

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

DATE: May 22, 2014

TIME: Regular Meeting 7:00 p.m. – Board Room

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

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

Motion _____ Second _____ Vote _____

- E. Approval of the Minutes

1-9

It is recommended that the Governing Board approve the Minutes of the May 8, 2014 Regular Meeting (All Governing Board members were present. Clorinda Graziano participated telephonically).

Motion _____ Second _____ Vote _____

- F. Current Events and Acknowledgments: Governing Board and Superintendent
 - *Celebrating Our Successes!* Dave Anderson, Principal of Sahuaro Elementary School, will share information regarding the school's student achievement gains.
- G. Special Recognition

Special recognition of Acacia Elementary School for earning an Arizona A++ School of Excellence status.
- 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.)
 - 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 10
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 11-13
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) 14-15
1. Arizona Diamondbacks donated game tickets with a value of \$1,100.00 to be used for the benefit of summer school students and their parents at Mountain View School.
 2. General Mills Box Tops for Education donated a check in the amount of \$512.90 to be used for the benefit of students at Moon Mountain Elementary School.
 3. General Mills Box Tops for Education donated a check in the amount of \$356.86 to be used for the benefit of students at Sunnyslope School.
 4. General Mills Box Tops for Education donated a check in the amount of \$342.40 to be used for the benefit of students at Mountain Sky Junior High School.
 5. General Mills Box Tops for Education donated a check in the amount of \$608.00 to be used to purchase library books at Washington Elementary School.
 6. Sam's Club via Bookpals/Pencil Pals donated a check in the amount of \$1,000.00 to be used for the benefit of students in the Pencil Pals Program at Mountain View School.
 7. Janet and Robert Kenneavy donated a 1937 Cable baby grand piano with an approximate value of \$4,000.00 to be used for the benefit of students at Washington Elementary School.
 8. Orangewood School Parent/Teacher Association donated a check in the amount of \$510.00 to be used to assist in paying for a student field trip to Camp Colley.
- *D. Out-of-County/State Field Trips 16-29
1. Samantha Hart, Palo Verde Middle School, submitted an out-of-county/state field trip to Knott's Berry Farm, Buena Vista, CA, Esperanza High School and Lakeview Elementary School, Anaheim, CA, April 24-26, 2015, for 7th and 8th grade students at a cost of \$21,441.40.
 2. Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip to Astrocamp, Claremont, CA, September 22-24, 2014, for 4th through 6th grade students at a cost of \$15,234.00.
- *E. Out-of-State Travel 30-33
1. Cathy L. Martinez, Student Services Specialist at Cactus Wren and Sweetwater Schools, to attend the Character Development Seminar, July 9-11, 2014, in Dallas, TX, at a cost of \$825.00 (grant funds).
 2. Benjamin Glenn Metcalf, Program Coach for Mathematics in Academic Services, to attend the LearnZillion Dream Team Teach Fest, June 4-7, 2014, in New Orleans, LA, at no cost to the District.

II. CONSENT AGENDA (continued)

*E. Out-of-State Travel (continued)

3. Dr. Susan Jane Cook, Superintendent, Dr. Linda Jean Bailey, Assistant Superintendent, Janet A. Sullivan, Assistant Superintendent, Justin Peter Wing, Director of Human Resources, Dr. Janet Kinahan Altersitz, Administrator of Professional Development, Shannon Beth Bonnette, Principal at Richard E. Miller Elementary School, Rebecca Marlene Potavin, Principal at Maryland School, Michael Stephen Waters, Principal at Mountain View School, Tracy Maynard, Principal at Shaw Butte Elementary School, and Susan Brown, Principal at Moon Mountain Elementary School, to attend the University of Virginia Turnaround Program – Cohort 11 District Summer Session, June 14-21, 2014, in Charlottesville, VA, at no cost to the District.

- *F. Transportation Agreement with The Austin Centers for Exceptional Students, Inc. (ACES) 34-38

III. ACTION / DISCUSSION ITEM

- A. Utilize Intergovernmental Cooperative Purchase Agreements with Strategic Alliance for Volume Expenditures (SAVE) Consortium for VersiFit Technologies, LLC (Janet Sullivan) 39-41

Motion _____ Second _____ Vote _____

IV. FUTURE AGENDA ITEMS

V. ADJOURNMENT

Motion _____ Second _____ Vote _____

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

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

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

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

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD MINUTES: REGULAR MEETING

2013-2014

May 8, 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 7:01 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 participated telephonically.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mrs. Lambert led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

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

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the April 24, 2014 Regular Meeting and Executive Session. The motion was seconded by Mr. Maza. The motion carried.

UNANIMOUS

F. Current Events and Acknowledgments: Governing Board and Superintendent

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

- Lamp of Learning Celebration – thanked everyone involved for the amazing evening celebrating our very best. Mr. Adams acknowledged Mr. Rex Shumway and Ms. Joyce Shiota who were honorees at the event.
- Roadrunner site visit – accompanied Principal Paula McWhirter, Assistant Principal Robyn Muzich, and teachers to Palo Verde Middle School to observe the Continuous Improvement Review Team (CIRT) process. Mr. Adams provided his fellow Board members with a copy of Roadrunner's presentation and the School Improvement Progress Report. Mr. Adams stated it was a WOW moment! He reported that it was a true example of the caliber of work our teachers are doing teaching our children.

