

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

DATE: March 13, 2014

TIME: Regular Meeting 7:00 p.m.

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

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

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

I. REGULAR MEETING – GENERAL FUNCTION

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

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

Motion _____ Second _____ Vote _____

- E. Approval of the Minutes

1-8

It is recommended that the Governing Board approve the Minutes of the February 27, 2014 Regular Meeting. (Governing Board member not present was Ms. Clorinda Graziano.)

Motion _____ Second _____ Vote _____

- F. Current Events and Acknowledgments: Governing Board and Superintendent
Celebrating Our Successes! Kaylene Ashbridge, Principal at Cactus Wren Elementary School, will share information regarding the school's student achievement gains.
- G. Special Recognition
Special Recognition of Lookout Mountain Elementary School for receiving the Real Estate and Development Award (RED) for the Most Sustainable Project. The Washington Elementary School District, Adolfson & Peterson Construction, Orcutt/Winslow, and H2 Group were honored as the project team members. All award winners are featured within a special awards section of AZRE Magazine as well as honored at an annual awards ceremony.
- 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.)

I. REGULAR MEETING – GENERAL FUNCTION (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 _____

II. CONSENT AGENDA

- *A. Approval/Ratification of Vouchers 9
The Vice President of the Board reviews all vouchers prior to the meeting of the Board. Vouchers represent orders for payment of materials, equipment, salaries and services.
- *B. Personnel Items 10-12
Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment and position changes.
- *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 13
1. Albertson's donated a check in the amount of \$1,000.00 to be used for the benefit of students and staff at Richard E. Miller Elementary School.
2. Albertson's donated a check in the amount of \$1,000.00 to be used for the benefit of students and staff at Royal Palm Middle School.
3. Desert View Block Watch donated a check in the amount of \$350.00 to be used to purchase paper and pencil supplies for the benefit of students at Desert View Elementary School.
4. Lookout Mountain Parent Teacher Organization donated a check in the amount of \$14,692.36 to be used to purchase document cameras/projectors, cabling, and installation for the benefit of students at Lookout Mountain Elementary School.
- *D. Out-of-State Travel 14-17
1. Debbie Gasiorek, Nutrition Services Supervisor, to attend the 2014 National Leadership Conference – School Nutrition Association, April 9-12, 2014, in St. Louis, MO, at no cost to the District.
2. Robyn Getz and Jennifer Lindsay, Kindergarten teachers at Northwest Christian School, to attend the Orton-Gillingham Phonics Training, April 6-11, 2014, in Anaheim, CA, at a cost of \$3,703.00 (Title II funding that is available to private schools).
3. Dr. Susan Jane Cook, Superintendent, Dr. Linda Jean Bailey, Assistant Superintendent, Janet A. Sullivan, Assistant Superintendent, Justin Peter Wing, Director of Human Resources, and Dr. Janet Kinahan Altersitz, Administrator of Professional Development, to attend the University of Virginia Turnaround Program – Cohort 11 District Boot Camp, March 18-22, 2014, in Charlottesville, VA, at no cost to the District.
- *E. Award of Contract – RFP No. 13.007, Financial and Compliance Audit Services 18-19
- *F. E-rate Funds 20-28

III. ACTION / DISCUSSION ITEM

- A. Head Start Update, Philosophy, Long-Range and Short-Range Goals, and Self-Assessment Plan (Diana Howsden and Michael Pilsbury) 29-47

Motion _____ Second _____ Vote _____

IV. FUTURE AGENDA ITEMS

V. ADJOURNMENT

Motion _____ Second _____ Vote _____

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

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

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

(**) Members of the public who wish to address the Board during Public Participation or on an item which is on the agenda may be granted permission to do so by completing a PUBLIC PARTICIPATION SPEAKER COMMENT form and giving it to the Board's Secretary PRIOR TO THE BEGINNING OF THE MEETING. Those who have asked to speak will be called upon to address the Board at the appropriate time. If interpreter services are needed, please contact Angela Perrone at 602-347-2609 at least 24 hours prior to the scheduled Board Meeting in order to allow sufficient time to arrange for an interpreter to be available.

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

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

GOVERNING BOARD MINUTES: REGULAR MEETING

2013-2014

February 27, 2014

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

I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

Mrs. Lambert called the meeting to order at 7:00 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Mr. Aaron Jahneke, and Mr. Chris Maza. Ms. Clorinda Graziano was not in attendance.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mrs. Lambert led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

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

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mr. Adams that the Governing Board approve the Minutes of the February 13, 2014 Regular Meeting. The motion was seconded by Mr. Jahneke. The motion carried.

UNANIMOUS

F. Current Events and Acknowledgments: Governing Board and Superintendent

Mr. Maza stated that he missed the last Governing Board meeting due to the passing of his maternal grandmother in Chicago. Mr. Maza expressed his appreciation for the condolences offered to him by his fellow Governing Board members and District staff.

Mr. Adams shared that he enjoyed visiting Lookout Mountain Elementary School. He stated that the new school was very impressive and was pleased that they took the community and staff input into consideration when planning the facility. Mr. Adams thanked Principal Tricia Johnson and her staff for making him feel very welcome.

Mr. Jahneke shared that he was looking forward to attending the Read Across America Breakfast on March 3, 2014. He stated that it was always fun reading to the children.

Mrs. Lambert shared the following:

- Welcomed Ryan Riguerra from Boy Scout Troop #124 who attended the Governing Board meeting and was working on his communication badge.
- Enjoyed having the opportunity to participate on a Student Advisory Group panel for Mr. John Huppenthal, State Superintendent of Public Instruction. The topic was communication and 6th to 12th grade students were able to ask the panel for advice on how to handle issues at their schools.

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- Looking forward to attending the Read Across America event and reading to the kids.

Dr. Cook acknowledged and thanked Joslyn Brown, President of the Washington District Education Association (WDEA), and the WDEA members for their contributions and efforts with Invest in Education.

Dr. Cook advised the Board that it had the opportunity to celebrate the successes of Mountain Sky Junior High School and introduced Perry Mason, Principal; Tony Murphy, Assistant Principal; and Kelli Knox, Office Manager. Mr. Mason shared information regarding the school's student achievement gains. Mrs. Lambert stated that the successes were not only due to the staff, but also to Mr. Mason and Mr. Murphy's leadership and thanked them for everything that they do. Dr. Cook thanked Mr. Mason and Mr. Murphy for their efforts. Dr. Cook stated that during the presentation, they gave credit to others which is one of the qualities of effective leadership, but the credit belonged to them as well.

G. Special Recognition

Dr. Cook advised the Board that the District is fortunate to have a Community Outreach Specialist, Ms. Jill Hicks, who works on many projects. One of her current projects is the Desert Mission food drive during the month of February. Dr. Cook introduced Ms. Hicks to provide highlights of the food drive.

Ms. Hicks reported that a poster contest was held in order to get students involved in the food drive project and over 1,100 posters were submitted. Ms. Hicks stated that 208 posters were displayed at the Business Advisory Team meeting and that many businesses and organizations volunteered to also participate in the food drive. Metrocenter donated an iPad mini to the poster contest winner and will display 25 posters in the mall.

Ms. Hicks advised that students and parents in the schools have fully supported the food drive and were very competitive. She stated that that is why WESD is the best district!

Mrs. Lambert asked Ms. Hicks to return and report to the Board the final results of the food drive. Ms. Hicks advised she would provide an update.

H. Public Participation

There was no public participation.

I. Approval of the Consent Agenda

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

UNANIMOUS

II. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***B. Personnel Items**

Approved the personnel items as presented.

UNANIMOUS

***C. Out-of-State Travel**

Approved the out-of-state travel as presented.

UNANIMOUS

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1. Debbie Gasiorek, Nutrition Services Supervisor, to attend the 2014 Legislative Action Conference – School Nutrition Association, March 1-5, 2014, in Washington, D.C., at no cost to the District.
2. Mary Ann Sanchez, K-8 Art Teacher (Northwest Christian School), to attend the National Art Education Association – Fusing Innovation Teaching & Emerging Technologies, March 28-31, 2014, in San Diego, CA, at a cost of \$1,287.00 (Title II funding that is available to private schools).
3. John Shikany, Director of Safety & Security, to attend Emergency Response Train-the-Trainer, March 10-14, 2014, in Emmitsburg, MA, at no cost to the District.

