradise Valley High School teacher and President of the National Education Association.

X. 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 call for an Executive Session. The motion was seconded by Mrs. Lambert. The motion carried.

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.

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 (by Vice President, Aaron Jahneke)

XIV. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Adams to adjourn the meeting at 10:33 p.m. The motion was seconded by Mrs. Lambert. The motion carried.

October 17, 2013

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

October 17, 2013

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: November 14, 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):

10/18/13	2,537,438.78
11/01/13	2,811,678.70
Totals:	<u>5,349,117.48</u>

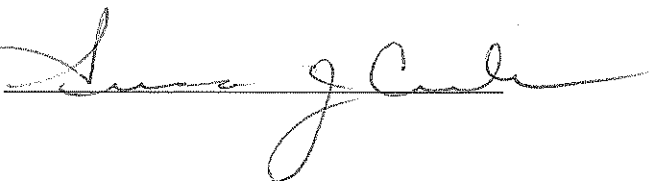
APPROVE/RATIFY FY 13/14 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

10/10/13	5,282,501.11
10/16/13	731,456.45
10/23/13	5,432,576.99
10/30/13	1,048,350.53
Totals:	<u>12,494,885.08</u>

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *VII.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: November 14, 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

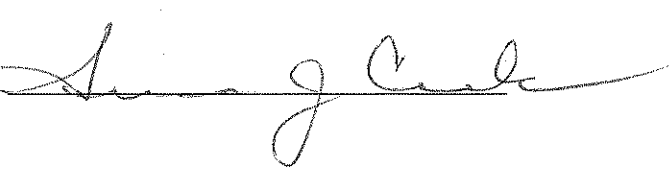
Funding Source: Various
Budgeted: Yes

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

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

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

Superintendent 

Agenda Item *VII.B.

PERSONNEL ACTION RECOMMENDED

November 14, 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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Glaser	Jo	Teacher-Music	Ocotillo	Leave of Absence		10/4/2013
Hargis	Erin	Teacher-4th Grade	Ocotillo	Resignation	2 mo.	10/21/2013
Rempe	Lynn	Teacher-Music	Desert Foothills	Retirement	17	11/1/2013
Spencer	Andrea	Teacher-4th Grade	Lakeview	Leave of Absence		11/4/2013

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Hampton	Tarico	Night Custodian	Chaparral	Resignation	2	10/15/2013
Hernandez	Catherina	Detention Monitor	Mountain View	Leave of Absence		11/12/2013
Martinez	Ramonsito	Night Custodian	Manzanita	Resignation	2 mo.	10/4/2013
Noory	Yousif	Custodian	Lookout Mountain	Resignation	10 mo.	10/23/2013
Phillips	Stephanie	Food Service Manager	Richard Miller	Resignation	8	10/4/2013
Sepulveda	Roxanne	Night Custodian	Royal Palm	Resignation	3.5	10/18/2013
Zavalza	Elena	Paraprofessional	Alta Vista	Resignation	9 mo.	10/25/2013

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Barnes	Vanessa	KidSpace Site Coordinator	Tumbleweed	Resignation	5 mo.	11/1/2013
Carter	Jasmine	Food Service Helper	Royal Palm	Resignation	2 mo.	10/15/2013
Casale	Suzanne	Paraprofessional	Sunset	Resignation	2	10/4/2013
Dominguez	Brittini	Monitor/Crossing Guard	Acacia	Resignation	2 wks.	10/4/2013
Dorhauer	Molly	Paraprofessional	Shaw Butte	Resignation	1 mo.	10/4/2013
Duggins	Jessika	HeadStart Support Instructor	Acacia	Resignation	2	10/18/2013
Flam	Robert	Bus Driver	Transportation	Resignation	5	10/18/2013
Franco	Candy	Paraprofessional	Moon Mountain	Resignation	2 mo.	10/4/2013
Garcia	Gabriela	Food Service Unit Leader	Chaparral	Resignation	2	11/20/2013
Gonzalez	Gabriela	Food Service Helper	Maryland	Leave of Absence		10/28/2013
Hansen	Linda	Paraprofessional	Moon Mountain	Retirement	22	12/19/2013
Hernandez	Jessica	Food Service Helper	Food Services	Termination	3 wks.	10/18/2013
Huizinga	Brittany	Paraprofessional	Arroyo	Resignation	1	11/15/2013
Kyte	Brittany	Crossing Guard	Lookout Mountain	Resignation	2 mo.	10/25/2013
Lopez	Celina	Paraprofessional	Maryland	Resignation	3 days	10/18/2013
Meza	Katrina	KidSpace Assistant	Lookout Mountain	Resignation	5 mo.	10/25/2013
Parro	Joana	Food Service Helper	Maryland	Resignation	1	10/23/2013
Robayo	Jennifer	Food Service Helper	Food Services	Resignation	1 wk.	10/4/2013
Shelley	Steven	Bus Driver	Transportation	Termination	2 mo.	10/21/2013
Thompson	Justin	Paraprofessional	Academic Services	Resignation	2	10/15/2013
Waddell	Roberta	Monitor	Chaparral	Resignation	1	10/23/2013
Wann	Fred	Bus Driver	Transportation	Resignation	9 mo.	9/13/2013

II. EMPLOYMENT

A. ADMINISTRATIVE

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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PERSONNEL ACTION RECOMMENDED

November 14, 2013

B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Chalik	Antone	Academic Intervention Specialist	E	Desert Foothills	Return from Leave of Absence
Freeman	Lesley	Teacher-4th Grade	E	Lookout Mountain	Balance of Year
Johannesen	Beth	Teacher-Read 180	E	Cholla	Balance of Year

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Kamps	Clinton	Night Custodian	E	Desert Foothills
McClaskey	Brian	Facilities Manager	E	Orangewood
Robertson	Julie	Roving Night Custodian	E	Maintenance
Shaw	David	Night Custodian	E	Roadrunner
Waldez-Zamorano	Ana	Night Custodian	E	Ocotillo
Wolf Black	Delaina	Title VII Tutor	E	Moon Mountain

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Abner	Robin	Food Service Clerk	E	Food Service
Botello	Cinthia	KidSpace Assistant	E	Chaparral
Botello	Veronica	KidSpace Assistant	E	Abraham Lincoln
Brady	Johann	Paraprofessional	E	Ironwood
Corrales	Liliana	Crossing Guard	E	Washington
Favela	Juan	Paraprofessional	E	John Jacobs
Fiaccabino	Mischel	Paraprofessional	E	Moon Mountain
Garcia	Edward	Bus Driver	E	Transportation
Garcia	Steven	Personal Care Provider	E	Lookout Mountain
Gay	Jory	Bus Driver	E	Transportation
Griffiths	Grace	Bus Driver	E	Transportation
Groves	Sara	Bus Driver	E	Transportation
Gualajara	Jacqueline	Food Service Helper	E	Food Service
Gutierrez Ortiz	Brenda	Crossing Guard	E	Sunnyslope
Javier	Danielle	Food Service Floater	E	Food Service
Kagemann	Regina	Paraprofessional	E	Royal Palm
Larson	James	Bus Driver	E	Transportation
Leyva	Norma	Bus Driver	E	Transportation
Lopez	Celina	Paraprofessional	E	Maryland
Michels	Heather	Paraprofessional	E	Alta Vista
Lowley	Geraldine	Paraprofessional	E	Academic Services NBA
Miller	Jessica	Paraprofessional	E	John Jacobs
Morris	Jolina	Food Service Helper	E	Lookout Mountain
Mrza	Lillia	KidSpace Assistant	E	Shaw Butte
O'Hannon	Oliver	KidSpace Assistant	E	Lakeview
Painter	Delaney	Bus Assistant	E	Transportation
Stath	Julie	Special Ed. Assistant	E	Mountain Sky
Wahlstrom	Jennifer	Paraprofessional	E	Ocotillo
Wanek	Robin	Bus Driver	E	Transportation
Weaver	Gary	Paraprofessional	E	Cholla
Williams	Jessica	Bus Assistant	E	Transportation
Zahariades	Michelle	Paraprofessional	E	Desert Foothills

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: November 14, 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

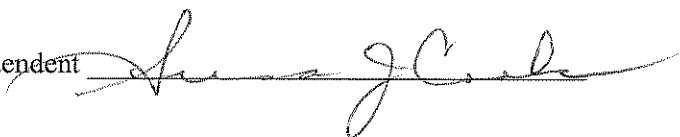
Funding Source: Donations
Budgeted: N/A

1. Arizona Diamondbacks donated a check in the amount of \$400.00 for the benefit of music students at Desert Foothills Junior High School.
2. BJ's Furniture donated a sofa and loveseat with an approximate value of \$975.00 for the teachers' lounge at Ironwood Elementary School.
3. BookPALS donated books with an approximate value of \$491.00 for the benefit of students at Mountain View School.
4. CBRE, Inc. donated miscellaneous office supplies with an approximate value of \$500.00 for the benefit of the Washington Elementary School District.
5. Elephant Bar donated Junior Explorer gift certificates with an approximate value of \$750.00 for the benefit of students in the after-school program at Cactus Wren Elementary School.
6. JanSport donated 50 backpacks and shoulder bags with an approximate value of \$2,000.00 for the benefit of students at Maryland School.
7. Jason's Deli donated 200 student gift certificates with an approximate value of \$1,000.00 for the benefit of students in the after-school program at Cactus Wren 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 *VII.C.

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

November 14, 2013

Page 2

8. Peter Piper, Inc. donated a check in the amount of \$517.95 for the benefit of students at Shaw Butte Elementary School.
9. The Phoenix Zoo donated scholarships with an approximate value of \$2,324.00 for the benefit of after-school academy students and chaperones at Maryland School to attend ZooReach Night Camp.
10. The Phoenix Zoo donated scholarships with an approximate value of \$2,400.00 for the benefit of students at Mountain View School to attend ZooReach Night Camp.
11. Richard E. Miller Parent/Teacher Organization donated a check in the amount of \$1,775.92 to purchase library books for the benefit of students at Richard E. Miller Elementary School.
12. Sunburst Farms donated a check in the amount of \$400.00 to purchase class t-shirts for the benefit of students at Sunburst Elementary School.
13. Thomas Desrosiers donated musical instruments with an approximate value of \$2,800.00 for the benefit of students in the Washington Elementary School District.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: November 14, 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

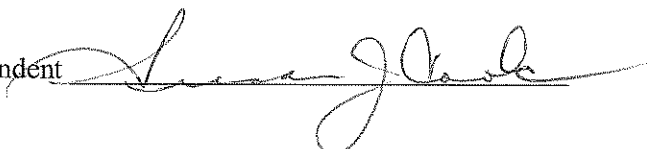
Funding Source: See Attached
Budgeted: N/A

1. Thomas Aron, Alta Vista Elementary School, submitted an out-of-county/state field trip to the Placentia Presbyterian Church, Placentia, CA and Disneyland, Anaheim, CA, May 16-18, 2014, for 5th and 6th grade students at a cost of \$5,219.05.
2. Alan Paulson, Orangewood School, submitted an out-of-county/state field trip to Washington, D.C., April 3-6, 2014, for 6th, 7th, and 8th grade students at a cost of \$55,022.00.

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 *VII.D.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 11/14/2013

School: Alta Vista Elementary Departure Date: 5/16/2014 Return Date: 5/18/2014
 Destination of Field Trip: Placentia Presbyterian Church, Placentia, CA
 Disneyland, Anaheim, CA
 # of Student Participants: 15 Grade Level(s): 5-6 # of Chaperones (1:8): 2
 Cell Phone Number of Person Attending Trip: 602-799-9475 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board: Thomas Aron # of Additional Adults - paying their own way: 5
 Meeting:

Summary of Event/Purpose:

Students, teachers and chaperones will travel to Placentia, California where they will perform in an adjudicated festival venue. They will have rehearsed and perfected two festival pieces that will be performed for three judges who will critique their performance and presentation. The judges will give their comments and suggestions and may offer a short "workshop" for the students if time permits. Judges will also give a ranking to our group. We will then travel to Disneyland where the students will have an opportunity for some reward time before attending the awards ceremony where we hope to bring home another first place trophy for our school and district.

Educational Use:

By the end of the year students will be able to demonstrate skills in many areas: Beginning Band; Strand 1 (concepts 1-3 and 5), Strand 2 (concepts 1-3), and Strand 3 (concepts 1 and 2). The students will rehearse daily as an ensemble to learn rhythms, dynamics and tempo markings for performances and the upcoming "Music in the Parks Festival". They will also learn the function of time signatures, key signatures, accidentals and simple musical form as it relates to their repertoire and appropriate grade-level curriculum. The music selection for this group will include works from different genres at the appropriate grade level. Above all, musicianship and appropriate concert behavior will be stressed! Island Wavez will have many opportunities to demonstrate their learned performance-related skills for a live audience throughout the year. One of our more interesting concerts will be our annual trip to A.S.U. to perform for the College of Education graduations in December and May.