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

- Lamp of Learning Celebration – it was an outstanding event.
- Safari Opening at Roadrunner – thanked the donors who assisted with the completion of the project.

Mr. Maza made the following comments:

- Apologized for not being able to attend the Lamp of Learning Celebration due to an out of town family commitment and congratulated the Lamp of Learning award recipients.

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- Acknowledged Teacher and ESP Appreciation Week and thanked all the teachers and support personnel for what they do.

Ms. Graziano acknowledged the following:

- Teacher Appreciation Week – thanked teachers for everything that they do.
- Administrative Assistants Day – thanked all Administrative Assistants and Joyce Shiota, Administrative Assistant for the Governing Board.
- National School Nurses Week – thanked all healthcare professionals for all that they do.

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

- Arizona Education Association – Retiree Meeting.
- Shaw Butte Curriculum Fair – enjoyed seeing the art deco chairs decorated by the art/classroom teachers for the fundraiser auction.
- Kiwanis Dinner – thanked Kiwanis for its support of the District.
- Orangewood School – Night of the Arts – enjoyed the evening of music.
- 5th/6th Grade Track Meet – unfortunately cancelled due to the rain.
- Arizona Education Foundation – Awards presented to groups that support education. The Washington Education Foundation was one of the honorees. A daughter of one of the District’s teachers received a college scholarship to pursue a teaching career.
- Mountain Sky Junior High School – incredible production of Peter Pan with a cast of over 100 students. Ms. Graziano acknowledged the efforts of teacher, Kirsten Dukeshier.
- Desert Foothills Junior High School – Area Choir Festival at Greenway High School – thanked Greenway High School for hosting the event.
- 7th/8th Grade Track Meet at Thunderbird High School – thanked P.E. teachers and everyone involved with the event.
- Lamp of Learning Celebration – offered congratulations to all of the deserving honorees. Ms. Graziano acknowledged the efforts of Carol Donaldson and her team and the sponsors for the wonderful event.

Mrs. Lambert made the following comments:

- Stated that everyone works very hard throughout the school year and at the end of the school year we get to celebrate our staff, community members, teachers, students, and all of the events.
- Shared that she enjoyed attending the Lamp of Learning Celebration and it was wonderful to see the honorees with their families and supporters. She stated that it was great to see all the people who are truly dedicated to children.
- Thanked her fellow Board members for everything that they do and for attending many of the District events.

Dr. Cook acknowledged a letter received from great grandparents, Edward and Deborah Hoff, praising the principal and staff at Abraham Lincoln Traditional School where their great granddaughter attends. The letter ended with the following comments: “Thank you for having each of these teachers as members of a complete staff of educators. As retired teachers, we both recognize that it does, indeed, take a community of teachers and staff to help educate each student.”

Dr. Cook advised the Board that the District was celebrating the successes of Washington Elementary School and introduced Washington Principal, Sean Carney. Mr. Carney shared information regarding the school’s student achievement gains and was proud that the school had maintained a letter grade of “B” for three

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consecutive years. Mr. Carney was pleased to report that the school recently formed a Parent Teacher Organization (PTO) to support the school and its students. Mrs. Lambert congratulated the school for its achievements and appreciated its efforts to change the culture and for getting parents involved. She thanked Mr. Carney for his leadership and everything that he does for the school and the District.

G. Special Recognition

Dr. Cook advised the Board that the Director of Academic Support Programs and her team had worked very hard to develop a program for those schools who did not have the 21st Century Program. She introduced Ms. Kathleen McKeever, Director of Academic Support Programs, and Ms. Deirdre Mai, Administrator of Academic Support Programs, to recognize college students who have participated in the program and earned credit hours toward their education classes to become teachers. Ms. McKeever recognized the college students who served as after-school instructors in the WESD Academy Programs at eight schools this school year. Ms. Mai reported that 721 students received math and reading intervention through this University after-school program. One of the college students, Amanda Knapschafer, reported on her rewarding experience in the after-school program at Royal Palm Middle School. Governing Board members were given an "Academic Avengers" tote bag and a brochure, "150 Ways to Show Kids You Care". The College students were provided with a brochure and a certificate of appreciation.

H. Public Participation

There was Public Participation.

- Phyllis Olin stated that she adopted her great granddaughter who attends Abraham Lincoln Traditional School. Ms. Olin advised that her concern was the school calendar and having the children start school in August. She stated she had researched the subject and contacted school districts in Texas who start after Labor Day because of the heat. Ms. Olin knew that the calendar had been approved by the Governing Board, but asked the Board to consider changing the start date to either the day after Labor Day or the last week in August so our children are not put in jeopardy in the heat. Ms. Olin thanked the Governing Board for allowing her to express her concerns.
- Ms. Joslyn Brown spoke on behalf of the Washington Education Foundation. She advised that the Foundation had received an award from the Arizona Education Association at its Salute to Excellence luncheon. Ms. Brown reported that the Washington Education Foundation had provided approximately \$195,000.00 in grants to WESD teachers over the past ten years.

I. Approval of the Consent Agenda

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

Ms. Graziano requested that Items *II.D. - #2, #3, #4, #8, #9 – Out-of-County/State Field Trips be pulled from the Consent Agenda for separate consideration.