***D. Award of Contract – Bid No. 13.006, Apparel and Accessories, Silk-Screened and Embroidered - Supplemental** **UNANIMOUS**

***E. Second Reading and Adoption of Proposed Amended Board Policy IKE – Promotion and Retention of Students** **UNANIMOUS**

III. ACTION / DISCUSSION ITEMS

A. Discussion, Consideration and Possible Approval of Direction to the Employee Benefit Trust (EBT) Regarding the Employee Benefits Plan for 2014-2015 **UNANIMOUS**

Dr. Cook introduced Mr. Rex Shumway to provide information from the Trust Board regarding EBT.

Mr. Shumway advised the Board that at the February 18, 2014 meeting of the EBT, John Coyle from The Segal Company reviewed the status of the EBT and presented Preliminary Budget Projections for 2014-2015. The Segal Company projected plan costs for 2014-2015 that represented a 10.1% increase over current contributions. Mr. Shumway reviewed the projections and historical paid claims data.

Mr. Shumway stated that based on the current revenue projections and possible budget limitations, as well as a trend analysis of the history of insurance usage, and because of the strong financial position of the EBT, the Administration made the following recommendations in order to absorb the project cost increase: (i) maintain the District contribution level as is currently provided in the amount of \$5,046.48 per employee (same funding level as the previous six years); and, (ii) consider an increase to the PPO Buy-Up Plan, and/or, utilize a portion of the excess contingency reserves of the EBT to cover costs that exceed District-provided funding.

Mr. Adams thanked Mr. Shumway, Mr. Maza, and everyone on the Trust Boards for their efforts. Mr. Adams asked for confirmation that the District and employees had not been impacted for seven consecutive years because the additional costs had been absorbed by contingency reserves. Mr. Shumway responded that the District had not been impacted, however, there were plan design changes that impacted employees, e.g., eliminated the EPO Plan and deductibles were changed.

Mr. Jahneke asked if the plan designs were performing as expected, e.g., PPO Buy-Up Plan performing at a deficit and the PPO Base in the positive. Mr. Shumway replied that the plans were performing as expected. Mr. Shumway advised that the PPO Base and PPO Buy-Up Surplus/(Deficit) figures in the table on page 23 of the agenda were reversed.

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Mr. Maza stated that the Buy-Up Plan was in a deficit situation and will affect the overall functioning of the accounts in the Trust, e.g., the reserves and projections. Mr. Maza commented that the District had been fortunate to have contingency reserves to cover costs that exceed District-provided funding, but after years of drawing on the contingency reserves, there will come a time when it will have to be addressed.

Mr. Maza thanked Mr. Shumway for his excellent leadership and participation on the Trust Boards. Mr. Maza stated that Mr. Shumway made things understandable in a very effective manner.

A motion was made by Mr. Maza that, based on the current revenue projections and budget limitations, the Governing Board direct the Employee Benefit Trust (EBT) to formulate an employee benefits plan recommendation for 2014-2015 that maintains the same level of District contributions as provided in the 2013-2014 plan in the amount of \$5,046.48 per employee, with any additional funding to come from increased PPO Buy-Up revenue and/or excess contingency reserves of the EBT. The motion was seconded by Mr. Jahneke. The motion carried.

B. Appointment of Community Member to the Trust Boards

UNANIMOUS

Dr. Cook advised the Board that the Trust Boards was comprised of five members: Mr. Maza representing the Governing Board, Mountain View Assistant Principal J.J. Spellman representing District employees, and three community members. A community member representative had resigned in December 2013 leaving a vacancy. Dr. Cook reported that Dr. Mark Speicher was a previous Trust Boards member for a number of years and had expressed an interest to fill the vacancy.

Mr. Shumway stated that Dr. Speicher had valuable experience as he had previously served on the Trust Boards for six years. Mr. Shumway advised that Dr. Speicher had a wealth of knowledge about Trust matters and would be a welcome asset to the Trust Boards.

A motion was made by Mr. Adams that the Governing Board appoint Dr. Mark Speicher as a community representative on the Washington Elementary School District Trust Boards for the term that concludes on December 31, 2016. The motion was seconded by Mr. Maza. The motion carried.

IV. INFORMATION / DISCUSSION ITEMS

A. Review of 2012-2013 Single Audit

Dr. Cook introduced Ms. Cathy Thompson, Director of Business Services, who, in turn, introduced Mr. Dennis Osuch from the auditing firm of CliftonLarsonAllen who reviewed the annual single audit for the 2012-2013 fiscal year.

Mr. Osuch reviewed the communication to Governance, Single Audit, Uniform System of Financial Records (USFR) Questionnaire, and the Comprehensive Annual Financial Report.

Mr. Osuch stated that his firm issued an unmodified opinion for the Comprehensive Annual Financial Report. He advised that this was different verbiage from in the past and stated that the firm had issued a clean opinion. Mr. Osuch acknowledged that the District had received awards from the Association of School Business Officials (ASBO) and the Government Finance Officers Association of the United States and Canada (GFOA) for its excellence in financial reporting for the fiscal

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year ending June 30, 2012. Mr. Osuch reported that the District's Comprehensive Annual Financial Report for fiscal year ending June 30, 2013 had been submitted to ASBO and GFOA and that he expected the District to receive the awards again.

Mr. Osuch stated that his firm enjoyed working with the District because it has the best people which was indicated by how well prepared they were for the auditors and their responsiveness to the audit. He advised that his firm would not have been able to complete the audit reports by December 2013 without their assistance. Mr. Osuch thanked Cathy Thompson, LeeAnn Gallagher, and the staff for their help and support.

Mr. Adams made the following comments:

- Thanked Mr. Osuch for the reports and the clean audit.
- Thanked Ms. Thompson and her team for managing the District's budget.
- If he was out in the public and someone said the District did not live within its budget; based on the audit reports, could he say that the District absolutely does live within its budget? Mr. Osuch replied in the affirmative because if you look at the financial statements, the District is clearly within its budget.
- Would you say that the District was extremely transparent? Mr. Osuch stated that from his firm's perspective in performing the audit, yes, the District is very transparent. Mr. Osuch advised that any questions that his firm asked, management was always very upfront and willing to answer.

Mr. Jahneke made the following comments:

- Thanked Mr. Osuch for the reports.
- In the past, there had been issues with schools depositing cash in a timely manner and asked if there was an improvement this year. Mr. Osuch stated that in the past, the finding had been reported as a significant deficiency, but it was not reported as a significant deficiency in this year's audit. Mr. Osuch reported that the matter had been addressed and was a testament to the efforts of Ms. LeeAnn Gallagher to improve the situation.

Mrs. Lambert made the following comments:

- Thanked Mr. Osuch for his presentation.
- There is a lot of value to the audit reports to identify weaknesses in the District that need to be addressed to make it stronger and was very pleased with the improvements made by the District.
- Asked Ms. Thompson how the student attendance reporting was going to be handled. Ms. Thompson replied that there was only one large issue. She advised that due to a calendar that was entered incorrectly, it caused one day's figures to be inaccurate at one school. Ms. Thompson reported that the information had been reported to ADE to have the attendance corrected. Ms. Thompson stated that it did not affect revenue in any way.
- Asked if teachers input their own attendance information in the classroom or was it sent to the office to be entered. Ms. Thompson responded that the teachers input their own information.

B. Update Regarding the University of Virginia – School Turnaround Specialist Project

Dr. Cook advised the Board that the District was involved with the University of Virginia (UVA) in a national school turnaround project. She stated that there was no cost to the District and ADE and WesdEd were the funding sources. Dr. Cook reviewed historical data regarding the project. She reported that on November 21-

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22, 2013, the UVA project team came to the District to interview several administrators to determine if the District had the ability to grow and the capacity to turn around its achievement at specific sites.

In December, WESD was notified that it was eligible to proceed to the next steps, which involved Behavior Event Interviews (BEI) with the principals from the WESD focus and pre-intervention schools (Mountain View, Shaw Butte, Richard E. Miller, Moon Mountain, and Maryland). The BEI interviews occurred February 24-27, 2014.

Dr. Cook introduced the District's UVA project "shepherd", Dr. Janet Altersitz who is the Administrator for Professional Development, to present information regarding the next steps for the project. Dr. Altersitz reported that District administrators will be attending the UVA "boot camp". UVA has advised that it will be an intense training from 8:00 a.m. to 10:00 p.m., March 19-22, 2014.