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
5/16/2014	Alta Vista, Phoenix, AZ	11:45 PM	Rest Stop, Blythe, CA	2:30 AM	Charter Bus	602-799-9475
5/17/2014	Rest Stop, Blythe, CA	3:00 AM	McDonald's, Placentia, CA	6:30 AM	Charter Bus	602-799-9475
5/17/2014	McDonald's, Placentia, CA	7:30 AM	Placentia Presbyterian Church, Placentia, CA	8:00 AM	Charter Bus	602-799-9475
5/17/2014	Placentia Presbyterian Church, Placentia, CA	10:00 AM	Disneyland, Anaheim, CA	10:30 AM	Charter Bus	602-799-9475
5/17/2014	Disneyland, Anaheim, CA	11:45 PM	Rest Stop, Blythe, CA	3:30 AM	Charter Bus	602-799-9475
5/18/2014	Rest Stop, Blythe, CA	4:00 AM	Alta Vista, Phoenix, AZ	6:30 AM	Charter Bus	602-799-9475

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: Carla Aronowitz 10/22/2013

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 be having several fund-raisers during the school year to give students the opportunity to raise money for the trip. For example, we will sell CD's of our performances and smencils(scented pencils). We will also make use of some tax credit money and seek a business partner who would be willing to sponsor us.

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:

None 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? 80

Is this a club or after-school class? Yes

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

Students must be a member in good standing of the Alta Vista Island Wavez. They must also attend and participate at all Island Wavez rehearsals and performances during the school year.

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

Students not participating in the trip will complete the regular school day.

Chaperones:

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

If no, what are the arrangements for class coverage?

No class coverage is needed as we are going on a Saturday.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Thomas Aron	Certified	No	Yes
Katrina Arredando	Certified	No	Yes
Jay Bloch	Certified	No	Yes
Lydia Aron	Certified	No	Yes
3 Parents TBA	Certified	No	No

Academic Services Signature:

Natalie McWhorter

10/23/2013

Administrative Services Signature:

Lyn Bailey

10/24/2013

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
\$ 5,144.05 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 75.00 Food: \$ 0.00 Other: \$ 5,219.05 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.	

15 # Students Participating

of Chaperones: 2

(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: \$347.94

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	10/22/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10/23/2013

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

INVOICE 0011023
DATE 23SEP,2013
AGENT MB/MB

WASHINGTON ELEMENTARY SCHOOL DISTRICT
SCHOOL
4650 W SWEETWATER
GLENDALE AZ 85304

ALTA VISTA
8710 N.31ST AVE
PHOENIX AZ 85051

16MAY,2014 ANAHEIM
SUNDANCE MEETINGS AND INCENTIVE, MUSIC IN THE PARKS ANAHEIM CA ,
CONFIRMATION BY MAY

GROUP 15 STUDENTS AND 7 CHAPERONES TOTAL 22 PARTICIPENTS - TEACHER
THOMAS ARON
1 BUS (TURN AROUND) DEPARTING 16MAY,2014 SPOT TIME 11:30PM TO LEAVE
11:55PM FROM SCHOOL TO ARRIVE ON 17MAY,2014
BUS HOLDS (56) PASSENGER
RETURNING 17MAY,2014 by BY11:30PM TO ARRIVE TO SCHOOL 18MAY,2014 AM
TAXES AND GRATUITIES INCLUDED

MUSIC IN THE PARKS FESTIVAL WITH ONE DAY PARK HOPPER AND MEAL
17MAY,2014
ONE COMPLIMENTARY DIRECTOR TICKET

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

TOTAL QUOTE PRICE \$ 6,657.00

BREAKDOWN:

QUOTE MOTOR COACH TOTAL \$ 3,650.00
QUOTE MUSIC IN THE PARKS TOTAL \$ 2,787.00
QUOTE AGENCY FEE (10.00 PP) BASED ON 22 PARTICIPENTS
FUEL CHARGES MIGHT CHANGE UPON FINAL PAYMENT
DEPOSIT AMOUNT 1100.00 NEEDED BY 16JAN,2014 IN OUR OFFICE
FINAL PAYMENT NEEDED BY 02MAR,2014
PRICING TO BE ADJUSTED BASED ON FINAL PAYMENT

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 11/14/2013

School:	Orangewood	Departure Date:	4/3/2014	Return Date:	4/6/2014
Destination of Field Trip:	Washington, D.C.				
# of Student Participants:	32	Grade Level(s):	6-8	# of Chaperones (1:8):	4
Cell Phone Number of Person Attending Trip:	602-427-7035	# of Additional Chaperones Needed (Over 1:8):	4		
Person Requesting Trip/Contact at Board Meeting:	Alan Paulson	# of Additional Adults - paying their own way:	2		

Summary of Event/Purpose:

Orangewood Music students are panning to participate in the 25th annual "America Sings! Festival in Washington, D.C. They will enjoy a concert/rehearsal on Friday evening, then sing their individual concert on Saturday, April 5, followed by watching other award-winning choirs from around the country, ending with a mass-choir concert of about 3000 singers and dancers in the evening, all in front of the Washington Monument! The focus of America Sings! is to encourage school choir members to show their peers that community service can be fun and rewarding. It also raises money and awareness for the plight of homeless kids in America.

Educational Use:

The students will increase their knowledge of singing, dancing, stage presence, poise, vocal production, and showing responsibility to a group. They will also gain knowledge and a much deeper appreciation of the history of our great country through visiting a variety of Memorials around Washington, D.C. We are hoping to finalize plans to visit either of our U.S. Senator's offices and/or a tour of The White House.

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
4/3/2014	Airport, Phoenix, AZ	7:00 AM	Airport, Washington, D.C.	2:30 PM	Airplane	602-427-7035
4/3/2014	Airport, Washington, D.C.	3:00 PM	Hotel, Washington, D.C.	3:30 PM	Motorcoach	602-427-7035
4/3/2014	Hotel, Washington, D.C.	4:30 PM	Monument Tour, Washington, D.C.	5:00 PM	Motorcoach	602-427-7035
4/3/2014	Monument Tour, Washington, D.C.	9:00 PM	Hotel, Washington, D.C.	9:30 PM	Motorcoach	602-427-7035
4/4/2014	Hotel, Washington, D.C.	8:00 AM	Tour, Washington, D.C.	8:30 AM	Motorcoach	602-427-7035
4/4/2014	Tour, Washington, D.C.	1:00 PM	America Sings Event, Washington, D.C.	1:30 PM	Motorcoach	602-427-7035
4/4/2014	America Sings Event, Washington, D.C.	9:00 PM	Hotel, Washington, D.C.	9:30 PM	Motorcoach	602-427-7035
4/5/2014	Hotel, Washington, D.C.	8:00 AM	America Sings Event, Washington, D.C.	8:30 AM	Motorcoach	602-427-7035
4/5/2014	America Sings Event, Washington, D.C.	8:30 PM	Hotel, Washington, D.C.	9:00 PM	Motorcoach	602-427-7035
4/6/2014	Hotel, Washington, D.C.	8:00 AM	Tour, Washington, D.C.	8:30 AM	Motorcoach	602-427-7035
4/6/2014	Tour, Washington, D.C.	12:30 PM	Airport, Washington, D.C.	1:00 PM	Motorcoach	602-427-7035
4/6/2014	Airport, Washington, D.C.	2:30 PM	Airport, Phoenix, AZ	7:30 PM	Airplane	602-427-7035

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

10/30/2013

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 be seeking Tax Credit donations, as well as, doing fundraisers to assist students. Funding will also be requested from the Orangewood PTA.

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:

There are no special circumstances.

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?

Membership in the Orangewood Concert Choir. (audition basis for sixth, seventh and eighth graders.)

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

Students will attend classes of other music teachers during the time they would have been scheduled for Mr. Paulson's class.

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.)
Alan Paulson	Certified	Yes	Yes
Mrs. April Ahumada	Parent	No	Yes
Mrs. Karen Burnam	Parent	No	Yes
Mrs. Michelle Ellis	Certified	Yes	Yes
Mrs. Sharon Graham	Parent	No	Yes
Mrs. Julie Lanley	Parent	No	Yes
Mrs. Karen LeveLeve	Parent	No	Yes
Mr. Tom Berggren	Parent	No	Yes
Mrs. Fleurette Nez	Parent	No	No
Mrs. Dianna Olivas	Parent	No	No

Academic Services Signature:

Natalie McWhorter

10/31/2013

Administrative Services Signature:

Lyn Bailey

10/30/2013

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																								
\$ 51,482.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 340.00 Substitute Funding Source: PTA \$ 3,200.00 Food: \$ 0.00 Other: \$ 55,022.00 Total Cost of Trip	<table style="width: 100%;"> <tr><td style="width: 5%;">\$</td><td style="width: 15%;">Lodging</td><td style="width: 80%;"></td></tr> <tr><td>\$</td><td>Food</td><td></td></tr> <tr><td>\$</td><td>Transportation:</td><td></td></tr> <tr><td>\$</td><td>Registration/Entry Fees</td><td></td></tr> <tr><td>\$</td><td>Travel Insurance (optional)</td><td></td></tr> <tr><td>\$</td><td>Other</td><td></td></tr> <tr><td>\$</td><td>Substitute</td><td></td></tr> <tr><td>\$</td><td>Total Cost of Trip</td><td></td></tr> </table>	\$	Lodging		\$	Food		\$	Transportation:		\$	Registration/Entry Fees		\$	Travel Insurance (optional)		\$	Other		\$	Substitute		\$	Total Cost of Trip	
\$	Lodging																								
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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.																									

32 # 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): 2 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$1,719.44

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	10/30/2013

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10/30/2013

ESSENTIAL TOUR DETAILS

Departure: Thursday, April 3, 2014 0:00 AM

Return: Sunday, April 6, 2014 0:00 AM

Transportation:

- Round-Trip transportation via Air

Accommodations:

- 3 Night(s)
- Quad Occupancy for Students (2 beds per room)
- Double Occupancy for Chaperones (2 beds per room)
- Overnight security is the responsibility of the group

Meals Included:

- Breakfast(s): 3
- Lunch(es): 1
- Dinner(s): 0

TOUR PRICING

PASSENGER TYPE	# OF PASSENGERS	PRICE PER PASSENGER
STUDENT PRICE (QUAD OCCUPANCY)	32	\$1357
PAYING ADULT PRICE (DOUBLE OCCUPANCY)	8	\$1343
COMPLIMENTARY CHAPERONES (DOUBLE OCCUPANCY)	2	\$0

Amount due for each person below the budgeted count of
40 paying participants is: **\$294**

(All taxes and gratuities are included where applicable)

ADDITIONAL OPTIONS AVAILABLE

- Refund Guarantee Protection \$129 per person
- Room Upgrades
 - Student - Triple Upgrade \$37 per person
 - Student - Double Upgrade \$112 per person
 - Adult - Single Upgrade \$223 per person

ACTIVITIES INCLUDED IN PRICE

- Smithsonian Complex
- National Zoo
- America Sings 2014 Registration
- Arlington Cemetery
- Tour of the Memorials, Lincoln, FDR, Korean, Viet Nam, World War II, and Iwo Jima
- Capital Appointment
- White House Photo stop

STANDARD ACTIVITIES

42,424.00

10,744.00

53,168.00 Total



OVERNIGHT CHAPERONE PLAN

School: Palo Verde

Dates of Trip: April 3-6, 2013

Destination: Washington, D.C.

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 rooms which provide connecting doors to adjoining rooms. Chaperones will stay in double occupancy/connecting rooms with doors remaining open to student rooms for supervision. 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 for sleeping arrangements, there will be ten chaperones for this trip.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: November 14, 2013 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the, Mohave Educational Services Cooperative (MESC) and Greater Phoenix Purchasing Consortium for Schools (GPPCS) 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.R.S. 11-952; A.A.C. R7-2-1191-R7-2-1195

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

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

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

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

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with the Mohave Educational Services Cooperative (MESC) and Greater Phoenix Purchasing Consortium for Schools (GPPCS).

Superintendent 

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

Agenda Item *VII.E.

MOHAVE CONTRACT(S)**THERE IS AVAILABLE BUDGET CAPACITY:**

Vendor(s):	Kronos
Description of Purchase:	Time management system and maintenance.
Department/School Funding:	MIS/M&O
Estimated 2013-2014 Expenditures:	To be used on an as-needed basis.
Expended 2012-2013:	\$38,710.24

GPPCS CONTRACT**THERE IS AVAILABLE BUDGET CAPACITY:**

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

Insights for Learning	Triumph Learning
Interaction Institute for Social Change	Trumpet Behavioral Health
Jerry Valentine Consulting	Zaner-Bloser
Contract Issuer:	Contract issued through PVUSD #13-045.
Estimated 2013-2014 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. Title I and Grants.
Expended 2012-2013:	New Contract

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: November 14, 2013 Information
1st Reading

AGENDA ITEM: *Acceptance of the US Airways Field Trip FUNd! Grant in the Amount of \$500.00

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.

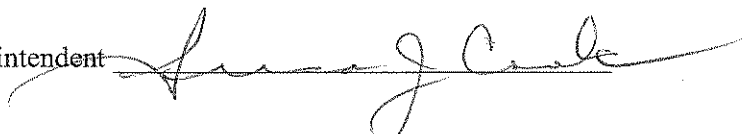
Funder	Location	Amount	Purpose
US Airways	Mountain View (N)	\$500.00	Field trip transportation costs

(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 US Airways Field Trip FUNd! Grant in the amount of \$500.00 and authorize the Superintendent to execute all necessary documents.