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

UNANIMOUS

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II. CONSENT AGENDA

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

UNANIMOUS

Approved and ratified the vouchers as presented.

***B. Personnel Items**

UNANIMOUS

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

Dr. Cook acknowledged and introduced Ms. Jane Ardell, new Principal at Alta Vista Elementary School. Ms. Ardell thanked the Board for the opportunity and was excited to start working at Alta Vista.

Dr. Cook acknowledged and introduced Ms. Deborah Menendez, new Principal at Sahuaro Elementary School. Ms. Menendez thanked the Board for the opportunity and looked forward to working at Sahuaro. Ms. Menendez acknowledged and thanked Sahuaro staff members who attended the meeting.

Mrs. Lambert welcomed the new administrators to the District.

***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. Goodwill Industries of Central Arizona donated a check in the amount of \$5,000.00 to be used for the Lamp of Learning Celebration.
2. Telephone Pioneers donated computers with an approximate value of \$2,760.00 to be used for the computer lab and for teachers at Arroyo Elementary School.
3. Arizona Community Foundation donated a check in the amount of \$950.00 to be used for the benefit of students at Moon Mountain Elementary School.
4. Community Tire Pros & Auto Repair donated discount cards for varied services with a value of \$1,018.30 to be used for coordinators and instructors for the After-school Academy Site Challenge.
5. Angela Buechel donated a check in the amount of \$3,370.24 to be used to fund two 1st grade summer school teachers and an aide at Washington Elementary School.

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

Ms. Graziano asked that the Consent Agenda items that she pulled be considered in two parts: Agenda Items *II.D. - #2, #8, and #9 be considered as one group and Agenda Items *II.D. - #3 and #4 be considered as another group.

Ms. Graziano stated she grouped Items *II.D. - #2, #8, and #9 together because they all are using two sets of travel agents. Ms. Graziano thanked Dr. Cook, Cathy Thompson, Howard Kropp, and Terry Kidd for their response to her questions that afternoon. Ms. Graziano believed that the travel agents for Item *II.D.2 (Forum) and *II.D.8 (Music in the Parks) can make all of the travel arrangements and be available in case of emergencies. The Forum is in a cooperative that is an approved vendor with the District and Music in the Parks is an approved vendor. Item *II.D.9 used Astrocamp which has been approved by the District as a sole source provider. Ms. Graziano reported that Items *II.D.2 and *II.D.8 used the Forum and Music in

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the Parks travel agents, as well as Sundance Travel which added an additional \$10.00 per student cost. Dr. Cook advised that there was a dual charge for Item *II.D.2, Forum field trip, and there would be a reduction of \$1,580.00 less than what was presented on the Board agenda. However, after conversations with Ms. Thompson and Mr. Kropp, the same could not be said about the Music in the Parks and Astrocamp field trips because being an approved vendor or sole source provider did not necessarily mean the same as what the Forum provides as far as making travel arrangements and being available for emergency situations. Ms. Graziano stated that Music in the Parks was a turnaround trip with no hotel required and would only need bus transportation. She advised that Music in the Parks was responsible for everything at the music festival, as well as emergency situations for the field trip.

Mrs. Lambert recommended tabling Items *II.D.8 and *II.D.9 to allow the District time to gather more information and present the items at the next Board meeting.

A motion was made by Ms. Graziano that the Governing Board approve Consent Agenda Item *II.D.2 - Out-of-County/State Field Trip with the amendment that they do not need to use the dual travel agent. Additionally, it was moved to table Consent Agenda Items *II.D.8 and *II.D.9 - Out-of-County/State Field Trips for further study regarding the use of dual travel agents. The motion was seconded by Mrs. Lambert. The motion carried 3-2.

UNANIMOUS

1. Mandy Taylor, Lookout Mountain Elementary School, submitted an out-of-county/state field trip to Catalina Island Marine Institute (CIMI), Toyon Bay, Catalina Island, CA, November 11-14, 2014, for 6th grade students at a cost of \$49,133.38.
2. Kirsten Dukeshier, Mountain Sky Junior High School, submitted an out-of-county/state field trip to Forum Festival, Anaheim, CA, Fullerton College, Fullerton, CA, and Disneyland, Anaheim, CA, May 8-10, 2015, for 7th and 8th grade students at a cost of \$59,753.00.
3. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Lee's Ferry and Horseshoe Bend, Marble Canyon, AZ, September 24-26, 2014, for 6th grade students at a cost of \$8,580.00.

3 AYE

2 NAY

4 AYE

1 NAY

Ms. Graziano had the following concerns/questions:

- Safety issue using inflatable kayaks – Mr. John Vasey responded that inflatable kayaks are more stable than the standard kayaks. Mr. Vasey reported that there will be two people per kayak. He stated that the company had been in business for 15 years, was well trained to handle emergency situations, and had never had any problems. Board members were provided information regarding the inflatable kayaks.
- Have students/staff had water safety training? Mr. Vasey replied that the boatmen and parents are all wilderness certified and are able to respond to swift water rescues and injuries.
- Have students/staff had swimming lessons? Mr. Vasey advised that this was not mandatory because everyone is fitted by professionals with a type 5 inflatable life vest which has the highest buoyancy. Board members were provided information regarding the life vests.
- Will there be a trained lifeguard on the field trip? Mr. Vasey's response above stated that there will be wilderness certified people in the group. He stated that the water flow rate is very safe.