Dr. Altersitz reviewed the following next steps for the UVA Project:

- Training will be provided to District and school leaders at the University of Virginia in March and June.
- The focus is on assessment-driven instruction.
- Using data to make instructional decisions is an expectation and a requirement for teachers.
- Weekly data dialogues are an expectation and a requirement.
- Removing barriers to success is an expectation and a requirement for the District.

Mr. Adams thanked the involved personnel for their time and efforts and believed that the project will be beneficial to the District.

Mr. Jahneke stated it was difficult changing thought processes and getting people out of their comfort zones. He commended the District and the involved personnel for taking this brave step. Dr. Altersitz advised that she had met with three of the five schools and the teachers were excited and supportive of the project because they want what is best for the students. Mr. Adams thanked Dr. Altersitz for the information which confirmed that WESD is the best district.

Mrs. Lambert thanked the District for its willingness to participate in this project. She asked the involved personnel as they go through the process to enrich the District's culture, to see if there are any policies or regulations that might need to be addressed in order to reinforce or sustain the program.

C. Discussion of Professional Development for the Governing Board

Mr. Adams had requested a future agenda item for the purpose of discussing professional development for the Governing Board. He thanked his fellow Board members for the opportunity to have an open discussion regarding attending conferences for professional development. Mr. Adams provided an article to Board members regarding the importance of professional development. He stated that he knew that his fellow Board members believed in professional development, witnessed by the conferences they have attended, e.g., Arizona School Boards Association (ASBA) and Arizona Business & Education Coalition (ABEC) conferences and workshops. Mr. Adams reported that after attending a conference, Board members had shared conference materials and suggested that, in the future, a formal presentation could be presented at a Governing Board meeting for the public to receive pertinent information.

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Mrs. Lambert made the following comments:

- Agreed that professional development was important for continued growth in order for Board members to be aware of educational issues and political decisions.
- Pleased that the conferences, workshops, and information provided by ASBA are very pertinent to the Board members.
- Felt that the Board participates in many professional development opportunities.
- Attending an event should be a learning experience and not a social activity.
- Liked Mr. Adams' suggestion to develop a way to share conference materials and the participant's perception of the event.
- Asked the Board how they wished to handle sharing the information, e.g., at a Board meeting or communication through the Superintendent.
- Stated that when professional development was discussed, travel seemed to enter the conversation. Mrs. Lambert said it was not about travel, but was about professional development of the Governing Board.
- Felt that the information shared at the conferences and workshops can help the Board members grow and be effective leaders.
- Asked Board members to send Dr. Cook professional development suggestions for topics of interest to help Board members be effective leaders. She asked Dr. Cook to compile them for review by the Board to have enriching experiences and make sure it is budgeted appropriately.

Mr. Jahneke made the following comments:

- Agreed with Mr. Adams' suggestion to have a more formalized approach to offer conference information.
- Would like to see more opportunities online, e.g., webinars at a nominal fee.
- Appreciated the daily legislative update emails from ASBA.
- Important for a Board member attending a conference or workshop to be fully engaged in the activities and workshops.
- Concerned about how beneficial it would be to send a Board member to the NSBA conference.

Mr. Adams appreciated Mr. Jahneke's suggestion regarding webinar opportunities. Mr. Adams stated he would ask ASBA if it would be possible for NSBA to offer conference topic webinars, at a nominal fee, for Districts who will not be able to attend the conference.

Mr. Adams suggested that the Board review the agendas of upcoming conferences to determine if it would be beneficial to send a representative.

Mr. Maza felt that the Governing Board members availed themselves of many professional development opportunities in the State, either as Governing Board members or in their professional capacity. Mr. Maza made the following comments:

- We are the Governing Board and not the educators within the school district. Many of the sessions at conferences pertain to programs or standards for educational practices. Mr. Maza stated that if the Board started offering input into the educational process, it would be a disservice to Dr. Cook and her leadership team.
- Would want to know who is sponsoring the professional development and the cost involved. Mr. Maza advised he had attended many professional development venues and many of the sponsoring agencies did not present

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material that was of interest to him personally. He felt that the Board would need to determine if the cost was warranted.

- When you attend professional development, it is usually logic based and then the law occurs. Mr. Maza stated that the law versus logic piece is extremely frustrating. You learn good professional practices and learn how to adhere to the law, only to have a new law which does not delve into logic suddenly implemented, e.g., the new teacher evaluation system across the State.
- Supportive of professional development, but wants to be able to choose the professional development that is important to him as a Governing Board member and not as a potential micro-manager.
- Did not want to be involved with any professional development opportunities with ALEC (American Legislative Exchange Council).

Mrs. Lambert cautioned Board members because many conference organizers have vendors displaying products in an exhibit hall and as public officials, Board members have a dollar limit of what they can accept as a gift. She also warned that Board members could have procurement issues if they were excited about a product and tried to promote it to the District.

Mrs. Lambert thanked Mr. Adams for requesting the professional development agenda item and appreciated the good dialogue.

Mr. Adams thanked the Board members for their comments and consideration.

V. FUTURE AGENDA ITEMS

There were no future agenda items.

VI. ADJOURNMENT

A motion was made by Mr. Maza to adjourn the meeting at 8:22 p.m. The motion was seconded by Mr. Adams. The motion carried.

UNANIMOUS

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

February 27, 2014

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: March 13, 2014 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):

02/21/14	2,842,589.25
Totals:	2,842,589.25

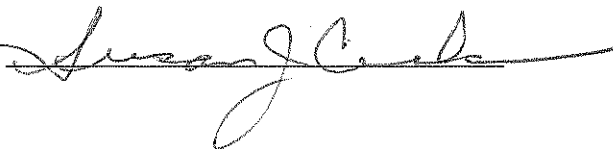
APPROVE/RATIFY FY 13/14 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

02/19/14	1,248,011.60
02/26/14	4,945,910.31
Totals:	6,193,921.91

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: March 13, 2014 Information
AGENDA ITEM: *Personnel Items 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

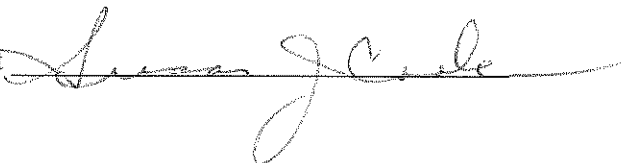
Funding Source: Various
Budgeted: Yes

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.B.

PERSONNEL ACTION RECOMMENDED**March 13, 2014****I. RESIGNATIONS, RETIREMENTS, EXCESSES, AND LEAVES OF ABSENCE****A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Distrola	Lyn	Teacher-CCSC	Arroyo	Resignation	5	5/29/2014
Hugo	Amy	Teacher-CCBSC	Lookout Mountain	Resignation	1	5/29/2014
McCusker	Marcia	Teacher-Reading	Maryland	Leave of Absence for FY 14/15		7/1/2014
Metcalf	Joy	Teacher	Royal Palm	Leave of Absence for FY 14/15		7/1/2014
Slezak	Jamie	Teacher	Orangewood	Resignation from Leave of Absence	6	5/29/2014
Stallman	Jennifer	Teacher-6th Grade	Sweetwater	Resignation	14	5/29/2014
White	Leah	Teacher-3rd Grade	Roadrunner	Resignation from Leave of Absence	5	6/30/2014
Yee	Helen	Teacher-Kindergarten	Richard Miller	Retirement	14	5/29/2014

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Geschke	Clifford	Custodian	Acacia	Resignation	3.5	2/14/2014
Mitchell	Lucy	KidSpace Program Manager	Alta Vista, Ocotillo, Roadrunner, Washington	Resignation from SmartSchools		3/28/2014
Peters	Delores	Office Technician	Human Resources	Resignation from Leave of Absence	8	6/30/2014

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Bradford	Samantha	HeadStart Assistant	HeadStart	Resignation	3 mo.	3/7/2014
Brooks	Stephen	Bus Driver	Transportation	Resignation	1.5	2/19/2014
Keeney	Cherie	Crossing Guard	Shaw Butte	Resignation	1	3/14/2014
LaDuca	Anthony	Crossing Guard	Arroyo	Retirement	15	5/28/2014
Mander	Alecia	KidSpace Assistant	John Jacobs	Resignation	3.5	2/14/2014
Nahabedian	Hermine	Monitor	Lookout Mountain	Resignation	3	2/14/2014
Schweitzer	Harmony	Food Service Helper	Food Services	Termination	3 mo.	2/18/2014