Superintendent



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

Agenda Item *VII.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X
X

 Action
Discussion
Information
1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: November 14, 2013

AGENDA ITEM: Consider, Discuss and, if Deemed Advisable, Approve the Intergovernmental Cooperative Purchase Agreements and Contract Purchases with 1GPA to Utilize TSA Consulting Group for Retirement Plan Compliance and Administrative Services

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: A.R.S. 15-213; A.R.S. 11-952; A.A.C. R7-2-1191-R7-2-1195

SUPPORTING DATA

Funding Source: No Cost to the District
Budgeted: N/A

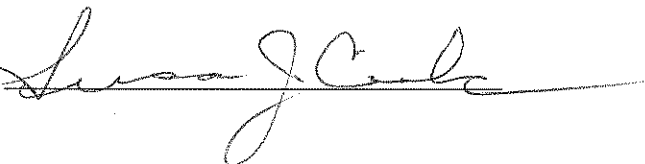
The District offers 403(b) and 457(b) voluntary retirement savings plans to its employees under guidelines set by the Internal Revenue Service. As the IRS makes changes to the regulations, the District must ensure that its 403b and 457b plans remain in compliance with any such changes.

- In January of 2009, the IRS made several significant changes to governmental 403(b) plans in which a greater burden was placed on the employer regarding compliance and administration of their Plans.
- As a result of the IRS changes, the District participated and utilized a cooperative contract with Glendale Elementary School District (GESD), which reduced the total number of investment providers and which allowed the District to assign a third party administrator to assist with compliance and administration of the Plans.
- Although there is no cost to the District to offer voluntary retirement savings plans, the procurement process was used to ensure that each investment provider offered the full range of investment options requested in the cooperative agreement.
- There is no cost to the District for the third party administration services, which is a value-added service provided by one of the investment providers.
- The contract used to select investment providers expired October 31, 2013. The District will continue to use the existing investment providers and will continue to use third party administration services.

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 TSA Consulting Group for Retirement Plan Compliance and Administrative Services.

Superintendent



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

Agenda Item VIII.A.

Consider, Discuss and, if Deemed Advisable, Approve the Intergovernmental Cooperative Purchase Agreements and Contract Purchases with 1GPA to Utilize TSA Consulting Group for Retirement Plan Compliance and Administrative Services

November 14, 2013

Page 2

- The IRS has continued to make changes to the 403(b) and 457(b) regulations and keeping up with Plan compliance has presented additional challenges to the District.
- The decision to look at other third party administration providers was made due to the need to provide a comprehensive approach to Plan compliance, administration and employee education. We also want to enhance employee participation and find the most cost effective way to minimize employer risk.
- Justin Wing, Director of Human Resources, David Velazquez, Director of Finance, Howard Kropp, Director of Purchasing and Karen Erwin-Mikulski, Payroll Manager, met with TSA Consulting Group in regard to utilizing their services under a 1GPA contract to provide third party retirement plan compliance and administrative services.
- District personnel are recommending that the Governing Board approve that Washington Elementary School District utilize TSA Consulting Group for retirement plan compliance and administrative services.

Aside from minimizing the fiduciary burden from the District, another benefit of using TSA Consulting Group is that the District can consider adding additional investment providers to its Plan, which was greatly reduced by the GESD contract. TSA Consulting Group would also play an integral part in responding to the IRS in the event that the District was to be audited.

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 its due diligence on the 1GPA contract and is recommending authorization to utilize the contract presented for anticipated purchases in excess of the bidding threshold.

The District will bring to a future meeting a recommendation related to any modifications.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
 Information
 1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: November 14, 2013

AGENDA ITEM: Temporary Suspension of Policy BGB – Policy Adoption and Adoption of Proposed Amended Policy DJE – Bidding/Purchasing Procedures

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, BGF

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

On September 12, 2013, the Governing Board approved a revision to Policy DJE – Bidding/Purchasing Procedures that increased the state bidding limit from \$50,000.00 to \$100,000.00. The State Board of Education has now made corresponding revisions to the thresholds for obtaining written and oral price quotations, as noted below. Board Policy BGB – Policy Adoption provides for a first and second reading as part of the Policy revision process. However, Policies BGB and BGF – Suspension/Repeal of Policy provide that an amended Policy may be adopted in a single reading if the Governing Board determines there is a need to do so. Because the new revisions became effective on October 28, 2013, it is necessary to revise the affected Policy without a second reading. Requiring a second reading would lead to confusion in the procurement process. For this reason, it is recommended that the Governing Board temporarily suspend Policy BGB and allow adoption of the amended Policy without two readings.

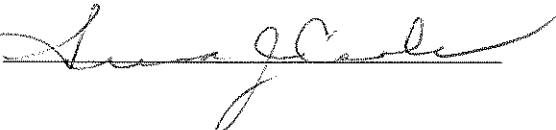
The following is a summary of the proposed revisions to the Policy:

- Increase the discretionary authority of the Superintendent to handle purchases of less than \$10,000.00.
- Revise the requirements for oral price quotations to include transactions of at least \$10,000.00, but less than \$50,000.00.
- Revise the requirements for written price quotations to include transactions of at least \$50,000.00, but not more than \$100,000.00.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board temporarily suspend Policy BGB – Policy Adoption and adopt proposed amended Policy DJE – Bidding/Purchasing Procedures.

Superintendent 

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

Agenda Item VIII.B.

BIDDING / PURCHASING PROCEDURES

The Superintendent shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school district procurement rules, including A.A.C. R7-2-1141 *et seq.* A contract shall not be awarded to an entity that does not verify employment eligibility of each employee through the E-verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 41-4401 relative to the E-verify requirements. Purchasing authority is hereby delegated to the Superintendent and Director of Business Services for purchases up to one hundred thousand dollars (\$100,000). This authority may be further delegated to the position of Director of Purchasing.

The Superintendent shall prepare regulations to assure the District conforms to proper procedures and practices.

Purchases Not Requiring Bidding

Purchases of less than ten five thousand dollars (\$10,000) ~~(\$5,000)~~ or less may be made at the discretion of the Superintendent. Such procurements are not subject to competitive purchasing requirements, however, reasonable judgment should be used to ensure that purchases are advantageous to the District.

Verbal price quotations will be requested from at least three (3) vendors for a transaction ~~in excess of~~ at least ten five thousand dollars (\$10,000) ~~(\$5,000)~~ but less than fifty ~~twenty-five~~ thousand dollars (\$50,000) ~~(\$25,000)~~. The price quotations should be shown on, or attached to, the related requisition form. If three (3) verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the District office.

Written price quotations will be requested from at least three (3) vendors for transactions of at least fifty ~~twenty-five~~ thousand dollars (\$50,000) ~~(\$25,000)~~ but not more than one hundred thousand dollars (\$100,000). If three (3) written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the District office.

The District is not required to engage in competitive bidding in order to place a student in a private school that provides special education services if such placement is prescribed in the student's individualized education program and the private school has been approved by the Department of Education Division of Special Education pursuant to A.R.S. 15-765. The placement is not subject to rules adopted by the State Board of Education before November 24, 2009 pursuant to A.R.S. 15-213.

The District may, without competitive bidding, purchase or contract for any products, materials and services directly from Arizona Industries for the Blind, certified nonprofit agencies that serve individuals with disabilities, and Arizona Correctional Industries if the delivery and quality of the goods, materials or services meet the District's reasonable requirements.

Intergovernmental agreements and contracts between school districts or between the District and other governing bodies as provided in A.R.S. 11-952 are exempt from competitive bidding under the procurement rules adopted by the State Board of Education pursuant to A.R.S. 15-213.

The District is not required to engage in competitive bidding to make a decision to participate in insurance programs authorized by A.R.S. 15-382.

The District is not required to obtain bid security for the construction-manager-at-risk method of project delivery.

Unless otherwise provided by law, contracts for materials or services and contracts for job-order-contracting construction services may be entered into if the duration of the contract and the conditions of renewal or extension, if any, are included in the invitation for bids or the request for proposals and if monies are available for the first fiscal period at the time the contract is executed. The duration of contracts for materials or services and contracts for job-order-contracting construction services shall be limited to no more than five (5) years unless the Board determines that a contract of longer duration would be advantageous to the District. When so determined, the decision should be memorialized in meeting minutes and in the contract/bid file. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies. The maximum dollar amount of an individual job order for a job-order-contracting construction service shall be one million dollars (\$1,000,000) or as determined by the Board.

Online Bidding

Until such time as the State Board of Education adopts rules for the procurement of goods and information services by school districts and charter schools using electronic, online bidding, the District may procure goods and information services pursuant to A.R.S. 41-2671 through 2673 using the rules adopted by the Department of Administration in implementing 41-2671 through 2673.

Purchases Requiring Bidding

Sealed bids and proposals shall be requested for transactions to purchase construction, materials, or services costing more than one hundred thousand dollars (\$100,000). All transactions must comply with the requirements of the Arizona Administrative Code and the Uniform System of Financial Records.

Further Delegations

The Superintendent and Director of Business Services are delegated authority to issue all written determinations and execute change orders increasing the contract amount in an amount not to exceed fifteen thousand dollars (\$15,000) or five percent (5%) of the contract amount, whichever is greater.

The Superintendent and Director of Business Services may sign procurement agreements on behalf of the District when the agreements fall within the limits of his/her purchasing authority of one hundred thousand dollars (\$100,000) or less, and when those agreements comply with applicable rules, regulations, statutes, and policies.

The Superintendent and Director of Business Services are delegated authority to issue all written determinations as required by the Arizona Department of Education School District Procurement Rules prior to issuing solicitations for multi-step sealed bidding, competitive sealed proposals, and multi-term contracts, or non-construction contracts requiring bid or contract security.

The Director of Business Services shall serve as the District representative for protests and claims on solicitations and contracts.

Purchase Orders

A properly executed purchase order shall be issued for the acquisition of goods, personal services and construction. Purchase orders may be signed only by authorized staff as delegated, in writing, by the Superintendent.

All delegations authorized herein remain in effect until rescinded by the Governing Board.

Registered Sex Offender Prohibition

All purchase orders, agreements to purchase, and contracts for services to be provided by personnel other than District employees must include the following statement on the documents:

***Registered Sex Offender Restriction.** Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a subcontractor of the vendor, who has been adjudicated to a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.*

Adopted: September 12, 2013

LEGAL REF.:	A.R.S. 11-952	15-382	38-503
	15-213	15-765	38-511
	15-213.01	15-910.02	39-121
	15-213.02	23-214	41-2632
	15-239	34-101 <i>et seq.</i>	41-2636
	15-323	35-391 <i>et seq.</i>	
	15-342	35-393 <i>et seq.</i>	
	A.G.O. I83-136	I87-035	I06-002
	A.A.C. R7-2-1001 <i>et seq.</i>		
	U.S.F.R. VI-G-8 <i>et seq.</i>		

CROSS REF.: BCB – Board Member Conflict of Interest

DJG – Vendor/Contractor Relations
GBEAA – Staff Conflict of Interest
JLIF – Sex Offender Notification

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: November 14, 2013
AGENDA ITEM: 2013 United Way Update
INITIATED BY: Pam Horton, Digital and Crisis Communication Coordinator
SUBMITTED BY: Pam Horton, Digital and Crisis Communication Coordinator
PRESENTER AT GOVERNING BOARD MEETING: Pam Horton, Digital and Crisis Communication Coordinator
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

The Washington Elementary School District (WESD) continues to be a leader in giving, contributing \$35,439.00 to the 2013 United Way campaign. While this is a decrease of \$1,775.00 from 2012, the WESD continues to be a leader among Valley school districts in Maricopa County.

This year, the District Office led the campaign in total giving, with contributions of \$5,650.00; however, it was Sunburst Elementary who raised the most per capita with a total of \$2,425.00. As a result, Sunburst campaign coordinator Sally Cook and her principal, Rhonda Warren, will be presented with a check for \$1,000.00 courtesy of the Washington Education Foundation (WEF). This is the third year in a row Sunburst has won the \$1,000.00. In addition, the WEF provided five \$50.00 Westcor gift cards to the campaign. Winners are Julie Wertin, Administrative Center; Penny Hughes, Arroyo Elementary; Joy Clark, Ironwood Elementary; Sandra Berry, Shaw Butte Elementary and Janice Buchanan, Sunburst Elementary.

This year, we are honoring the campaigns with the most improvement. Orangewood School had a significant improvement, increasing its campaign by 227%. Sahuaro and Tumbleweed Elementary Schools each increased their campaigns by 90%.