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- Will there be one student and one adult in each kayak? Mr. Vasey replied that there will be two students per kayak in seven kayaks and four boatmen (certified wilderness first responders) in the water with the students. Mr. Vasey advised that it is the same procedure as other field trips using kayaks, e.g., Catalina Island and Sky Y Camp.
- Ms. Graziano commented that she had not seen kayaking mentioned in previous field trips and was very concerned for the safety of the students. She asked that there be a detailed list of activities for each field trip.

Mrs. Lambert thanked Mr. Vasey for providing information regarding the safety procedure training given to the students. Mrs. Lambert agreed with Ms. Graziano that a major concern was the safety of the children and the adults, as well as the liability to the District.

Mrs. Lambert asked Mr. Rex Shumway, District Legal Counsel, if the permission slips for higher risk factor field trips provided details of the field trip to properly inform parents and to ensure that the District's liability is covered with proper safety procedures in place. Mr. Shumway responded that he always recommends that detailed information about the risk be provided to the parents and that the parents are required to sign the form to acknowledge that they reviewed and understand the risk factors of the field trip. Dr. Cook reported that the standard permission slip is available on the internet and is being revised to accommodate a variety of activities. Mr. Vasey advised that his permission slips are very detailed with a step by step itinerary for the parents and that parents are required to sign a waiver form.

A motion was made by Mr. Maza that the Governing Board approve Consent Agenda Item *II.D.3 – Out-of-County/State Field Trip. The motion was seconded by Mr. Jahneke. The motion carried 4-1.

4. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Hoover Dam, Boulder City, NV, Colorado River, Willow Beach, AZ, Sky Y Camp, Prescott, AZ, and Goldwater Lake, Prescott, AZ, October 21-24, 2014, for 6th grade students at a cost of \$21,565.00.

**4 AYE
1 NAY**

Ms. Graziano requested an explanation why Mr. Vasey's itinerary on page 42 and the Divine Transportation quotation on pages 46-49 were different. Mr. Vasey stated that his itinerary was accurate. He advised that Divine Transportation had a new employee who used last year's itinerary. He apologized for the oversight and will request a corrected itinerary from Divine Transportation and provide it to the Governing Board.

A motion was made by Ms. Graziano to table Consent Agenda Item *II.D.4 to allow time to obtain a corrected itinerary from Divine Transportation and asked for specific details about activities at Sky Y Camp and Goldwater Lake. There was no second to the motion.

A motion was made by Mr. Maza that the Governing Board approve Consent Agenda Item *II.D.4 – Out-of-County/State Field Trip. The motion was seconded by Mr. Jahneke. The motion carried 4-1.

5. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium and Silverbell Wetlands, Tucson, AZ, November 7, 2014, for 6th grade students at a cost of \$1,450.00.

UNANIMOUS

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| 6. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium and Silverbell Wetlands, Tucson, AZ, November 14, 2014, for 6th grade students at a cost of \$1,450.00. | UNANIMOUS |
| 7. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 21, 2014, for 6th grade students at a cost of \$1,200.00. | UNANIMOUS |
| 8. Samantha Hart, Palo Verde Middle School, submitted an out-of-county/state field trip to Knott's Berry Farm, Buena Vista, CA, Esperanza High School and Lakeview Elementary School, Anaheim, CA, April 24-26, 2015, for 7th and 8th grade students at a cost of \$21,441.40. | TABLED |
| 9. Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip to Astrocamp, Claremont, CA, September 22-24, 2014, for 4 th through 6 th grade students at a cost of \$15,234.00. | TABLED |
| *E. Out-of-State Travel
Approved the out-of-state travel as presented. | UNANIMOUS |
| 1. Lisa Stoutenburg, Computer Teacher and IT Facilitator at SS. Simon & Jude School, to attend the International Society for Technology in Education Conference, June 26 – July 1, 2014, in Atlanta, GA, at a cost of \$3,418.00. | |
| *F. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative (MESC) | UNANIMOUS |
| *G. Acceptance of the Leader In Me Grant in the Amount of \$43,670.62 | UNANIMOUS |

III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

IV. PUBLIC HEARING

A. Annual Expenditure Budget Revision #1 for Fiscal Year 2013-2014

Dr. Cook introduced Mr. David Velazquez, Director of Finance, who offered information regarding the Annual Expenditure Budget Revision #1 for Fiscal Year 2013-2014. Mr. Velazquez advised the Board that the District was required by law to present the revised expenditure budget for approval at a Governing Board meeting prior to May 15, 2014. Mr. Velazquez stated that the revisions to the state expenditure budget included adjustments to budget balance carry forward, adjustments to final student counts for last school year, adjustments based on growth in the current year, and adjustments to budget lines based on actual expenditure activity in the current year. Mr. Velazquez advised the Board that certain expenditures may create a situation whereby a subsection of the Maintenance and Operations (M&O) budget may be exceeded per ARS 15-905 G, which allows districts to exceed a subsection as long as the overall M&O budget is not exceeded. Authorization for this flexibility was also requested. Mr. Velazquez reviewed the Budget Revision Overview on page 85 that reflected changes and adjustments.