II. EMPLOYMENT**A. ADMINISTRATIVE**

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

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

March 13, 2014

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Chov	Steve	Web Programmer	E	MIS

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Boullosa	Richard	Crossing Guard	E	Sweetwater
Bybee	Sarah	Paraprofessional	E	Ironwood
Davis	Jeffery	Crossing Guard	E	Shaw Butte
Elizalde Camacho	Maria	Personal Care Provider	E	Manzanita
Ellis	Derrick	HeadStart Assistant	E	HeadStart
Guerrero Perez	Hortensia	Crossing Guard	E	Ocotillo
Guevara	Ernestina	Paraprofessional	E	Sahuaro
Majors	Sarah	Paraprofessional	E	Acacia
Nelson	Tamara	Food Service Helper	E	Food Services
Nixon-Leppanen	Keara	Paraprofessional	E	Washington
Oatmen	Kelsie	Special Ed. Assistant	E	Sunset
Palafox-Castro	Santiago	KidSpace Assistant	E	John Jacobs
Pelaez	Erin	Paraprofessional	E	Sahuaro
Perez Venegas	Evelyn	Food Service Helper	E	Food Services
Rivera Rangel	Jacqueline	HeadStart Assistant	E	HeadStart
Romero	Evelyn	Crossing Guard	E	Royal Palm

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: March 13, 2014 Information
AGENDA ITEM: *Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 1st Reading
INITIATED BY: Dr. Susan J. Cook, Superintendent SUBMITTED BY: Dr. Susan J. Cook, Superintendent
PRESENTER AT GOVERNING BOARD MEETING: Dr. Susan J. Cook, Superintendent
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S. §15-341

SUPPORTING DATA

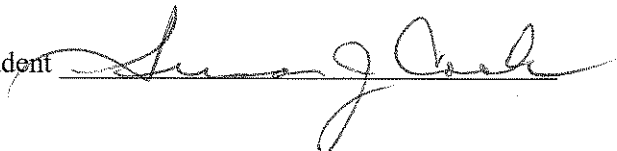
Funding Source: Donations
Budgeted: N/A

1. Albertson's donated a check in the amount of \$1,000.00 to be used for the benefit of students and staff at Richard E. Miller Elementary School.
2. Albertson's donated a check in the amount of \$1,000.00 to be used for the benefit of students and staff at Royal Palm Middle School.
3. Desert View Block Watch donated a check in the amount of \$350.00 to be used to purchase paper and pencil supplies for the benefit of students at Desert View Elementary School.
4. Lookout Mountain Parent Teacher Organization donated a check in the amount of \$14,692.36 to be used to purchase document cameras/projectors, cabling, and installation for the benefit of students at Lookout Mountain Elementary School.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.C.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: March 13, 2014 Information
AGENDA ITEM: *Out-of-State Travel 1st Reading

INITIATED BY: Maggie Westhoff, Director of Professional Development
SUBMITTED BY: Maggie Westhoff, Director of Professional Development

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA


Funding Source: Various
Budgeted: N/A

The following out-of-state travel requests have been reviewed and are recommended for approval:

1. Debbie Gasiorek, Nutrition Services Supervisor, to attend the 2014 National Leadership Conference – School Nutrition Association, April 9-12, 2014, in St. Louis, MO, at no cost to the District.
2. Robyn Getz and Jennifer Lindsay, Kindergarten teachers at Northwest Christian School, to attend the Orton-Gillingham Phonics Training, April 6-11, 2014, in Anaheim, CA, at a cost of \$3,703.00 (Title II funding that is available to private schools).
3. Dr. Susan Jane Cook, Superintendent, Dr. Linda Jean Bailey, Assistant Superintendent, Janet A. Sullivan, Assistant Superintendent, Justin Peter Wing, Director of Human Resources, and Dr. Janet Kinahan Altersitz, Administrator of Professional Development, to attend the University of Virginia Turnaround Program – Cohort 11 District Boot Camp, March 18-22, 2014, in Charlottesville, VA, at no cost to the District.

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.D.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
DATE OF BOARD AGENDA ITEM - March 13, 2014

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Debbie Gasiorek	Supervisor	Nutrition Services

CONFERENCE INFORMATION:

CONFERENCE TITLE:	2014 National Leadership Conference - School Nutrition Association						
TRAVEL DATES:	April 9-12, 2014						
CONFERENCE LOCATION:	St. Louis, MO						
SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)						Total
Registration Account Code:				6331			\$ 0.00
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source)						Total
Travel Account Code:				6580			\$ 0.00
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						Total
Substitute Account Code:				6129			\$ 0.00

PURPOSE OF TRAVEL: Debbie Gasiorek will attend the 2014 National Leadership Conference for the School Nutrition Association. This training will provide current and future leaders in the school nutrition profession the opportunity to learn information and gain skills in order to become a more effective and engaging leader. Upon her return, Debbie will share the information with the Nutrition Services Staff.

MAXIMUM COSTS:

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

SIGNATURES

Connie Parmenter
Supervisor

Maggie Westhoff
Supervisor

Connie Parmenter
Budget Manager

COMMENTS: As vice president for the Arizona School Nutrition Association, Debbie's conference expenses will be paid for by the state organization. There will be no cost to WESD.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
DATE OF BOARD AGENDA ITEM - March 13, 2014

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Robyn Getz	Kindergarten	Northwest Christian
Jennifer Lindsay	Kindergarten	Northwest Christian

CONFERENCE INFORMATION:

CONFERENCE TITLE:	Orton-Gillingham Phonics Training						
TRAVEL DATES:	April 6-11, 2014						
CONFERENCE LOCATION:	Anaheim, CA						
SOURCE OF FUNDING: Description:	Title IIA Registration Funds (Funding Source)						Total
Registration Account Code:	140	100	2200	6331	101	0000	\$ 2,000.00
SOURCE OF FUNDING: Description:	Title IIA Travel Funds (Funding Source)						Total
Travel Account Code:	140	100	2200	6580	101	0000	\$ 1,703.00
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						Total
Substitute Account Code:				6129			\$

PURPOSE OF TRAVEL: Robyn Getz and Jennifer Lindsay will attend the Orton-Gillingham Phonics Training to study the five areas of phonic importance. These areas include: phonemic awareness, phonics, vocabulary development, fluency, and comprehension strategies. Robyn and Jennifer will be able to network with other participants to exchange ideas on implementation. Upon their return, they will share what they have learned with their staff during training and classroom modeling.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 2,000.00
MEALS	\$ 330.00
LODGING:	\$ 803.00
SUBSTITUTES	\$
TRANSPORTATION:	\$
AIR	\$ 450.00
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$ 120.00
TOTAL COST:	\$ 3703.00

SIGNATURES

Maggie Westhoff
Supervisor

Supervisor

Maggie Westhoff
Budget Manager

COMMENTS: Per No Child Left Behind, private schools in our area are entitled to Title II funds.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
DATE OF BOARD AGENDA ITEM - March 13, 2014

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Susan Jane Cook	Superintendent	Administrative Services
Linda Jean Bailey	Assistant Superintendent	Administrative Services
Janet A. Sullivan	Assistant Superintendent	Adademic Services
Justin Peter Wing	Director	Human Resources
Janet Kinahan Altersitz	Administrator	Professional Development

CONFERENCE INFORMATION:

CONFERENCE TITLE:	University of Virginia Turnaround Program - Cohort 11 District Boot Camp						
TRAVEL DATES:	March 18 - 22, 2014						
CONFERENCE LOCATION:	Charlottesville, VA						
SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)						Total
Registration Account Code:			6331			\$	0
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source)						Total
Travel Account Code:			6580			\$	0
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						Total
Substitute Account Code:			6129			\$	0

PURPOSE OF TRAVEL: The Washington Elementary School District (WESD) was invited by the Arizona Department of Education (ADE) to explore being part of a national turnaround school project. Since then, WESD has been notified that we are eligible to proceed to the next step, which involves a District administrator "Boot Camp" to be held at the University of Virginia in Charlottesville, Virginia. This "Boot Camp" is a mandatory part of participating in the turnaround project.