Out of the total contributions collected, \$16,401.00 will be donated to the Washington Education Foundation to be used for its employee mini-grant program. This is an increase of \$1,687.00 from last year.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IX.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: November 14, 2013
AGENDA ITEM: Teacher Evaluation Update
INITIATED BY: Governing Board
SUBMITTED BY: Dr. Susan J. Cook, Superintendent
PRESENTER AT GOVERNING BOARD MEETING: Justin Wing, Director of Human Resources
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; HB2823; HB2500

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

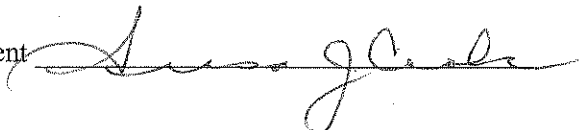
On April 26, 2012, the Governing Board received information regarding the status of Washington Elementary School District's (WESD) revised teacher evaluation plan. On September 27, 2012, in accordance with a provision of House Bill 2823 (schools; teachers; principals; evaluation system), Governing Board members approved delaying full implementation of the new teacher evaluation plan until the 2013-2014 school year. Subsequently, the following actions have occurred at the District level:

- WESD site administrators and teachers have received professional development in implementing the new teacher evaluation rubrics.
- WESD 2012-2013 teacher evaluations were completed using the new rubrics.
- The WESD Teacher Evaluation Technical Subcommittee met six times between January 2013 and October 2013, resulting in the following recommendations/outcomes:
 - Eliminating the Guided Teacher Development Plan option
 - Eliminating the Directed Growth Plan option
 - Adopting the Arizona State Board of Education's performance classifications, i.e., *highly effective*, *effective*, *developing* and *ineffective*, to replace WESD's previously designated labels of *exemplary*, *accomplished*, *needs development* and *ineffective*
 - Reducing the minimum number of classroom observations per probationary teacher per school year from four to three

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IX.B.

Teacher Evaluation Update

November 14, 2013

Page 2

- Delegating responsibility for addressing teacher evaluation policy issues related to incentives, multi-year contracts, support, intervention, dismissal and other considerations outlined in HB 2823 to subcommittees
- Implementing minor revisions to the WESD teacher evaluation rubrics based on teacher and principal feedback
- Implementing revisions to the teacher evaluation rubric *scoring system* in order to better differentiate teacher effectiveness
- Considering implementation of a different teacher evaluation rubric scoring system for WESD teachers during their first three years in the teaching profession
- Requiring observation and walkthrough written feedback to be completed and submitted using the TalentEd Perform online evaluation system

A number of actions related to teacher evaluation have occurred at the state level during recent months:

- On April 29, 2013, Governor Brewer signed House Bill 2500 (schools; teacher evaluations; dismissals) into law. Although it had been introduced as a “clean up” bill to address outstanding issues pertaining to HB 2823, it ultimately yielded significant modifications to teacher dismissal and nonrenewal policies and procedures. (Please refer to *Attachment A* for details.)
 - On July 11, 2013, in order to comply with statutory changes resulting from the enactment of HB 2500, WESD Governing Board members adopted proposed amended Policies GCJ – Professional Staff Noncontinuing and Continuing Status, GCK – Professional Staff Assignments and Transfers, and GCO – Evaluation of Professional Staff Members.
- On May 20, 2013, the Arizona State Board of Education approved modifications to the Arizona Framework for Measuring Educator Effectiveness, effective beginning the 2014-2015 school year. These changes were made to ensure Arizona’s compliance with conditions for the 2013-2014 federal Elementary and Secondary Education Act (ESEA) Flexibility Waiver:
 - Stipulating that *academic progress*, the measurement of student academic performance, must “include the amount of academic growth students experience between two or more points in time.”
 - Requiring that the student academic growth calculation comprise at least 20 percent of the *total* teacher evaluation outcome.

Next Steps

- The District’s Teacher Evaluation Technical Subcommittee will continue meeting to focus on measures of academic progress and to develop quantitative definitions of the performance classification labels.
- Committees of “specialized” certified staff, i.e., academic interventionists, CCB intervention specialists, Head Start and special needs preschool teachers, instructional coaches, librarians, program coaches, speech pathologists, and student and special services specialists will meet to review and refine their respective evaluation rubrics.
- Subcommittees will address teacher evaluation policy issue recommendations, including performance pay, for implementation in 2015-2016.



HOUSE OF REPRESENTATIVES

HB 2500

schools; teacher evaluations; dismissals Sponsors:
Representatives Goodale, Boyer, Miranda, et al.

DPA Committee on Education

DPA Caucus and COW

X As Transmitted to the Governor

OVERVIEW

HB 2500 makes changes related to the dismissal or nonrenewal of a teacher.

HISTORY

Laws 2012, Chapter 259, required the model teacher and principal evaluation framework adopted by the State Board of Education to include, by December 1, 2012, four performance classifications and guidelines for school districts and charter school to use in their evaluation instruments. Additionally, the bill required school boards to adopt teacher and principal evaluation policies by the 2013-14 school year and made numerous other changes to teacher and principal evaluations.

PROVISIONS

- Replaces references to “certificated teacher who has not been employed by the school district for more than the major portion of three, or four, consecutive school years and who has been designated in one of the two lowest performance classifications” with *probationary teacher*.
- Regarding notice of a school board’s decision to not reemploy a teacher, removes the 90 day timeframe the board has to give the teacher written preliminary notice of inadequacy.
- Stipulates that a certificated teacher who is currently a continuing teacher but has been designated in the lowest performance classification for the current school year after an evaluation must become a probationary teacher for the subsequent school year and remain so until their performance classification is designated in one of the two highest classifications.
- Requires teacher evaluation policies to contain the requisite descriptions by school year 2015-16 rather than beginning in school year 2015-16.
- Revises requisite teacher evaluation policy descriptions.
- Requires teacher evaluation policies to require that the school district issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one of the two lowest performance classifications, unless the teacher is in the first or second year of employment with the school district or has been reassigned to teach a new subject or grade level for the preceding or current school year.
- Permits the last of the two classroom observations to follow the issuance of a preliminary notice of inadequacy of classroom performance and be used to determine whether the teacher has corrected inadequacies and demonstrated adequate classroom performance.
- Prohibits an observation from being conducted within two instructional days of any scheduled period that school is not in session for one week or more.

HB 2500

- Requires teacher performance evaluation procedures to include training requirements for qualified evaluators and a plan for the appropriate use of quantitative data of student academic progress in all certificated teacher evaluations.
 - Recommends that the plan make distinctions between certificated teachers who provide direct instruction to students and those that do not, as well as data for multiple school years. Limited use of data for certificated teachers who have taught for less than two complete school years can be used.
- Authorizes the school board to waive the requirement of a second classroom observation for a continuing teacher whose teaching performance, based on the first classroom observation, places the teacher in one of the two highest performance classification for the current school year, unless the teacher requests a second observation.
- Permits the qualified evaluator, in addition to a board designee, to confer with the teacher about their performance and provide professional development opportunities.
- Requires results of an annual evaluation to be in writing or provided in electronic format to the certificated teacher.
- Stipulates that a school district or charter school that receives information about a certificated teacher from the evaluation report and performance classification can solely use the information for employment purposes and cannot release to or allow access to the information by any other person, entity, school district or charter school.
- Requires written preliminary notice of inadequacy of classroom performance to be given at least 45 instructional days before notice of intention to dismiss or not reemploy, rather than 90 days.
- Prohibits a school board from issuing a notice of intent to dismiss or not reemploy until the district has completed an observation at the conclusion of a performance improvement plan.
- Increases from five to ten school days, the timeframe that a designated school board employee must report issuance of a preliminary notice of inadequate classroom performance to the school board.
- Requires the preliminary notice of inadequacy of classroom performance to be accompanied by a performance improvement plan designed to help the teacher correct inadequacies and demonstrate adequate classroom performance.
- Directs the school board to adopt a definition of inadequacy of classroom performance that aligns with the performance classifications in consultation with its certificated teachers, either in a public hearing, by forming an advisory committee or providing teachers the opportunity to respond to a proposed definition.
- Renames a certificated teacher who has been employed by the school district for more than the major portion of three consecutive school years and who is under contract of employment with the school district for the current year or who is not designated in the lowest performance classification and was offered a contract in the prior year as a *continuing teacher*.
- Defines *inadequacy of classroom performance*, *performance classifications*, *probationary teacher*, *continuing teacher* and *qualified evaluator*.
- Applies retroactively to July 1, 2013.

1 WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susie Cook, Superintendent

DATE: November 14, 2013

AGENDA ITEM: 2013 Accountability Update - Assessment Report: Part One

INITIATED BY: Janet Sullivan, Assistant Superintendent of Academic Services

SUBMITTED BY: Janet Sullivan, Assistant Superintendent of Academic Services

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

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

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

The purpose of this report is to update the Governing Board on the 2012-2013 accountability results. Part One of a two-part assessment report (provided over two Governing Board meetings) focuses on the District's performance on state-administered assessments and the resulting accountability determinations. Part Two will address District assessment data.

Spring 2013 results of three assessments administered in Arizona to measure student achievement, Arizona's Instrument to Measure Standards (AIMS), the Stanford 10 and the Arizona English Language Learner Assessment (AZELLA) will be presented.

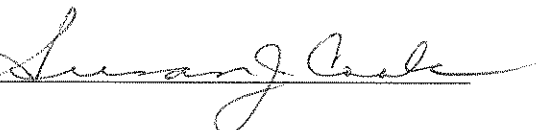
AIMS is administered to students in grades three through eight in mathematics and reading, in writing for grades five through seven, and in science in grades four and eight. AIMS scores are utilized in multiple ways for multiple purposes, including the test publisher's hard copy reports and accompanying electronic data file, public release information, and the accountability measures of both federal and state accountability systems.

The AIMS scores over a seven-year period for each applicable grade in reading, mathematics, and writing, and six years of science data will be presented along with details of how these scores are utilized at the District and school levels. Information regarding the use of individual student data will also be discussed.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IX.C.

2013 Accountability Update - Assessment Report: Part One

November 14, 2013

Page 2

In addition to AIMS, as part of the State assessment program, the Stanford 10, a nationally norm-referenced test, was administered to second graders in the areas of language arts and mathematics. The 2013 administration of the Stanford 10 was the fourth year of its use, thus four years of data will be presented.

A third State assessment, the Arizona English Language Learner Assessment (AZELLA), is administered annually to all students identified as having a primary home language other than English (PHLOTE), in the Fall for all students new to Arizona and students whose latest AZELLA scores precede the previous Spring, and then again each Spring for all students identified as English language learners. The Spring 2013 administration was the first for the newly revised AZELLA 3. Typically, the AZELLA results are utilized in the federal Annual Measurable Achievement Objectives (AMAO) accountability system and as part of the calculations for the A-F Grades. At the time of the generation of this report, no data regarding the AMAO calculations have been made available reflecting the Spring 2013 administration. Historically, WESD exceeded the AMAO for the percent of students making progress for the previous six years; reclassification rates exceeded the targets for five years.

As noted previously, the AZELLA data are also utilized as part of the A-F calculations, with schools earning three bonus points if the percent of reclassification meets or exceeds the set threshold. A summary of these data will be presented as part of the update regarding A-F Grade performance.

Prior to last year, Arizona districts and schools were evaluated under three accountability systems. Pursuant to the *No Child Left Behind Act of 2001 (NCLB)*, all districts and schools were evaluated for Adequate Yearly Progress (AYP) in the federal system. Arizona's accountability system included the AZ LEARNS Achievement Profiles per A.R.S. 15-241, and A-F Grades which were added for the first time as a result of the 2011 Senate Bill 1286. This legislation resulted in the addition of the new letter grade system to be phased in for 2011 and 2012 along with what has now become known as the legacy AZ LEARNS. In Spring 2012, legislation was passed amending A.R.S. 15-241 eliminating the second transition year, thus eliminating the Legacy AZ LEARNS Achievement Profiles and making the A-F Grades Arizona's accountability measure. In 2012 and again for 2013, the A-F Letter Grade model was the sole measure utilized for State accountability purposes.

Arizona, in a partnership of the Governor's Office and the Arizona Department of Education, submitted an Elementary and Secondary Education Act Flexibility Request which was subsequently granted for the 2012-2013 school year. This flexibility waived multiple provisions of the *No Child Left Behind Act of 2001 (NCLB)*, including the previous school improvement designations. While meeting Adequate Yearly Progress is no longer required, revised Annual Measurable Objectives are used for federal school designations. These determinations include Reward, Focus, and Priority schools.

Reward schools are identified through established criteria for High Performing and/or High Progress status. Acacia Elementary School met the criteria for both areas and the school continues to be identified as a Reward School.

Focus schools were identified in 2012 through the evaluation criteria determining the existence of a within-school gap and/or low achieving subgroup. Four schools were identified as meeting one or both of these criteria at that time and remain so identified for 2013 although no new calculations were made. Note: At the high school level, low graduation rate is also a determination for the identification of Focus schools.