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Mr. Adams referred to the difference of the 2013 budgeted revenue (\$223,388,517) and the 2014 estimated revenue (\$145,182,407). Mr. Velazquez responded that several items are excluded, e.g., property taxes.

Mr. Adams asked if this form was required by the State of Arizona. Mr. Velazquez replied in the affirmative.

Ms. Graziano made the following comments and asked the following questions:

- Appreciated the Budget Revision Overview – very helpful.
- Commended the Administration for saving over \$1 million over budget this year.
- Referred to the Federal Projects expenditures – was that for Title I and similar items and what was the reason for the \$5 million decrease? Mr. Velazquez replied that Title I was one of the Federal Projects expenditures and the decrease was due to sequestration (cut in funding from the Federal government).
- For Student Count on page 86, what is the difference between ADM Resident and ADM Attending? Mr. Velazquez responded that ADM Resident was for students residing within the District's boundaries and ADM Attending was for students attending our schools on open enrollment (living outside the District's boundaries).
- Are Soft Capital and Unrestricted Capital allowed to be carried over from year to year separately from the M&O budget? Mr. Velazquez advised that Soft Capital had been eliminated this year, but was still listed because of prior year information. Mr. Velazquez stated that it is all now Unrestricted Capital and can be carried over with no restriction by the M&O carryover.
- Asked for clarification regarding teacher compensation on page 102 – second Base Level amount. Ms. Cathy Thompson advised that the Governing Board approved a form that was submitted to the Arizona Department of Education which verified that the District has a teacher performance pay plan.

There were no questions from the public.

V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

VI. ACTION / DISCUSSION ITEM

A. Annual Expenditure Budget Revision #1 for Fiscal Year 2013-2014

UNANIMOUS

A motion was made by Mr. Jahneke that the Governing Board approve the 2013-2014 Annual Expenditure Budget Revision #1, and authorize subsections to be exceeded provided that the overall Maintenance and Operation budget is not exceeded as per ARS 15-905 G. The motion was seconded by Mr. Maza. The motion carried.

VII. FUTURE AGENDA ITEMS

There were no future agenda items.

VIII. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Adams to adjourn the meeting at 8.22 p.m. The motion was seconded by Mr. Maza. The motion carried.

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SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

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WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: May 22, 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):

05/02/14	2,862,501.42
Totals:	2,862,501.42

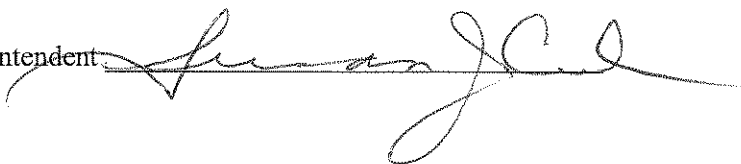
APPROVE/RATIFY FY 13/14 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

04/30/14	1,406,948.17
05/01/14	1,000.00
05/07/14	7,086,227.23
05/08/14	25,589.59
05/09/14	1,356.00
Totals:	8,521,120.99

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: May 22, 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

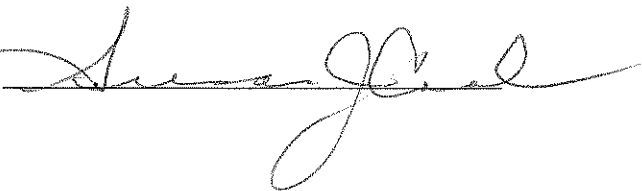
Funding Source: Various
Budgeted: Yes

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

May 22, 2014

I. RESIGNATIONS, RETIREMENTS, EXCESSES, AND LEAVES OF ABSENCE**A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Cook	Susie	Superintendent	District Administration	Retirement-SmartSchools	19	6/30/2014