MAXIMUM COSTS:

REGISTRATION FEE:	\$
MEALS	\$
LODGING:	\$
SUBSTITUTES	\$
TRANSPORTATION:	\$
AIR	\$
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
TOTAL COST:	\$ 0

SIGNATURES

Dr. Susan J. Cook

Supervisor

Supervisor

Budget Manager

COMMENTS: All expenses paid for by WestEd and the Focus School Improvement Grant.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: March 13, 2014 Information
AGENDA ITEM: *Award of Contract – RFP No. 13.007, Financial and Compliance Audit Services 1st Reading

INITIATED BY: LeeAnn Gallagher, Internal Auditor SUBMITTED BY: Howard Kropp, Director of Purchasing

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

On February 14, 2013, the Governing Board authorized issuance of RFP No. 13.007, Financial and Compliance Audit Services, to obtain a qualified Certified Public Accountant to conduct annual financial audits of financial transactions and accounts kept by or for the Washington School District No. 6, subject to the Single Audit Act Amendments of 1996.

Fifteen (15) vendors were notified of the Proposal. Two (2) responsive, responsible proposals were received and opened on February 27, 2014.

On March 4, 2014, the District submitted questions for clarification to the proposers in order to complete evaluations. Cathy Thompson, Director of Business Services and LeeAnn Gallagher, Internal Auditor, evaluated the proposals and recommend Heinfeld, Meech, & Co., P.C. for award in the amount of \$44,000.00 for the audit year of 2013-2014.

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

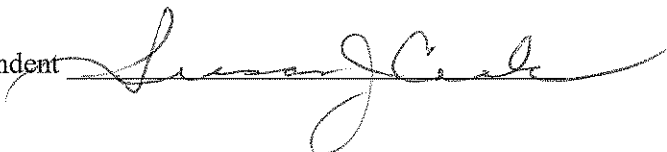
Funding for this expenditure is included in the Business Services department 2013-2014 M&O budget.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award a contract regarding RFP No. 13.007, Financial and Compliance Audit Services, to Heinfeld, Meech & Co., P.C.

Superintendent



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

Agenda Item *II.E.

The evaluation committee scored the vendors as follows:

Heinfeld, Meech & Co., P.C. - 1772 points out of a possible 2000

Clifton Larson Allen LLP - 1768 points out of a possible 2000

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: March 13, 2014 Information
AGENDA ITEM: *E-rate Funds 1st Reading
INITIATED BY: Chris Lieurance, Director of MIS SUBMITTED BY: Chris Lieurance, Director of MIS
PRESENTER AT GOVERNING BOARD MEETING: Chris Lieurance, Director of MIS
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: E-rate
Budgeted: Yes

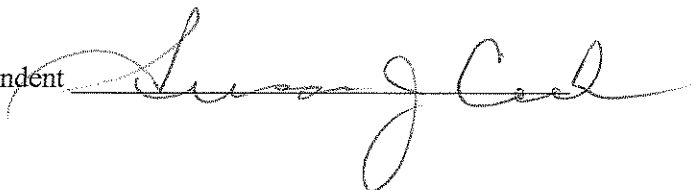
E-rate is a federal program that provides funding to schools and libraries from a telecommunication tax. The program is administered by the Universal Service Administration Company (USAC). Each school year, school districts may apply for E-rate funding to help pay for technology costs. Each school is allowed a discount percentage based on the free and reduced lunch program. Districts may apply for funding of applicable items and services and request that the E-rate program pay that discount percentage each year. The funding received by the Washington Elementary School District (WESD) benefits the entire District, including the Administrative Center and the Service Center.

This fiscal year, WESD submitted two applications for funding. The first application included District-wide funding requests for Internet connections, telephone and long distance service, data line lease and Verizon wireless service. That application has been approved by the USAC, and WESD has been awarded \$773,852.89 which is 85% of the cost of applicable items to the District. The approved application represents the first tier of funding priorities by USAC. The E-rate program will fund the top priority and as much of the second priority requests as possible, starting with those districts with the highest percentages of students receiving free and reduced lunch. The District is awaiting notification regarding the second E-rate application that was submitted, as that application is still being processed by the USAC.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board accept the E-rate funds in the amount of \$773,852.89 to be used District-wide for Internet connections, telephone and long distance service, data line lease, and Verizon wireless service.

Superintendent



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

Agenda Item *II.F.



Revised Funding Commitment Decision Letter
Funding Year 2013: (07/01/2013 - 06/30/2014)

February 14, 2014

Chris Lieurance
WASHINGTON SCHOOL DISTRICT 6
4650 W SWEETWATER AVE
GLENDALE, AZ 85304

RE: Form 471 Application Number: 928797
Billed Entity Number: 142907
Applicant's Form Identifier: WESD Priority 1

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has completed its review of your request.

The Report that follows this Revised Funding Commitment Decision Letter (RFCDL) provides you with the dollar value and other details of the funding commitments made for the Form 471 identified above. This Report may have been updated to reflect the new total amount of discount for a funding request. A decision in this Revised Funding Commitment Decision Letter (RFCDL) supersedes a decision in the FCDL you may have received for the Funding Request Number(s) (FRN) in the Funding Commitment Report (Report) that follows this letter. An explanation of the items in the Report is in the "Guide to USAC Letter Reports" posted in the Reference Area of our website.

If FCC Form 486, Receipt of Service Confirmation Form, has not already been submitted, applicants should use THIS updated information when completing the Form 486.

We are also sending this information to the service provider(s) identified in the Report.

NEXT STEPS

- Work with your service provider(s) to determine if you will receive discounted bills or if you will request reimbursement from USAC after paying your bills in full
- Review technology planning approval requirements
- Review CIPA requirements
- File and certify Form(s) 486 if not already submitted
- Invoice USAC using the Form 474 (service provider) or Form 472 (Billed Entity applicant) - as products and services are being delivered and billed

IMPLEMENTATION TIMEFRAME

Remember the deadlines for delivery and installation of non-recurring service. Non-recurring service for which funds are committed in this letter may be delivered and installed on or before September 30, 2014. Support for recurring services, however, is available only for services provided during the period July 01, 2013 through June 30, 2014.

Review any Contract Expiration Dates in the attached Report. Program rules allow contracts for non-recurring services to be extended in certain circumstances. If your contract will expire before non-recurring products/services are delivered or

Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685
Visit us online at: www.usac.org/sl

installed, you must extend the contract and report the new contract expiration date using an FCC Form 500, Adjustment to Funding Commitment and Modification of Receipt of Service Confirmation Form, before invoicing USAC.

Keep the Form 486 deadline in mind. If some funding was approved on an FRN in your original FCDL, use the date of the original FCDL to determine your Form 486 deadline. If a new FRN was created for this Report or no funding was approved on an FRN in your original FCDL but funding has been approved in this letter, use the date in this RCDL to determine your Form 486 deadline. Form 486 must be received or postmarked no later than 120 days after the Service Start Date reported in the Form 486, or 120 days after the date of the FCDL that approves funding, whichever is later, to receive discounts retroactively to the Service Start Date.

TO APPEAL THIS DECISION:

You have the option of filing an appeal with USAC or directly with the Federal Communications Commission (FCC).

If you wish to appeal a decision in this letter to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and (if available) email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the decision letter and the decision you are appealing:
 - appellant name
 - applicant and service provider names, if different than appellant
 - applicant BEN and Service Provider Identification Number (SPIN)
 - Form 471 Application Number 928797 as assigned by USAC
 - Funding Request Number(s) (FRNs) you are appealing if provided in the letter
 - Funding Year 2013 Revised FCDL AND
 - the exact text or the decision that you are appealing.
3. Please keep your letter to the point and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email your appeal to appeals@sl.universalservice.org. USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973) 599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal
Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West
PO Box 685
Parsippany, NJ 07054-0685

If you wish to appeal a decision in this letter to the FCC, you should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in the "Appeals Procedure" posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

For more information on submitting an appeal to USAC or to the FCC, please see the

"Appeals Procedure" posted on our website.

OBLIGATION TO PAY NON-DISCOUNT PORTION

Applicants are required to pay the non-discount portion of the cost of the products and/or services to their service provider(s). Service providers are required to bill applicants for the non-discount portion. The FCC stated that requiring applicants to pay their share ensures efficiency and accountability in the program. If USAC is being billed via the FCC Form 474, the service provider must bill the applicant at the same time it bills USAC. If USAC is being billed via the FCC Form 472, the applicant pays the service provider in full (the non-discount plus discount portion) and then seeks reimbursement from USAC. If you are using a trade-in as part of your non-discount portion, please refer to our website for more information.

NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake periodically to assure that funds that have been committed are being used in accordance with all such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division
Universal Service Administrative Company

FUNDING COMMITMENT REPORT
Billed Entity Name: WASHINGTON SCHOOL DISTRICT 6
BEN: 142907
Funding Year: 2013

Form 471 Application Number: 928797
Funding Request Number: 2537563
Funding Status: Funded
Category of Service: INTERNET ACCESS
Form 470 Application Number: 119850000824906
SPIN: 143014467
Service Provider Name: Cox Arizona Telcom, LLC
Contract Number: ADSP010
Billing Account Number: (602)347-2697
Service Start Date: 07/01/2013
Contract Expiration Date: 06/30/2014
Number of Months Recurring Service Provided in Funding Year: 12
Annual Pre-discount Amount for Eligible Recurring Charges: \$41,280.00
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$41,280.00
Discount Percentage Approved by the SLD: 85%
Funding Commitment Decision: \$35,088.00 - Modified by SLD
Funding Commitment Decision Explanation: MR1: Ironwood Elementary School, BEN 97197, Jacobs Elementary School, BEN 97200, Lookout Mountain Elem School, BEN 97193, Maryland Elementary School, 97087, Moon Mountain Elem School, BEN 97228, Mountain Sky Jr High School, BEN 97192, Ocotillo Elementary School, BEN 97121, Orangewood Elementary School, BEN 97182, Roadrunner Elementary School, 97369, Sahuaro Elementary School, BEN 97230, Sunburst School, 97831, Sunset Elementary School, BEN 97799, Sweetwater Elementary School, BEN 97813, Tumbleweed Elementary School, BEN 97232, Washington Elementary School District Office, BEN 16032729 have been added to Block 4 Worksheet A No: 1604750 of the FCC Form 471 application, at the request of the applicant. <><><><> MR2: The shared discount percentage was reduced to a level that could be validated by third party data.

Revised FCDL Date: 02/14/2014
Appeal Wave Number: 108
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2014

Consultant Name:
Consultant Number (CRN):
Consultant Employer:

FUNDING COMMITMENT REPORT
Billed Entity Name: WASHINGTON SCHOOL DISTRICT 6
BEN: 142907
Funding Year: 2013

Form 471 Application Number: 928797
Funding Request Number: 2537620
Funding Status: Funded
Category of Service: TELCOMM SERVICES
Form 476 Application Number: 119850000824906
SPIN: 143014467
Service Provider Name: Cox Arizona Telcom, LLC
Contract Number: ADSP010
Billing Account Number: (602)347-2697
Service Start Date: 07/01/2013
Contract Expiration Date: 06/30/2014
Number of Months Recurring Service Provided in Funding Year: 12
Annual Pre-discount Amount for Eligible Recurring Charges: \$57,141.84
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$57,141.84
Discount Percentage Approved by the SLD: 85%
Funding Commitment Decision: \$48,570.56 - Modified by SLD
Funding Commitment Decision Explanation: MR1: Ironwood Elementary School, BEN 97197, Jacobs Elementary School, BEN 97200, Lookout Mountain Elem School, BEN 97193, Maryland Elementary School, 97087, Moon Mountain Elem School, BEN 97228, Mountain Sky Jr High School, BEN 97192, Ocotillo Elementary School, BEN 97121, Orangewood Elementary School, BEN 97182, Roadrunner Elementary School, 97369, Sahuaro Elementary School, BEN 97230, Sunburst School, 97831, Sunset Elementary School, BEN 97799, Sweetwater Elementary School, BEN 97813, Tumbleweed Elementary School, BEN 97232, Washington Elementary School District Office, BEN 16032729 have been added to Block 4 Worksheet A No: 1604750 of the FCC Form 471 application, at the request of the applicant. <><><><><> MR2: The shared discount percentage was reduced to a level that could be validated by third party data.

Revised FCDL Date: 02/14/2014
Appeal Wave Number: A08
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2014

Consultant Name:
Consultant Number (CRN):
Consultant Employer:

FUNDING COMMITMENT REPORT
Billed Entity Name: WASHINGTON SCHOOL DISTRICT 6
BEN: 142907
Funding Year: 2013

Form 471 Application Number: 928797
Funding Request Number: 2537639
Funding Status: Funded
Category of Service: TELCOMM SERVICES
Form 470 Application Number: 119850000824906
SPIN: 143014467
Service Provider Name: Cox Arizona Telcom, LLC
Contract Number: ADSP010
Billing Account Number: (602)347-2697
Service Start Date: 07/01/2013
Contract Expiration Date: 06/30/2014
Number of Months Recurring Service Provided in Funding Year: 12
Annual Pre-discount Amount for Eligible Recurring Charges: \$39,017.28
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$39,017.28
Discount Percentage Approved by the SLD: 85%
Funding Commitment Decision: \$33,164.69 - Modified by SLD
Funding Commitment Decision Explanation: MR1: Ironwood Elementary School, BEN 97197, Jacobs Elementary School, BEN 97200, Lookout Mountain Elem School, BEN 97193, Maryland Elementary School, 97087, Moon Mountain Elem School, BEN 97228, Mountain Sky Jr High School, BEN 97192, Ocotillo Elementary School, BEN 97121, Orangewood Elementary School, BEN 97182, Roadrunner Elementary School, 97369, Sahuaro Elementary School, BEN 97230, Sunburst School, 97831, Sunset Elementary School, BEN 97799, Sweetwater Elementary School, BEN 97813, Tumbleweed Elementary School, BEN 97232, Washington Elementary School District Office, BEN 16032729 have been added to Block 4 Worksheet A No: 1604750 of the FCC Form 471 application, at the request of the applicant. <><><><> MR2: The shared discount percentage was reduced to a level that could be validated by third party data.

Revised FCDL Date: 02/14/2014
Appeal Wave Number: A08
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2014

Consultant Name:
Consultant Number (CRN):
Consultant Employer:

FUNDING COMMITMENT REPORT
Billed Entity Name: WASHINGTON SCHOOL DISTRICT 6
BEN: 142907
Funding Year: 2013

Form 471 Application Number: 928797
Funding Request Number: 2537692
Funding Status: Funded
Category of Service: TELCOMM SERVICES
Form 470 Application Number: 119850000824906
SPIN: 143014467
Service Provider Name: Cox Arizona Telcom, LLC
Contract Number: ADSP010
Billing Account Number: (602)347-2697
Service Start Date: 07/01/2013
Contract Expiration Date: 06/30/2014
Number of Months Recurring Service Provided in Funding Year: 12
Annual Pre-discount Amount for Eligible Recurring Charges: \$691,853.52
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$691,853.52
Discount Percentage Approved by the SLD: 85%
Funding Commitment Decision: \$588,075.49 - Modified by SLD
Funding Commitment Decision Explanation: MR1: Ironwood Elementary School, BEN 97197, Jacobs Elementary School, BEN 97200, Lookout Mountain Elem School, BEN 97193, Maryland Elementary School, 97087, Moon Mountain Elem School, BEN 97228, Mountain Sky Jr High School, BEN 97192, Ocotillo Elementary School, BEN 97121, Orangewood Elementary School, BEN 97182, Roadrunner Elementary School, 97369, Sahuaro Elementary School, BEN 97230, Sunburst School, 97831, Sunset Elementary School, BEN 97799, Sweetwater Elementary School, BEN 97813, Tumbleweed Elementary School, BEN 97232, Washington Elementary School District Office, BEN 16032729 have been added to Block 4 Worksheet A No: 1604750 of the FCC Form 471 application, at the request of the applicant. <><><><><> MR2: The shared discount percentage was reduced to a level that could be validated by third party data.