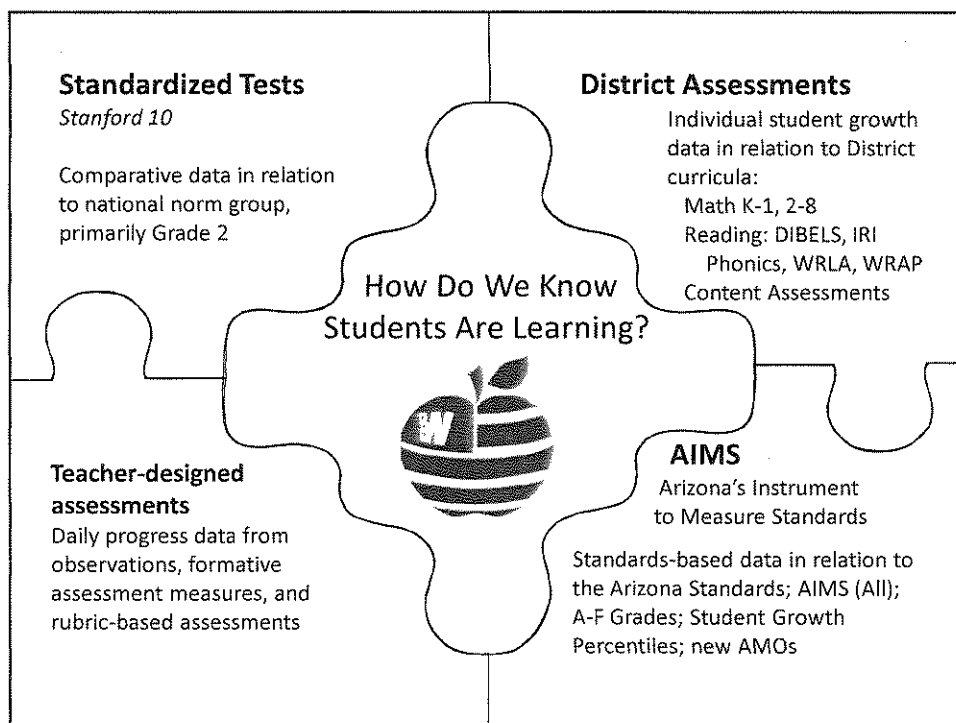
The third category under the ESEA Flexibility Request is that of Priority schools. These schools are the lowest performing schools within the State. WESD has had no schools in this category.

The presentation will address the results of each State assessment and the accountability systems utilizing these results. A PowerPoint presentation is attached.

2013 Accountability Update

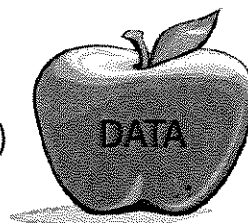


Part 1



Achievement Data

- AIMS Scores (All): Seven-year Comparison
 - Reading and Math, grades 3-8
 - Writing, grades 5-7
 - Science, grades 4 and 8 (six years)
- AIMS (All) Cohorts and Trends
- Stanford 10 Scores (All) 2010 – 2013
- Arizona English Language Learner Assessment (AZELLA) Data



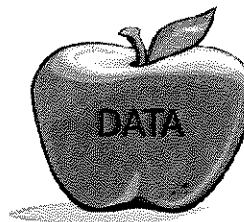
Accountability

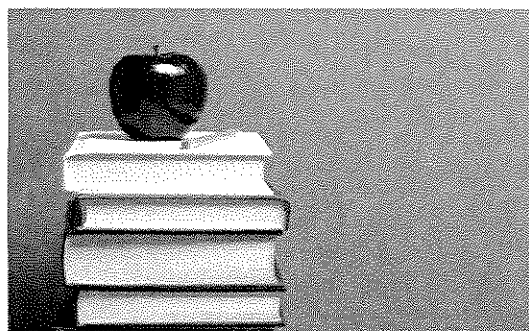
A-F Grades 2013

- Changes for 2012/2013 Model
- AIMS Math and Reading
- Student Growth Percentiles (SGP)

NCLB → ESEA Flexibility Request

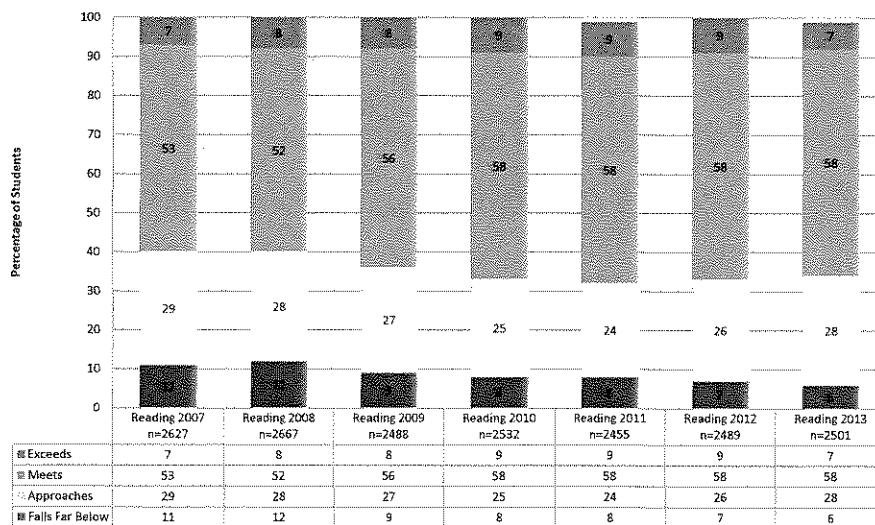
- Changes for 2012/2013



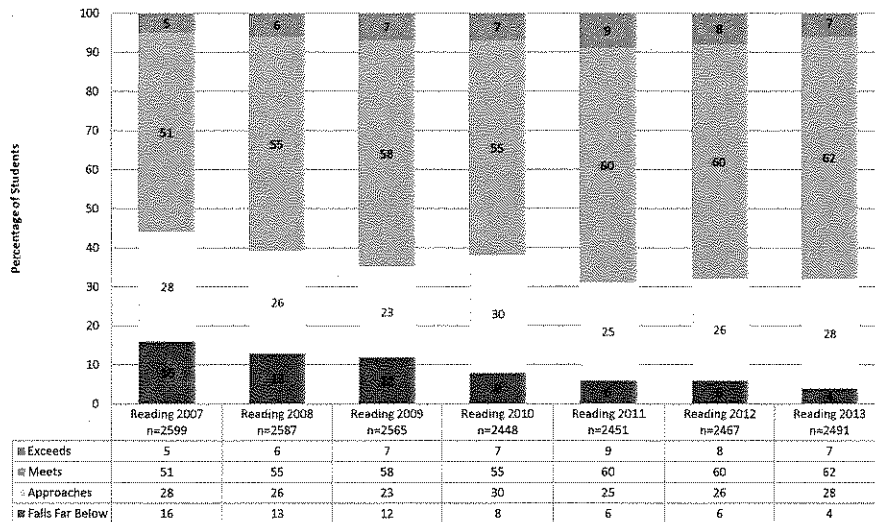


**Washington Elementary School District
AIMS Reading and Mathematics
by Performance Level
2007-2013**

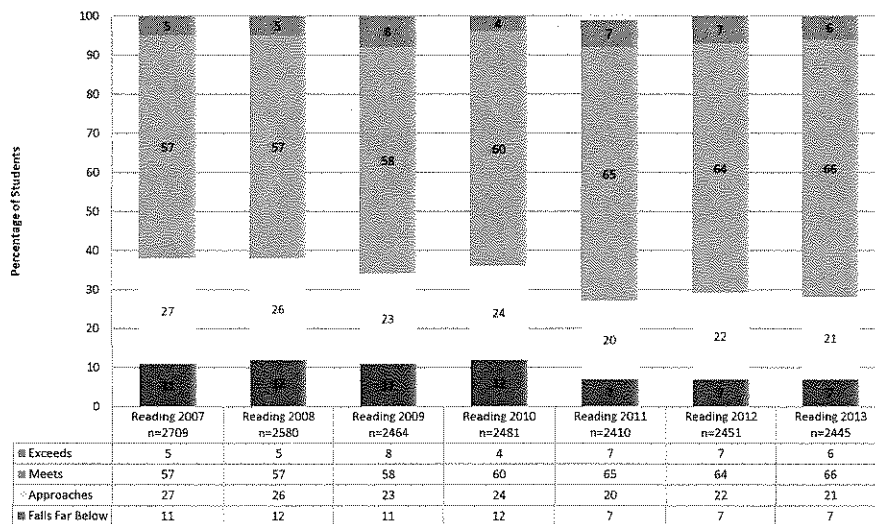
**Washington Elementary School District
Grade 3 Reading
AIMS by Percentage of Students in a Performance Level
2007-2013**



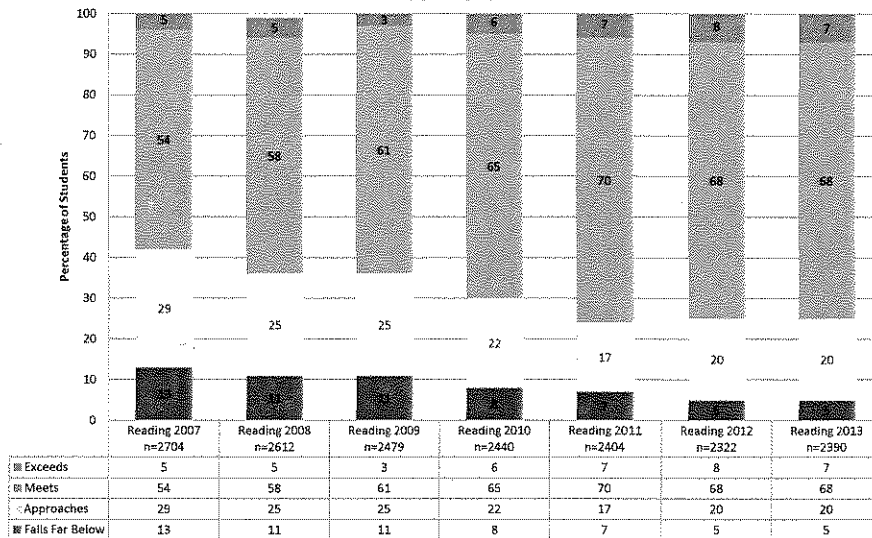
Washington Elementary School District
Grade 4 Reading
AIMS by Percentage of Students in a Performance Level
2007-2013



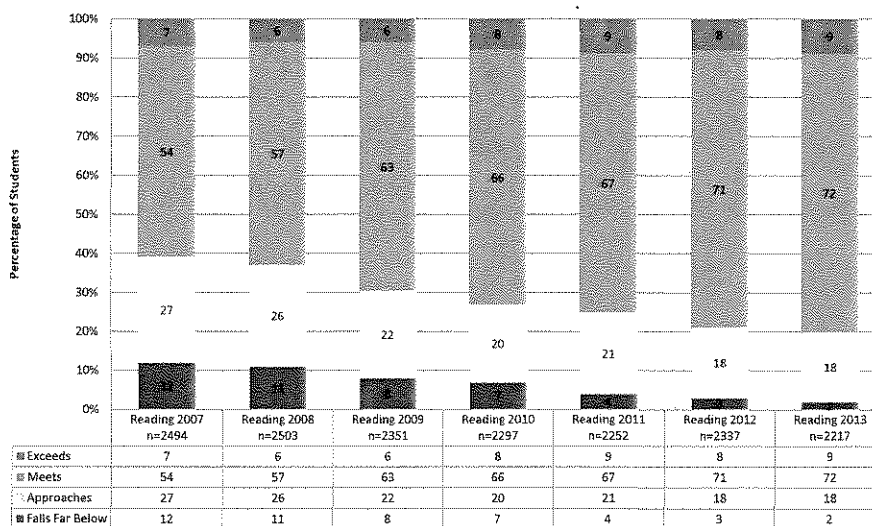
Washington Elementary School District
Grade 5 Reading
AIMS by Percentage of Students in a Performance Level
2007-2013

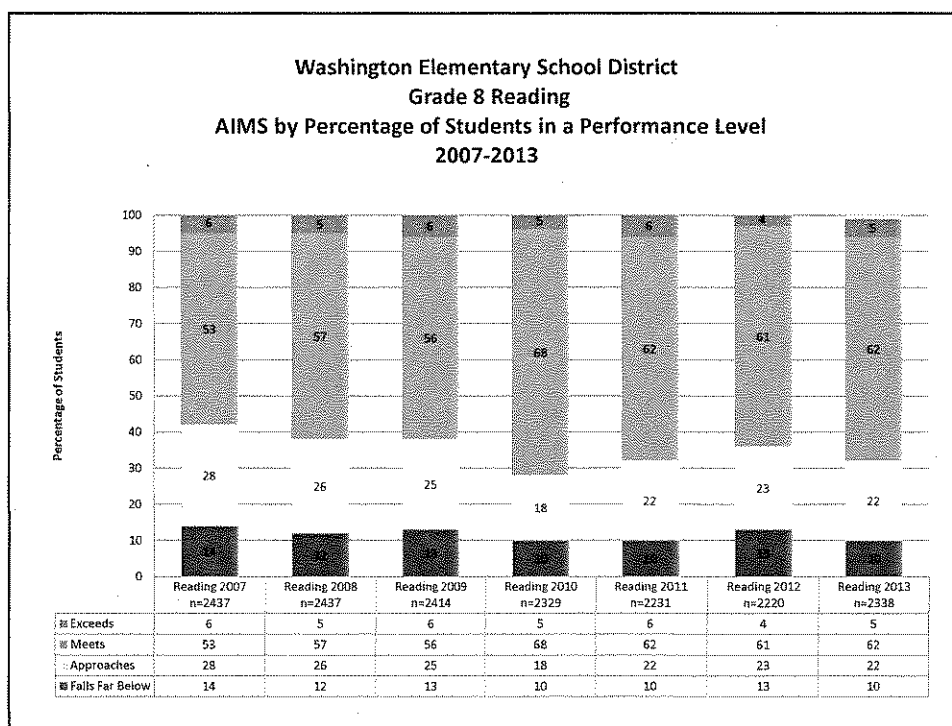


Washington Elementary School District
Grade 6 Reading
AIMS by Percentage of Students in a Performance Level
2007-2013