B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Avis	Kayleigh	Teacher-4th Grade	Sunnyslope	Resignation	1	5/29/2014
Barbour	Maureen	Teacher-4th Grade	Roadrunner	Resignation	25	5/29/2014
Boll	Katherine	Teacher-3rd Grade	Orangewood	Resignation	2	5/29/2014
Borland	Laura	Teacher-2nd Grade	Sunburst	Resignation	1	5/29/2014
Brockman	Delcy	Teacher-Reading	Desert Foothills	Resignation	14	5/29/2014
Cannizzaro	Amber	Teacher-Music	Roadrunner	Resignation	1	5/29/2014
Civic	Emily	Teacher-2nd Grade	John Jacobs	Resignation	8	5/29/2014
Cone	Tamara	Teacher-CCSC	Cactus Wren	Leave of Absence for 14-15 FY		7/1/2014
Cottrell	Stephanie	Teacher-P.E.	Maryland	Resignation	1	5/29/2014
Cowthorpe	Jennifer	Teacher-3rd Grade	Abraham Lincoln	Resignation	6	5/29/2014
Cusimano	Christine	Teacher-4th Grade	Tumbleweed	Resignation	14	5/29/2014
Flint-Hollins	Tara	Teacher-3rd Grade	Maryland	Resignation	2	5/29/2014
Gibbs	Paul	Teacher-Language Arts	Maryland	Resignation	1	5/29/2014
Harvey	Deborah	Speech Therapist	John Jacobs	Resignation	2 mo.	5/29/2014
Jackson	Tamara	Teacher-6th Grade	Royal Palm	Resignation	1	5/29/2014
Jaramillo	Sara	Program Coach	Alta Vista	Leave of Absence for 14-15 FY		7/1/2014
Jefferson	Allison	Teacher-3rd Grade	Richard Miller	Leave of Absence for 14-15 FY		5/29/2014
Jenkin	Kristie	Teacher-Kindergarten	Shaw Butte	Retirement	10	5/29/2014
Kadar	Jennifer	Teacher-1st Grade	Sunburst	Resignation	2	5/29/2014
Kahn	Abby	Teacher-2nd Grade	Sunnyslope	Resignation	6	5/29/2014
Kilbride	Susan	Teacher-6th Grade	Royal Palm	Resignation	1	5/29/2014
Klauka	Brittany	Teacher-1st Grade	Acacia	Resignation	3	5/29/2014
Kostrzewski	Melissa	Teacher-2nd Grade	Washington	Resignation	2	5/29/2014
Lockard	Erin	Teacher-CCBSC	Mountain Sky	Leave of Absence		5/29/2014
Molina	Erin	Teacher-6th Grade	Ocotillo	Resignation	14	5/21/2014
Pakis	Lindsey	Speech Therapist	Special Services	Resignation	3	5/29/2014
Paulino	Anais	Teacher-Kindergarten	Lookout Mountain	Resignation	2	5/29/2014
Pennock	Amy	Teacher-Music	Arroyo	Resignation	2	5/29/2014
Perry	Leslie	Teacher-Gifted	Richard Miller	Resignation	2	5/29/2014
Ramberg	Kelsey	Teacher-4th Grade	Acacia	Resignation	1	5/29/2014
Recinos	Lilian	Teacher-1st Grade	Shaw Butte	Resignation	11	5/29/2014
Saenz-Camilli	Sonia	Teacher-5th Grade	Acacia	Resignation	6	5/29/2014
Schachinger	Glenda	Speech Therapist	Special Services	Resignation	1	5/29/2014
Termini	Karin	Teacher-6th Grade	Washington	Resignation	4	5/29/2014
Thompson	Lindsay	Teacher-3rd Grade	Tumbleweed	Resignation	10	5/29/2014
Torrella-Akers	Heather	Teacher-HeadStart	Desert View	Resignation	2	5/29/2014
Vandeventer	Carly	Teacher-4th Grade	Cactus Wren	Resignation	6	5/29/2014
Walker	Tiffany	Teacher-6th Grade	Sunnyslope	Resignation	1	5/29/2014
Whitaker	Elizabeth	Teacher-Kindergarten	Shaw Butte	Resignation	4	5/29/2014
Wolder	Jacqueline	Teacher-1st Grade	Acacia	Resignation	2	5/29/2014

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Bahr	Mathew	Suspension Monitor	Arroyo	Resignation	10	5/23/2014
Bennett	Nicholas	ELL Testing Specialist/ Paraprofessional	Palo Verde	Resignation	2	5/28/2014
Crane	Shalyn	Occupational Therapist	Sunset	Leave of Absence for 14-15 FY		7/1/2014
Desiderio	Sharon	Health Technician	Manzanita	Resignation	8	5/16/2014
Fonner	Adrienne	Lead Assistant	Special Services	Resignation	3	5/6/2014

PERSONNEL ACTION RECOMMENDED

May 22, 2014

C. FULL-TIME CLASSIFIED (continued)

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Gutierrez	Patricio	Roving Custodian	Maintenance	Resignation	1 mo.	5/7/2014
Holmes	Lewellyne	Night Custodian	John Jacobs	Resignation	13	5/9/2014
Jensen	Sharlene	Office Technician	Royal Palm	Retirement	19	6/10/2014
Koerperick	Maribel	Social Worker	Ocotillo	Resignation	7	5/29/2014
Long	Ronald	9 mo. Night Custodian	Mountain Sky	Resignation	3 wks.	5/9/2014
Mendoza	Stephen	Lead Assistant	Special Services	Resignation	3	5/28/2014
Petrillo	Robert	Night Custodian	Chaparral	Retirement	6	5/30/2014

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Adair	Raymond	Crossing Guard	Richard Miller	Leave of Absence for remainder of 13- 14 FY		4/4/2014
Allen	Thomas	Bus Driver	Transportation	Resignation	1	5/9/2014
Barrera	Maria	Food Service Helper	Moon Mountain	Resignation	1 mo.	5/7/2014
Jilnquirian	Silva	Paraprofessional	Sunnyslope	Resignation	6 mo.	5/28/2014
Jones	Tiffany	Food Service Helper	John Jacobs	Termination	4 mo.	5/5/2014
McCoy	Jay	Bus Driver	Transportation	Resignation	1.5	5/23/2014
Quinonez	Sonia	Bus Assistant	Transportation	Resignation	1	5/5/2014
Reece	Diana	Bus Assistant	Transportation	Resignation	13	5/29/2014
Roberts	Margarita	Office Technician	Acacia	Resignation	1	6/10/2014
Spivey	Amparo	Paraprofessional	John Jacobs	Resignation	7	5/23/2014
Taylor	Sunamita	Paraprofessional	Arroyo	Resignation	1	5/28/2014
Wagener	Mallory	Paraprofessional	Washington	Resignation	1	5/23/2014