Revised FCDL Date: 02/14/2014
Appeal Wave Number: A08
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2014

Consultant Name:
Consultant Number (CRN):
Consultant Employer:

FUNDING COMMITMENT REPORT
Billed Entity Name: WASHINGTON SCHOOL DISTRICT 6
BEN: 142907
Funding Year: 2013

Form 471 Application Number: 928797
Funding Request Number: 2541162
Funding Status: Funded
Category of Service: TELCOMM SERVICES
Form 470 Application Number: 520750001036957
SPIN: 143000677
Service Provider Name: Verizon Wireless (Cellco Partnership)
Contract Number: ADSP013-034099
Billing Account Number: (602)347-2697
Service Start Date: 07/01/2013
Contract Expiration Date: 06/30/2015
Number of Months Recurring Service Provided in Funding Year: 12
Annual Pre-discount Amount for Eligible Recurring Charges: \$81,122.52
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$81,122.52
Discount Percentage Approved by the SLD: 85%
Funding Commitment Decision: \$68,954.14 - Modified by SLD
Funding Commitment Decision Explanation: MR1: Ironwood Elementary School, BEN 97197, Jacobs Elementary School, BEN 97200, Lookout Mountain Elem School, BEN 97193, Maryland Elementary School, 97087, Moon Mountain Elem School, BEN 97228, Mountain Sky Jr High School, BEN 97192, Ocotillo Elementary School, BEN 97121, Orangewood Elementary School, BEN 97182, Roadrunner Elementary School, 97369, Sahuaro Elementary School, BEN 97230, Sunburst School, 97831, Sunset Elementary School, BEN 97799, Sweetwater Elementary School, BEN 97813, Tumbleweed Elementary School, BEN 97232, Washington Elementary School District Office, BEN 16032729 have been added to Block 4 Worksheet A No: 1604750 of the FCC Form 471 application, at the request of the applicant. <><><><> MR2: The shared discount percentage was reduced to a level that could be validated by third party data.

Revised FCDL Date: 02/14/2014
Appeal Wave Number: A08
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2014

Consultant Name:
Consultant Number (CRN):
Consultant Employer:

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X
X

 Action
Discussion
Information
1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: March 13, 2014

AGENDA ITEM: Head Start Update, Philosophy, Long-Range and Short-Range Goals, and Self-Assessment Plan

INITIATED BY: Diana Howsden, Director of Head Start Services SUBMITTED BY: Diana Howsden, Director of Head Start Services

PRESENTER AT GOVERNING BOARD MEETING: Diana Howsden, Director of Head Start Services and Michaelae Pilsbury, Head Start Program Coordinator

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Federal Head Start Funding
Budgeted: Yes

On May 9, 2013, the Governing Board approved renewal of the Intergovernmental Agreement with the City of Phoenix for the Head Start Program. This IGA allows Washington Elementary School District (WESD) to plan and deliver early childhood program services to 588 children and families in 17 school sites according to stipulated terms and conditions.

In compliance with Head Start Performance Standard 1304.51(d), information must be communicated periodically to a delegate's governing body and to members of its policy groups. The intent of the annual Head Start orientation is to comply with the standard and to ensure that essential information is communicated to the WESD Governing Board.

Attached is the Head Start orientation presentation for review by the Governing Board. Diana Howsden, Director of Head Start Services, will provide a brief presentation about the WESD Head Start Program.

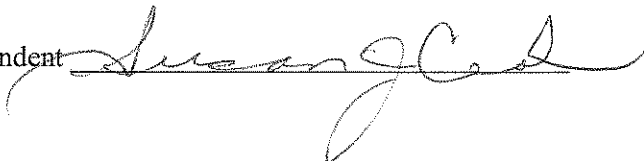
Based on Head Start Performance Standard 1304.51(i)(1), at least once each program year, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives in implementing Federal regulations.

Attached is the WESD Head Start Self-Assessment presentation for review by the Governing Board. Michaelae Pilsbury, Head Start Program Coordinator, will provide a brief presentation about the WESD self-assessment process.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Preschool/Head Start Philosophy, the Head Start Long-Range and Short-Range Goals and the Self-Assessment Plan as presented.

Superintendent



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

Agenda Item III.A.

Head Start Update, Philosophy, Long-Range and Short-Range Goals, and Self-Assessment Plan
March 13, 2014
Page 2

In accordance with the Head Start Program Performance Standard, CFR 1304.50(d)(1)(iii), (iv), and (vi), the WESD Governing Board has the obligation and responsibility to periodically review and approve program philosophy, long-range and short-range program goals, and the self-assessment process.

Attached documents for approval are the:

- Washington Elementary School District Head Start Philosophy
- Washington Elementary School District Head Start Long-Range and Short-Range Goals
- Washington Elementary School District Head Start Self-Assessment Plan

The Head Start Philosophy document is the value and belief statement of the Washington Elementary School District Head Start program. WESD Head Start program long-range and short-range goals for the upcoming program year 2014-2015 are stated in the WESD Head Start Program Long-Range and Short-Range Goals 2014-2015 document. The WESD Head Start Self-Assessment Process document states how the self-assessment process will be conducted. Stakeholders, Head Start parents and community members in partnership with WESD Head Start administrators, participated and contributed in the development, review and approval of the required Head Start documents. These documents are attached.

Approval of these documents is requested and necessary for the District to remain eligible to receive Head Start funding through the City of Phoenix and are important in the periodic audit/review process. The Head Start Performance Standards, which are rigorously enforced by the City of Phoenix Grantee personnel, require the Governing Board to review and approve such documents.

WASHINGTON ELEMENTARY SCHOOL DISTRICT HEAD START PROGRAM

Governing Board Presentation/Orientation
2013 - 2014

The Head Start Mission

Head Start is a national program that promotes school readiness and prepares children for success by enhancing development in the areas of physical and health; cognitive and general knowledge; language/literacy; social/emotional; and approaches to learning, through engaging families in the establishment of strong collaborative partnerships with schools and community.

National Head Start Facts

- In 2012 more than 703,000 parents volunteered in their local Head Start program
- More than 204,000 Head Start fathers participated in organized regularly scheduled activities designed to involve them in Head Start and Early Head Start programs.

Positive Impact for Arizona

- Arizona Head Start programs serve nearly 22,500 at risk children and families
- Federal Head Start grants bring in more the \$122 million into Arizona's economy, while Head Start agencies generate more than \$35 million in local community in-kind contributions
- Arizona Head Start employs nearly 4,000 individuals

The WESD Head Start Program

- Currently in the 12th year of providing Head Start services to WESD preschool age children and their families
- Head Start services are provided at 17 WESD school sites (18 classrooms) operating in double sessions
- 588 preschool age children are receiving Head Start services

WESD Head Start 2012-13 Program Information Report (PIR)

- **Enrollment Information:**

Funded enrollment	588 children
Actual enrollment	707 children

- **Languages Represented:**

English	358
Spanish	310
Other	39

(Other languages includes: Middle Eastern, South Asian, East Asian, European, Slavic and African languages)

**WESD Head Start
2012-13 Program Information Report (PIR)
Health Services Information-Medical**

- 681 children had health insurance
- 699 children had an on-going source of continuous accessible health care
- 630 children were up-to-date on a schedule of age-appropriate preventive and primary health care-screenings and physical exams

**WESD Head Start
2012-13 Program Information Report (PIR)
Dental, Mental Health & Disabilities Services**

- 667 children completed a professional dental exam
- Mental health services were made available for 84 children, with 3 children receiving three or more consultations by a mental health professional
- 90 children received special education (IEP) services in Head Start classrooms

**WESD Head Start
2012-13 Program Information Report (PIR)
Family Services Information**

- 694 families received Head Start services
- 377 parents were employed
- 36 parents were in a job training program or school
- 231 parents had either an advanced degree, a baccalaureate degree or an associate degree, vocational school or some college

2012 -13 PIR for Received Family Services

- 217 families received emergency crisis intervention
- 10 families received housing assistance
- 10 families received mental health services
- 51 families received ESL training
- 179 families received adult education assistance
- 13 families received job training assistance
- 209 families received health education information
- 216 families received parent education information
- 447 families received at least one family service

WESD Head Start What's Happening

- WESD had full enrollment on the first day of school and maintained full enrollment the entire program year
- Last year WESD Head Start had 1,240 parent and community volunteers
- Self Assessment Process...

Head Start Philosophy

Arizona's children reflect the broad differences in racial and cultural heritage, language, health and family situations that constitute the diversity of our great state. Each child's level of preparation and readiness for school also varies greatly depending upon many different factors. Educators and parents recognize that education is a process that begins at birth. The potential for learning encompasses the physical, social, emotional and cognitive development of children.

To ensure that Washington Elementary School District's children are ready for success in school, schools will implement developmentally appropriate teaching and assessment practices, strengthen efforts in parent involvement and professional development for staff, and work with community agencies to provide appropriate and effective services to children and families.

Filosofía de Head Start

Los niños de Arizona reflejan las diferencias anchas en la herencia racial y cultural, el idioma, las situaciones de la salud y la familia que constituyen la diversidad de nuestro gran estado. Cada nivel del niño de la preparación y la prontitud para la escuela varía también dependiendo mucho de muchos factores diferentes. Los educadores y los padres reconocen que la educación es un proceso que empieza al nacer. El potencial para aprender abarca el desarrollo físico, social, emocional y cognoscitivo de los niños.