Washington Elementary School District
Grade 7 Reading
AIMS by Percentage of Students in a Performance Level
2007-2013



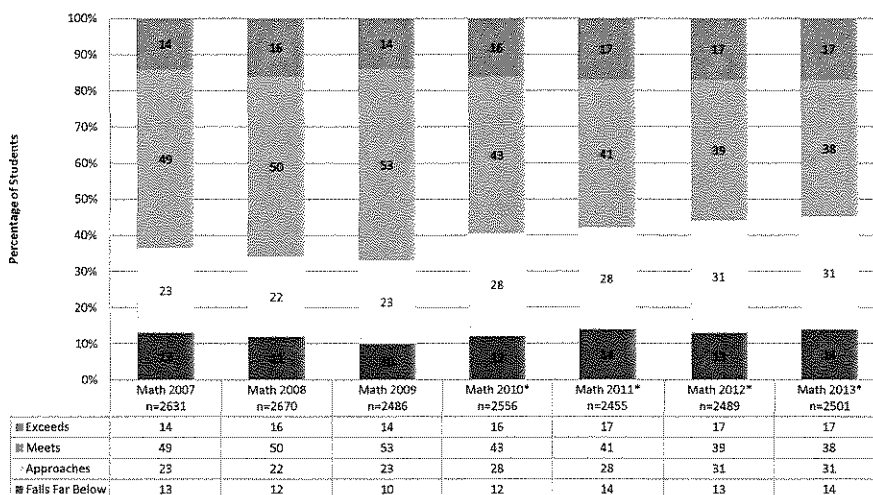


Reading Performance Trends District AIMS 2007-2013

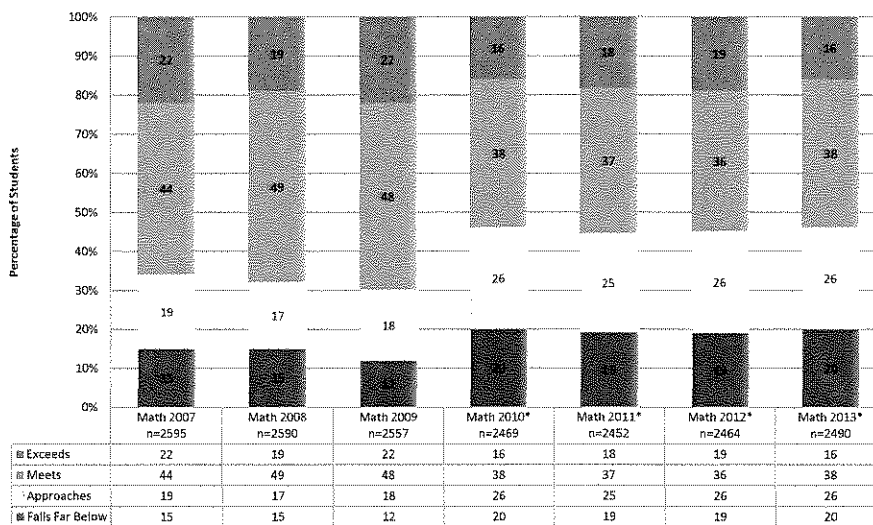
- The highest percent proficient overall was for Spring 2013 grade 7 at 81% of student Exceeding and Meeting the Standard.
- The lowest percent proficient was grade 4 at 56% in 2007.
- There is a drop from grade 7 to grade 8 every year.
- There was an increase in percent proficient in grades 4-8 when comparing 2012 to 2013 data. Grade 3 showed 1-2% decreases (depending on rounding) in the percent proficient.
- While the overall % proficient was relatively flat within grade levels, there have been decreases in FFB in more recent years in grades 3-7.



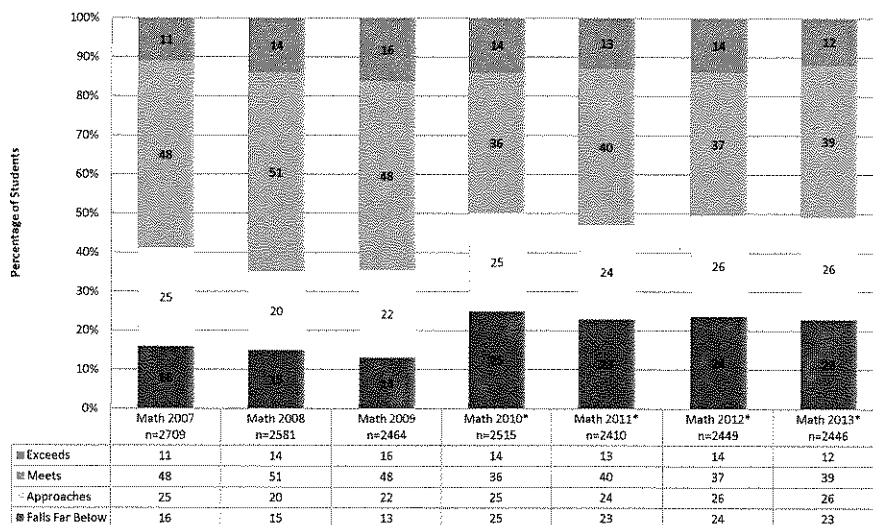
Washington Elementary School District
Grade 3 Mathematics
AIMS by Percentage of Students in a Performance Level
2007-2013



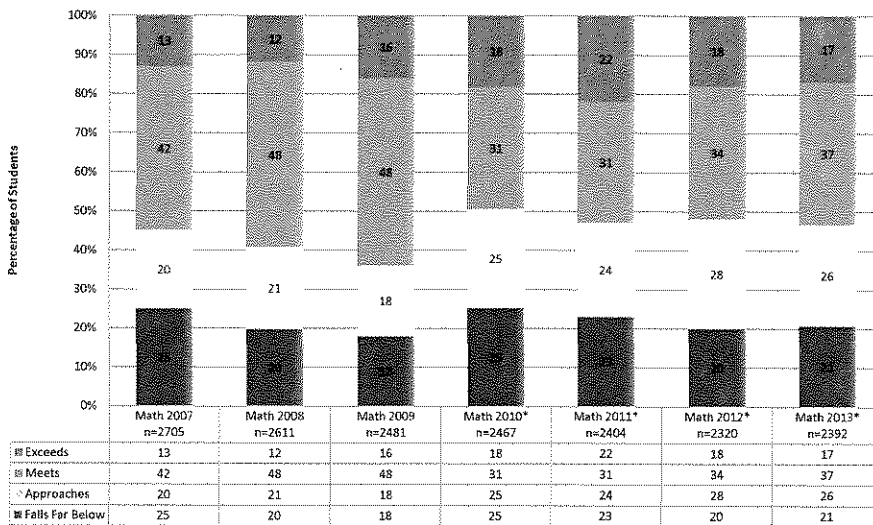
Washington Elementary School District
Grade 4 Mathematics
AIMS by Percentage of Students in a Performance Level
2007-2013



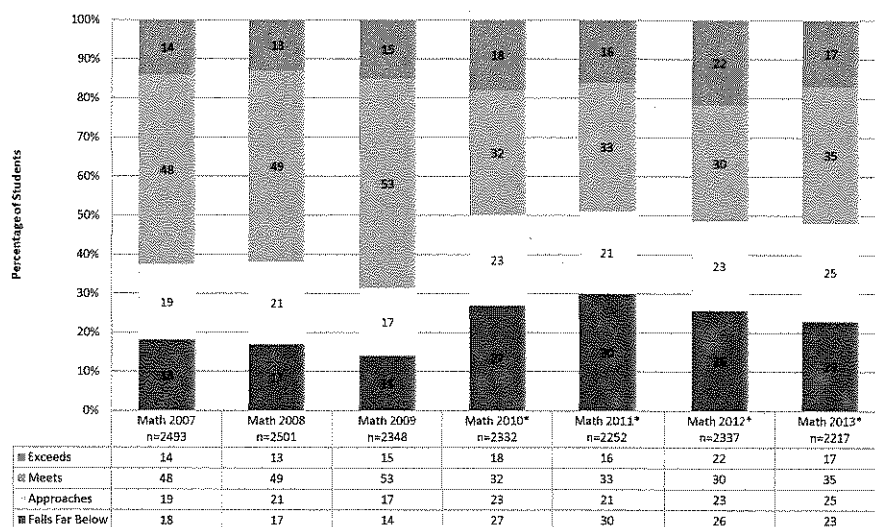
Washington Elementary School District
Grade 5 Mathematics
AIMS by Percentage of Students in a Performance Level
2007-2013



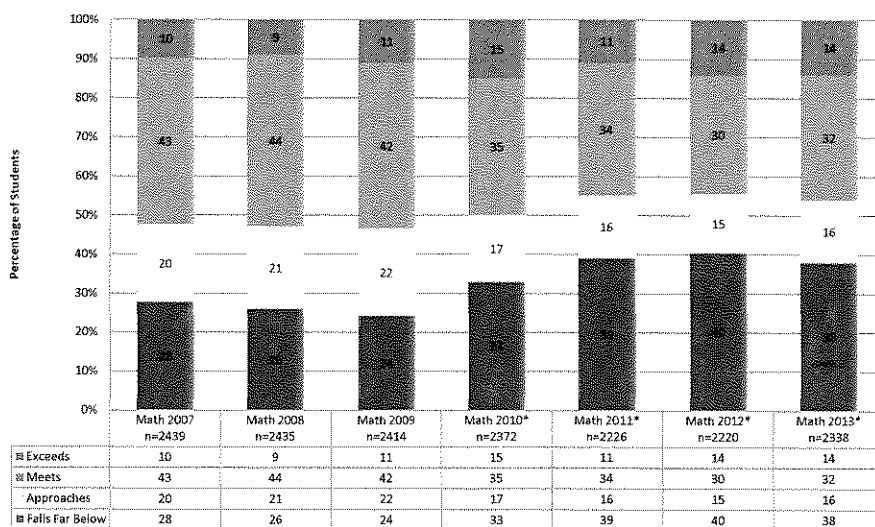
Washington Elementary School District
Grade 6 Mathematics
AIMS by Percentage of Students in a Performance Level
2007-2013



Washington Elementary School District
Grade 7 Mathematics
AIMS by Percentage of Students in a Performance Level
2007-2013



Washington Elementary School District
Grade 8 Mathematics
AIMS by Percentage of Students in a Performance Level
2007-2013



Mathematics Performance Trends District AIMS 2007-2013

- The highest percent proficient was 2010 grade 3 at 59%.
- The lowest percent proficient was 44% with 2012 grade 8.
- There was a drop from grade 7 to grade 8 every year except 2010.
- There was a general decrease in percent proficient as the grade levels advance.
- The overall proficiency has been relatively flat since 2010.



Writing 2007-2013

Grades 5, 6 and 7

Extended Writing (60% of score):

6-Trait Holistic Rubric

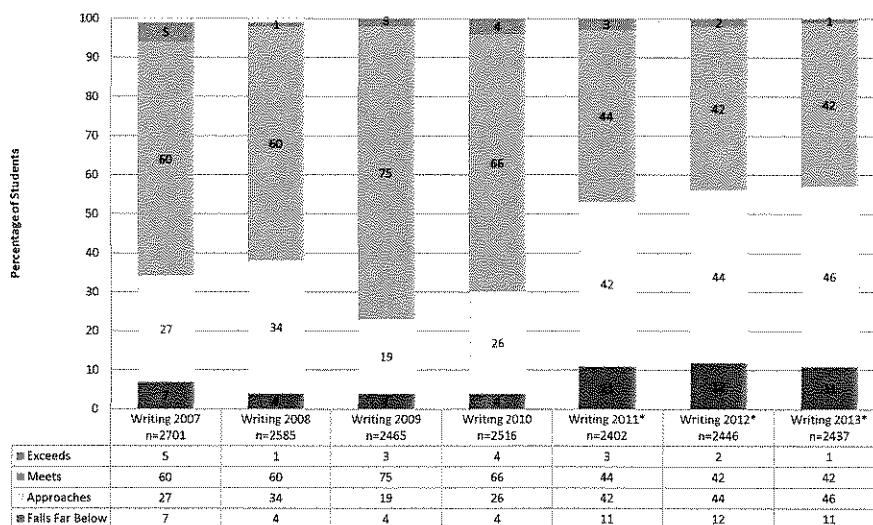
Multiple Choice Items (40% of score) added
Spring 2011:

Embedded in Reading AIMS

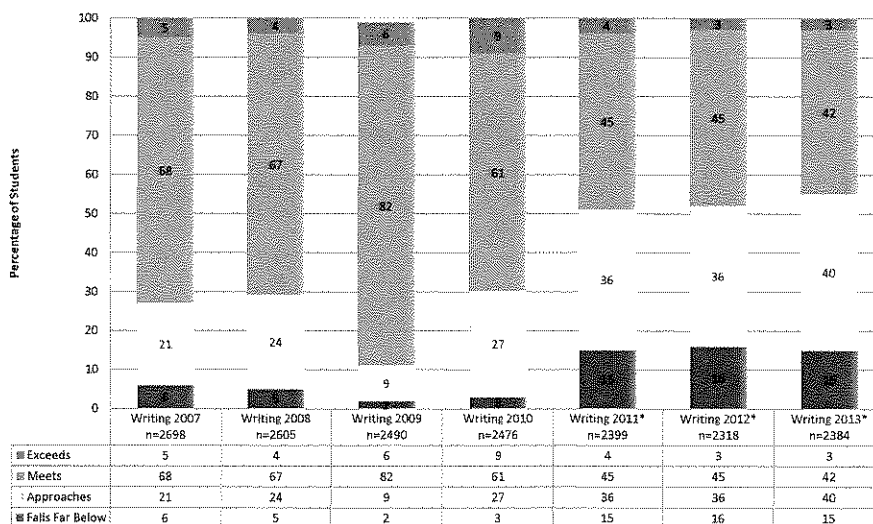
Stand alone-question with four choices

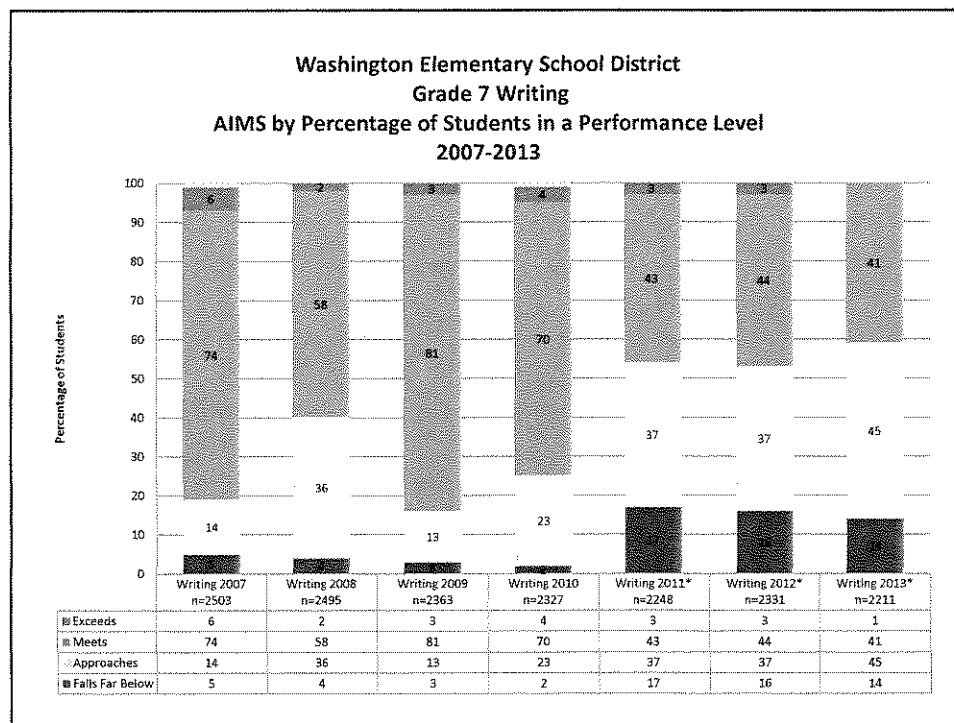
Stimulus-short paragraph (five to seven sentences long) with three or more items attached

**Washington Elementary School District
Grade 5 Writing
AIMS by Percentage of Students in a Performance Level
2007-2013**



**Washington Elementary School District
Grade 6 Writing
AIMS by Percentage of Students in a Performance Level
2007-2013**



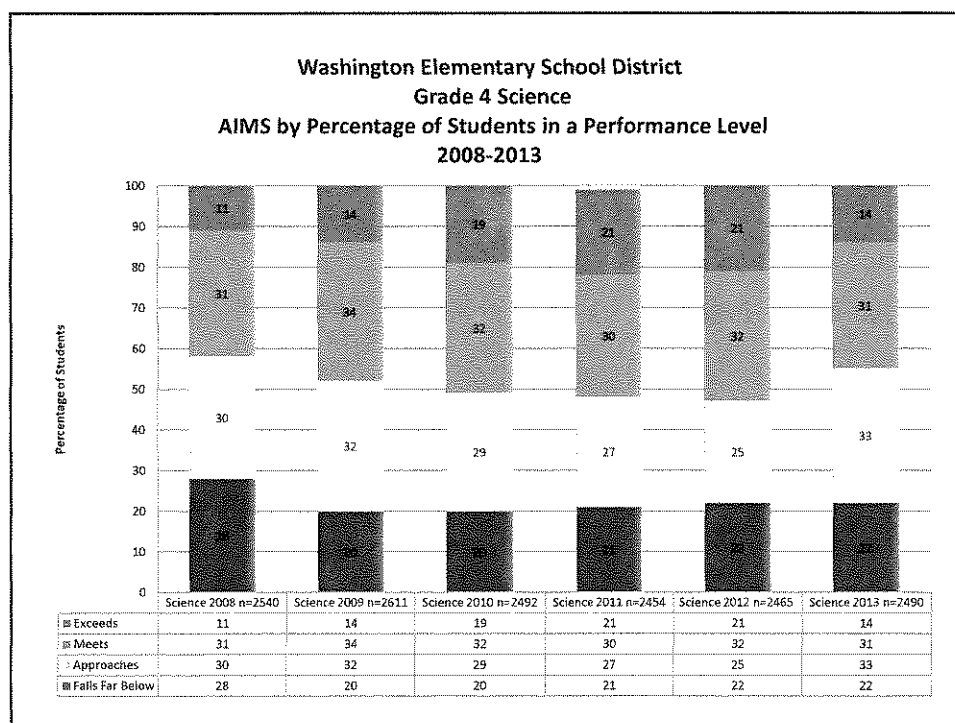
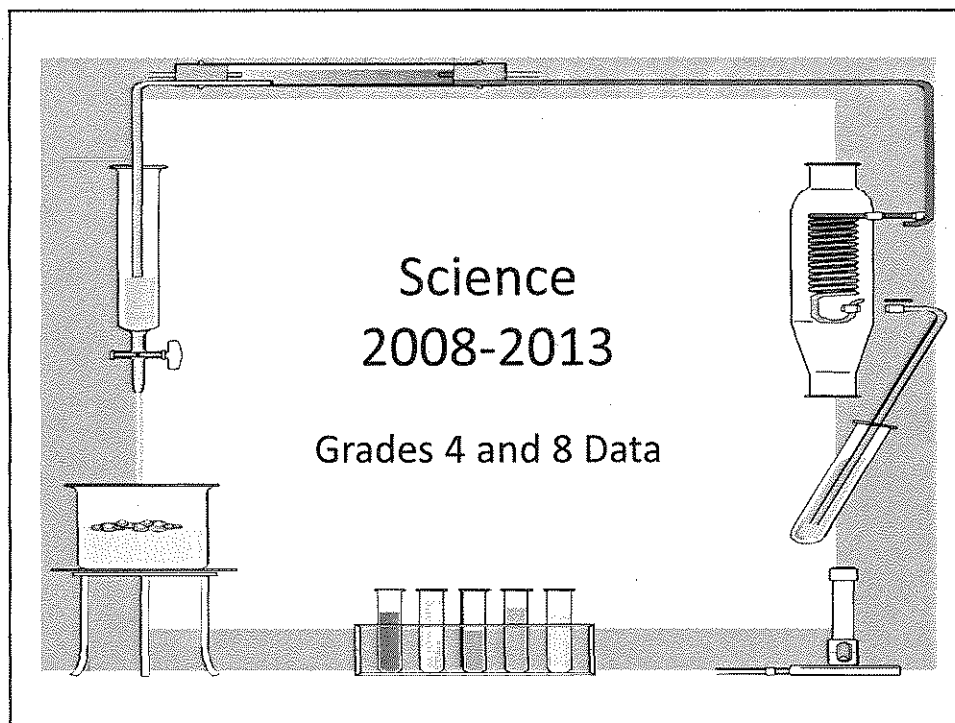


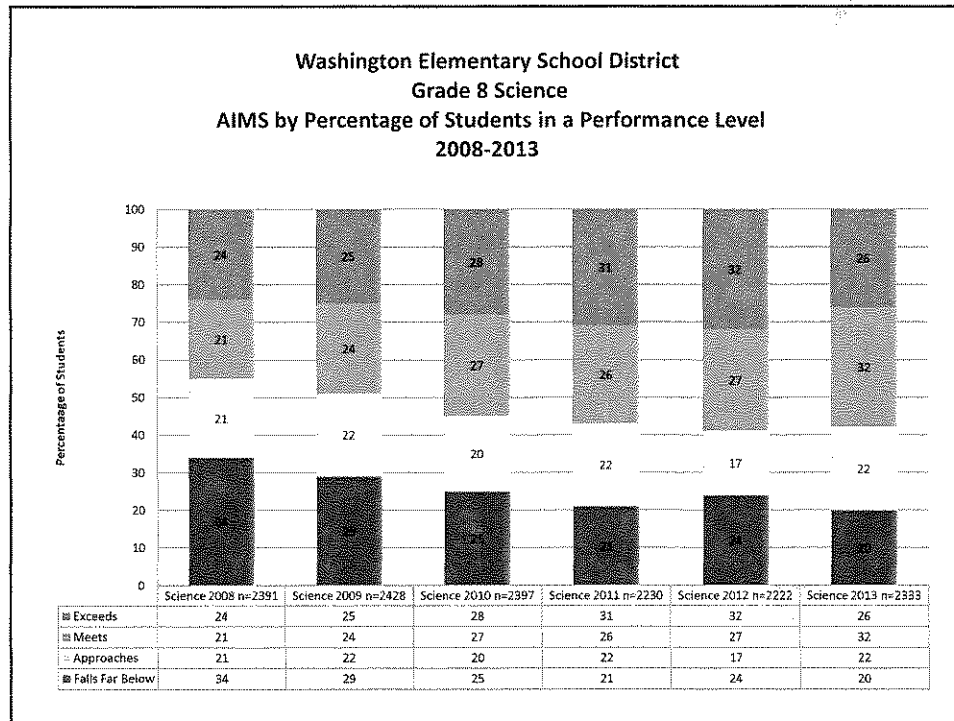
Writing Performance Trends

District AIMS 2007-2013

- With 2007-2010 data, wide variations in scores were evident, particularly when comparing the writing percents passing with those of reading at the same grade levels.
- The addition of the multiple choice items in 2011 resulted in significant differences at each of the tested grade levels from those of prior years as the passing rate decreased by as much as 30%.
- The percent proficient for the last three years has been relatively consistent across grade levels and each has shown decreases over time.







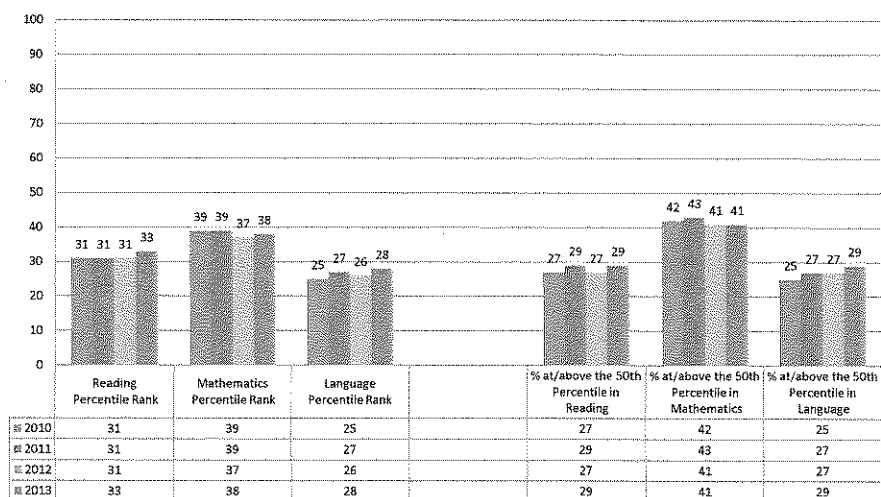
Stanford 10



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

This test is administered to 2nd graders and is an “off the shelf” product that is not fully aligned to 2nd grade Arizona Academic Standards.

Washington Elementary School District
Comparison of Percentile Rank and Percentage At/Above the 50th
Percentile
Grade 2 Stanford 10 2010-2013



Arizona English Language Learner Assessment (AZELLA)

Four domains: Oral Listening and Speaking,
Reading and Writing

Performance levels: Pre-Emergent,
Emergent, Basic, Intermediate

and Proficient (a student must achieve the "Proficient"
level to be reclassified as a Fluent English Proficient student).



AZELLA 2012-2013 School Year

- Kindergarten Screener for identification and placement- New Fall 2012
- AZELLA 2 administration for new PHLOTES for identification and placement
- AZELLA 3 Reassessment for all ELLs and recently reclassified (Year 1 and 2) monitor students

AZELLA and Annual Measurable Achievement Objectives

The AZELLA scores have been utilized by ADE in two measures to meet federal accountability requirements: making progress, defined as advancing one or more levels, and reclassification. For the prior six years, the percent of students making progress exceeded the expected AMAO and for five years WESD exceeded reclassification targets. AMAO data have not been received for 2013.