II. EMPLOYMENT**A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Bailey	Audra	Interim Assistant Principal	N	Acacia
Mikes	Scott	Assistant Principal	E	Desert Foothills
Nuttall	Jason	Assistant Principal	N	Royal Palm

B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Bligh	Molly	Teacher-3rd Grade	E	Shaw Butte	14-15 FY
Laun	Catherine	Teacher-Science	E	Sweetwater	14-15 FY
Mukai	Megan	Teacher-1st Grade	E	Tumbleweed	BOY
Schneider	Lea	Teacher-Language Arts	E	Palo Verde	14-15 FY

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Davidson	Scott	Helpdesk Technician	E	MIS
Delos Reyes	Nelson	Helpdesk Technician	E	MIS
Gabriel II	Gabriel	Field Technician	E	MIS
Hootman	Andrea	Health Technician	E	Sunset
Stearman Jr.	Donald	Field Technician	E	MIS

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Anderson	Sondra	Bus Driver	E	Transportation
Bush	Desiree	Instructional Asst.	E	Sunburst
Donnelly	Tanya	Food Service Helper	E	Food Services
Huffman	Victoria	Bus Assistant	E	Transportation
Mendoza Martinez	Jonathan	HeadStart Assistant	E	HeadStart
Ruvalcaba	Ana	HeadStart Assistant	E	HeadStart
Sarabia	Daniel	Paraprofessional	E	NBA

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: May 22, 2014 Information
AGENDA ITEM: *Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 1st Reading
INITIATED BY: Dr. Susan J. Cook, Superintendent SUBMITTED BY: Dr. Susan J. Cook, Superintendent
PRESENTER AT GOVERNING BOARD MEETING: Dr. Susan J. Cook, Superintendent
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S. §15-341

SUPPORTING DATA

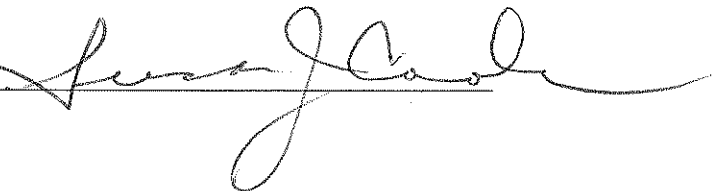
Funding Source: Donations
Budgeted: N/A

1. Arizona Diamondbacks donated game tickets with a value of \$1,100.00 to be used for the benefit of summer school students and their parents at Mountain View School.
2. General Mills Box Tops for Education donated a check in the amount of \$512.90 to be used for the benefit of students at Moon Mountain Elementary School.
3. General Mills Box Tops for Education donated a check in the amount of \$356.86 to be used for the benefit of students at Sunnyslope School.
4. General Mills Box Tops for Education donated a check in the amount of \$342.40 to be used for the benefit of students at Mountain Sky Jr. High School.
5. General Mills Box Tops for Education donated a check in the amount of \$608.00 to be used to purchase library books at Washington Elementary School.
6. Sam's Club via Bookpals/Pencil Pals donated a check in the amount of \$1,000.00 to be used for the benefit of students in the Pencil Pals Program at Mountain View School.
7. Janet and Robert Kenneavy donated a 1937 Cable baby grand piano with an approximate value of \$4,000.00 to be used for the benefit of students at Washington Elementary School.

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 *I.C.

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

May 22, 2014

Page 2

8. Orangewood School Parent/Teacher Organization donated a check in the amount of \$510.00 to assist in paying for a student field trip to Camp Colley.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: May 22, 2014 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

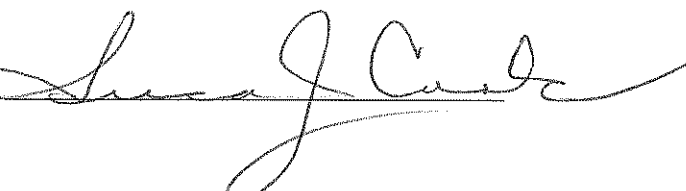
1. Samantha Hart, Palo Verde Middle School, submitted an out-of-county/state field trip to Knott's Berry Farm, Buena Vista, CA, Esperanza High School and Lakeview Elementary School, Anaheim, CA, April 24-26, 2015, for 7th and 8th grade students at a cost of \$21,441.40.
2. Kathryn Schene, Sahuaro Elementary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

The District relies on its "Bidders List" when soliciting responses to RFP's or Bids. Both of the vendors for the above trips, Music in the Parks and Guided Discoveries (Astrocamp), have been on the list and have been notified in the past of opportunities to respond to solicitations for travel services. Neither of these vendors have ever submitted a response in these past efforts to solicit suppliers for travel services.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.D.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 5/8/2014

School: Palo Verde Departure Date: 4/24/2015 Return Date: 4/26/2015
 Destination of Field Trip: Knott's Berry Farm, Buena Vista, CA
 Esperanza High School, Anaheim, CA
 Lakeview Elementary, Anaheim, CA
 # of Student Participants: 125 Grade Level(s): 7-8 # of Chaperones (1:8): 16
 Cell Phone Number of Person Attending Trip: 920-216-0041 # of Additional Chaperones Needed (Over 1:8): 0
 Person Requesting Trip/Contact at Board Meeting: Samantha Hart # of Additional Adults - paying their own way: 9

Summary of Event/Purpose:

The purpose of this trip is to have the Palo Verde performing groups prepare for a festival environment where they will play for a judge and get feedback. Students will have to demonstrate their knowledge of a variety of song styles, performance etiquette, and showing good character traits.