Para asegurar que los niños del Distrito Escolar Washington estén listos para el éxito en la escuela, las escuelas aplicarán apropiadamente el desarrollo y las prácticas de la enseñanza, evaluación, esfuercaran la participación de padre y desarrollo profesional para el personal, y trabajar con agencias de la comunidad para proporcionar los servicios apropiados y efectivos a niños y familias.

Approved by the WESD Head Start Policy Committee on 11/13/2013.

Approved by WESD Governing Board on _____.

Submitted by: Amber Larson
Policy Committee Chairperson

WESD Head Start Program Long and Short Range Goals 2014 - 2015

Long Range Goal:

Promote early literacy and prepare young children for academic success.

Short Range Goal 1:

Support families with the information and services they need to help their children achieve academic success.

Strategies:

- Connect Head Start families with the public library system
- Parents will be provided learning activities to use at home.

Short Range Goal 2:

Partner with national and local trainers to provide professional development to enhance certified and classified staff services to children and families.

Strategies:

- Continue to implement the CLASS observation tool and utilize the results for program planning, professional development and improve child outcomes
- Implement Creative Curriculum studies to enhance lesson planning, individualizing and child outcomes

Approved by the WESD Head Start Policy Committee on:

Approved by WESD Governing Board on:



Head Start

Self -Assessment

Ongoing Quality Improvement

The Self-Assessment process provides the program with a method to regularly assess the effectiveness of key management systems regarding the quality of services delivered to Head Start eligible children and families.

1304.51(i)1



Key Management Systems

- ▶ Governance
 - ▶ Planning
 - ▶ Communication
 - ▶ Record Keeping and Reporting
 - ▶ Ongoing Monitoring
 - ▶ Human Resources
 - ▶ Fiscal Management
 - ▶ ERSEA - Eligibility Recruitment Selection Enrollment Attendance
-



Federal Review vs. Self-Assessment



Federal Review

- ▶ Triennial visit by a team evaluators from Region IX
 - ▶ Makes sure programs meet all Head Start Performance Standards with respect to program, administrative, financial management and other requirements
 - ▶ The Federal Review was last February 2013
-



Self-Assessment

- ▶ Annual self monitoring which measures accomplishments, strengths and weaknesses each program year
 - ▶ Promotes continuous improvement of service delivery and quality
-



Shared Decision-Making

From the planning to the analyzing of results
for the yearly self-assessment,
Head Start reinforces how program members
engage in shared decision-making.



Self-Assessment is a team

- ▶ Provides an opportunity for involvement of staff, parents and community stakeholders
- ▶ Increases staff awareness of how the program is viewed by consumers



Self-Assessment utilizes all program information

Programs collect, analyze, review, and incorporate data from multiple sources, including:

- ▶ Ongoing monitoring data
 - ▶ Program Information Report (PIR)
 - ▶ Child outcome data
 - ▶ Classroom observations
 - ▶ Community assessment
-



Interpreting Information

- ▶ Review and analyze information gathered from each Key area
 - ▶ Examine program strengths and accomplishments
 - ▶ Analyze and interpret areas to be strengthened
 - ▶ Look for patterns and trends over time
 - ▶ Identify underlying causes and systemic issues
 - ▶ Classify and prioritize issues and concerns
-



Strengthening

Self Assessment Data can

- ▶ Identify what practices are most effective in promoting school readiness
- ▶ Identify which children and families are thriving and which are struggling
- ▶ Identify whether and how to change professional practices/program systems to improve outcomes



Identifying Strengths

- ▶ Build upon strengths to develop and support new strategies
- ▶ Focus on areas that are exceptional and exceed Head Start Performance Standards



Report Findings

All monitoring information is presented
to Policy groups, Grantee, parents
and Head Start staff.



WESD Head Start Self-Assessment Plan 2013- 2014

Action	Persons Responsible	Completion date	Resource People	Outcome
1. Provide training to all HS staff regarding the self-assessment process.	HS Director, HS Program Coordinator	February 2014	HS Director, HS Program Coordinator	Staff will receive training on all aspects of program Self –Assessment.
2. Provide Training to the Governing Board and/or Sub-Committee about Self-Assessment	Head Start Director, HS Program Coordinator	February 2014	Head Start Director, WESD Administration	Governing Board will receive training on all aspects of program Self – Assessment.
3. Provide training to all HS parents regarding the self-assessment process.	HS Director, HS Program Coordinator, Instructors	February 2014 Policy Comm. Mtg. and Parent Mtgs.	HS Director, HS Program Coordinator, Instructors	Parents will understand and participate in the self-assessment process.
4. Conduct Self-Assessment in all areas of services to children and families.	All Staff	Feb/March 2014	Head Start Director, HS Program Coordinator, Mentor Specialists, Instructors	All program strengths and areas of challenge will be identified.
5. Report findings to Policy Committee, parents, staff and Governing Board	Head Start Director, HS Program Coordinator	April 2014	Head Start Director, HS Program Coordinator, Instructors	All staff, families and WESD Governing Board will have the opportunity to understand an overview of the program.
6. When needed, write a Quality Improvement Plan as a result from findings.	HS Director, HS Program Coordinator, Mentor Specialists, Instructors	April 2014	Head Start Director, HS Program Coordinator, Mentor Specialists Instructors	All staff will be aware of challenges and strengths in our program service delivery to children and families.
7. Follow up on any compliance areas to improve services provided for children and families.	Head Start Director, HS Program Coordinator, Mentor Specialists, Instructors	Ongoing	Head Start Director, HS Program Coordinator, Mentor Specialists, Instructors, Grantee staff as needed.	Continuous program improvement in all areas of service delivery.

Approved by: _____

Date: _____

WESD Head Start Inicio Auto-evaluación del Plan 2012-2013

Acción	Personas Responsables	Fecha De Terminación	Personas De Recurso	Resultado
1. Brindar entrenamiento a todo el personal del HS, con respecto al proceso de Auto-Evaluación.	Director de HS, el coordinador del programa HS	Febrero 2014	Director de HS, el coordinador del programa HS	El personal recibirá entrenamiento sobre todos los aspectos de la Auto-Evaluación del programa.
2 Brindar entrenamiento a la Junta de Gobierno y / o Sub-Comité sobre la auto-evaluación.	Director de Head Start	Febrero 2014	Director de Head Start, Administración WESD	Junta de Gobierno recibirá entrenamiento sobre todos los aspectos de la Auto-Evaluación del programa.
3 Proporcionar entrenamiento a todos los padres de HS sobre el proceso de auto-evaluación.	Director de HS, el coordinador del programa HS, Instructores	Febrero 2014 Junta Committee de Poliza y junta de padres	Director de Head Start, el coordinador del programa HS, Administración WESD	Padres entenderán y participarán en el proceso de la auto-evaluación del programa.
4. Conducir Auto-Evaluaciones en todas áreas de servicios a niños y familias.	Todo el personal	Febrero/Marzo 2014	Director de HS, el coordinador del programa HS, Instructores	Todos los puntos fuertes y áreas de desafío serán identificadas.
5. Informe de resultados al Comité de Poliza, los padres, el personal y la Junta de Gobierno.	Director de Head Start, el coordinador del programa HS	Abril 2014	Director de HS, el coordinador del programa HS, Instructores	Todo personal, familias, y WESD junta de Gobierno tendrá la oportunidad de conocer una visión general del programa.
6. Cuando sea necesario, escriba un Plan de Mejorar de Calidad como resultado de conclusiones.	Director de HS, el coordinador del programa HS, Instructores Mentor Specialists,	Abril 2014	Director de Head Start, el coordinador del programa HS Mentor Specialists, Instructores	Todo el personal será consciente de los retos y fortalezas en nuestro programa de prestación de servicios a los niños y las familias.
7. Dar seguimiento a las áreas de cumplimiento para mejorar los servicios prestados a los niños y las familias.	Director de Head Start, el coordinador del programa HS, Mentor Specialists, Instructores	Progresivo	Director de Head Start, el coordinador del programa HS, Mentor Specialists, Instructores, concesionario del personal según sea necesario	Programa de mejoramiento continuo en todas las áreas de prestación de servicios

Approved by: _____

Date: _____