Accountability

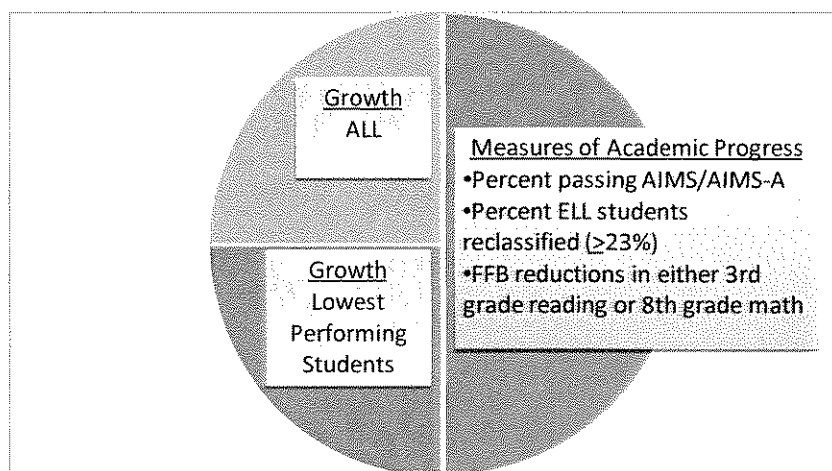


A-F Grades - 2013 Changes ESEA Flexibility Request School Determinations

Components of the A-F Grades

Growth Score 50%

Composite Score 50%



A-F Letter Grades – What's Included?

- ✓ Grades 3- 8 AIMS Reading and Mathematics Scores
- ✓ AIMS A scores (percent passing only – was new in 2012)
- ✓ Full Academic Year (FAY) students only – enrolled within first 10 days and enrolled at time of test
- ✓ English Language Learners (AZELLA Reclassification Data)

Technical and Policy Changes for 2013 A-F Grades

- 95% Tested Rule Added (from 2012 *NCLB Waiver*)
- Inclusion of AIMS A Scores (from 2012 *NCLB Waiver*)
- ELL Reclassification Criteria and
% Reclassification Change to 23%
- Falls Far Below Reduction in either 3rd
Grade Reading or 8th Grade Mathematics

Purpose of Falls Far Below Reduction Points

Attempt to balance points possible
for K-8 schools by recognizing “Falls
Far Below” reduction in Grade 3
Reading or Grade 8 Mathematics

Criteria to Receive FFB Points

Grade 3 Reading	
3-Year Average	≤ 3% Points
Current Year ≤ 5%	1% Point Annual Decrease
Current Year > 5%	2% Point Annual Decrease
Grade 8 Math	
3-Year Average	≤ 25% Points
Current Year ≤ 30%	1% Point Annual Decrease
Current Year > 30%	2% Point Annual Decrease

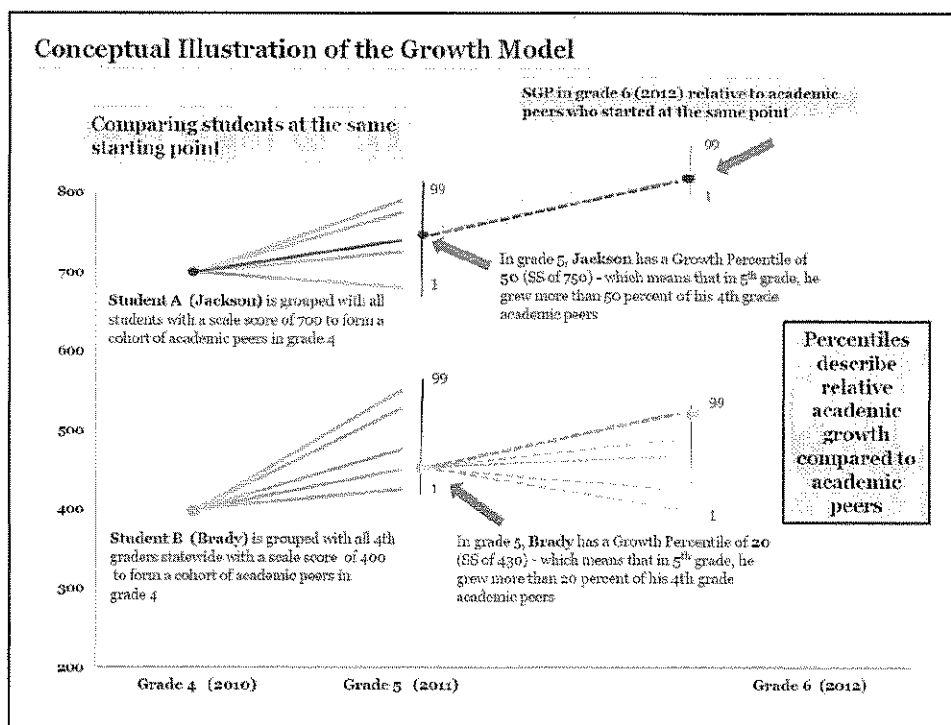
A-F Letter Grades – The Growth Model

The purpose of the Growth component is to:

- Better understand how well a school/LEA is growing its students in Reading and Mathematics from one year to the next
- Describe the academic gain relative to academic peers statewide
- Measure how well a school's lowest achieving students are progressing academically

Student Growth Percentiles (SGP)

- SGPs are calculated for all students by grade level and subject across the state. Only FAY students are included in the A-F calculations.
- Students must have scores in Arizona for at least 2012 and 2013.
- Some student scores may be based on up to seven years of data.



Growth Score

A. Median growth percentile of all students	0 to 99
B. Median growth percentile of bottom 25%	0 to 99
Average of A and B	0 to 99

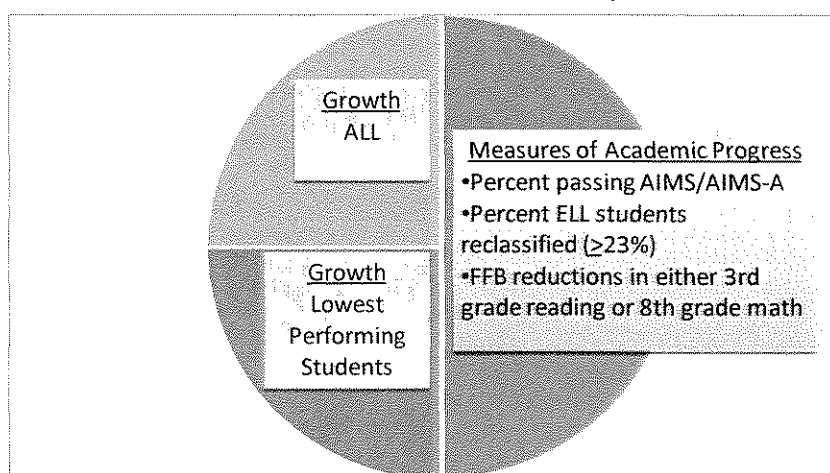
Calculating Total Score

Total Score Point Values Component	Total Possible Points
Growth	1 to 100 (1-99 plus additional point)
Percent Passing - AIMS & AIMS A	1 to 100
ELL Reclassification	0 or 3
FFB Reduction	0 or 3
Total Elementary/Middle Points Possible	Up to 206

Components of the A-F Grades

Growth Score 50%

Composite Score 50%

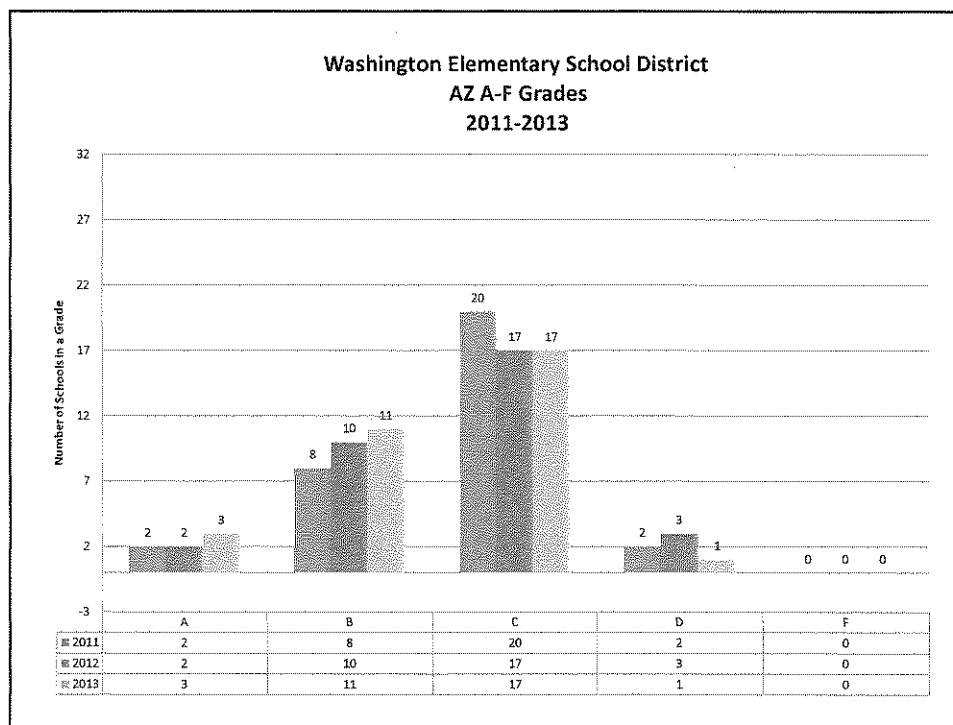


WESD A-F Grades Data

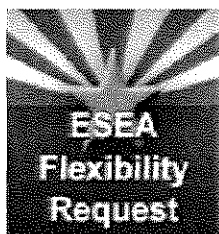
Year	Average School Points	Range of Points	#Schools earning FFB Points
2011	115	86-144	-
2012	115	82-146	-
2013	120	97-152	21

A-F Grades Data

- Seven (7) schools improved their letter grades: CW, LV, LM, MZ, MA, RM, TU
- Three (3) schools earned >20 points:
RM, MZ, TU
- Six (6) schools gained ≥ 10 points:
ALTS, LM, MS, MV, RP, SW
- Seven (7) schools have increased their points over the three years:
CH, LM, MS, PV, SB, SN, TU



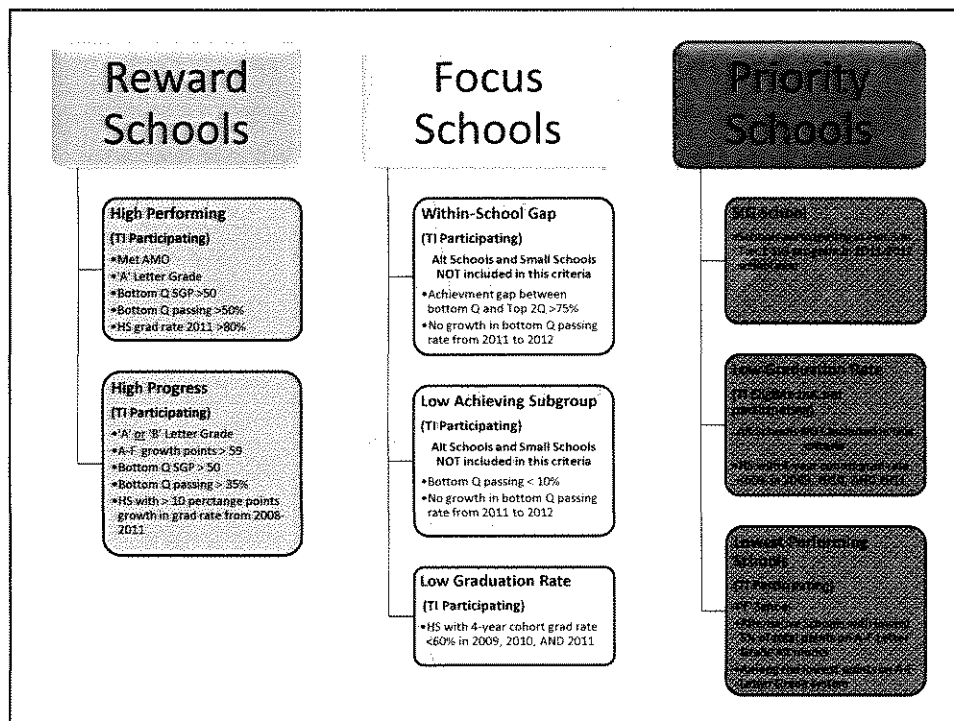
Elementary and Secondary Education Act Flexibility Request



School Designations

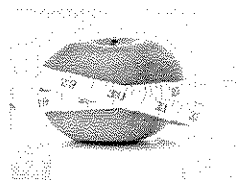
From NCLB to ESEA Flexibility

- New Annual Measurable Objectives (AMOs) now through the year 2020
- Additional “Super Subgroup”- bottom quartile (bottom 25%) as calculated in A-F Grades Growth Model
- Only this Super Subgroup (of all subgroups) is utilized in the accountability for ESEA
- Growth Model Top Two Quartiles (top 50%) also utilized



Analyzing A-F Data

- ✓ In which subject area were scores stronger?
- ✓ And in which grade levels?
- ✓ Which medians were higher: growth of all or growth of bottom 25%?
- ✓ Did school make the FFB reduction?
- ✓ Did school meet the ELL reclassification rate?
- ✓ How did school data compare to the WESD averages?



Next Steps?

Goals...

- ... short term?
- ... mid range?
- ... long range?

Implications for...

- ... Intervention?
- ... SuccessMaker?
- ... After-school Academy?