Educational Use:

Students will demonstrate their understanding of the following standards:
 Performing in a variety of situations
 Playing a variety of music including: cultural, styles, key signatures, time signatures, and playing techniques
 Character traits that are taught through character counts
 Critique their performance and the performance of other groups that they see

Regarding the itinerary, the students will be breaking into two groups.

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
4/24/2015	Palo Verde Middle School, Phoenix, AZ	11:59 PM	Esperanza High School, Anaheim, CA	7:00 AM	Bus	920-216-0041
4/25/2015	Esperanza High School, Anaheim, CA	7:00 AM	Lakeview Elementary, Anaheim, CA	8:00 AM	Bus	920-216-0041
4/25/2015	Esperanza High School, Anaheim, CA	11:00 AM	Knott's Berry Farm, Buena Vista, CA	10:00 PM	Bus	920-216-0041
4/25/2015	Lakeview Elementary, Anaheim, CA	11:00 AM	Knott's Berry Farm, Buena Vista, CA	10:00 PM	Bus	920-216-0041
4/26/2015	Knott's Berry Farm, Buena Vista, CA	10:00 PM	Palo Verde Middle School, Phoenix, AZ	5:00 AM	Bus	920-216-0041

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: Carol Patterson 4/17/2014

Additional Information

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

All students will be asked to pay the same amount for the trip. For students who will not be able to fund the trip 100% we will provide opportunities for the student to fund raise, ask local businesses to help scholarship some students, and ask for tax credit dollars from as many sources as possible.

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

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: 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?

We are following the sports handbook on grade requirements and discipline. Students will also be required to pass predetermined quizzes on the performance materials, with adequate time to make up and get extra help on the passages.

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

This is a weekend trip and no students are affected that are not participating.

Chaperones:

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

If no, what are the arrangements for class coverage?

Parents and additional staff to be determined.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Samantha Hart	Certified	No	Yes
Michele Case	Certified	No	Yes
12 TBD	Parent	No	Yes
2 TBD	Certified	No	Yes
9 TBD	Parent	No	No

Academic Services Signature: Natalie McWhorter 4/17/2014

Administrative Services Signature: Lyn Bailey 4/22/2014

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
\$ 21,441.40 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 0.00 Food: \$ 0.00 Other: \$ 21,441.40 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.	

125 # Students Participating

of Chaperones: 16

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

Additional Adults (paying own way): 9 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$171.53

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	4/23/2014

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	4/22/2014

PARK

RESERVATION CODE WTVRVT

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

PHX
PHOENIX, AZ

Information:
26APRIL 2015-MUSIC IN THE PARK KNOTTS BERRY
FARM

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

PHX
PHOENIX, AZ

Information:
26APRIL 2015-QUOTE FOR 125 STUDENTS AND 25
ADULTS

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
24APRIL TO 26APRIL 2015

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
AMERICAN TRANSPORTER QUOTE FOR 3
56PASSENGER BUSES INCLUDING BUSES FUEL
DRIVERS ROOMS AND PREPAID GRATUITIES-11385.00

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
AMERICAN TRANSPORTER THERE COULD BE A RATE
CHANGE FOR 2015 DUE TO FUEL CHARGES

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
DEPART PALO VERDE MIDDLE SCHOOL ON FRIDAY
24APRIL 2015 AT 1150PM-ARRIVING MORNING OF
25APRIL 2015 TO PREFORM IN THE PARK
REQUESTING AM PERFORMANCE

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
DEPART KNOTTS BERRY FARM AT 10PM ON 25TH OF
APRIL 2015 TO ARRIVE AT PALO VERDE SCHOOL
APPROX 500AM ON MORNING OF 26TH APRIL 2015

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
MUSIC IN THE PARK KNOTTS BERRY FARM CURRENT
PRICING FOR 2014 IS 59.00 PER STUDENT AND 30.00
PER ADULT-125 AT 59.00 AND 25 AT 30.00 TOTAL
8125.00

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
MUSIC IN THE PARK KNOTTS BERRY FARM MEAL
VOUCHERS WOULD BE 12.00 PER PERSON ADDED TO
THE PARK ENTRANCE FEE-BASED ON 150
PARTICIPANTS RATE 1800.00

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
MUSIC IN THE PARK WEBSITE FOR SIGN UPS WILL BE
AVAILABLE BEGINNING APRIL 15TH 2014 TO SIGN UP
AND PUT IN REQUESTED TIMES-THEY SUGGEST
DOING IT AS SOON AS POSSIBLE TO GET YOUR
PREFERRED TIMES

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
MUSIC IN THE PARK STATES THAT THE ABOVE
PRICING IS FOR 2014 AND 2015 PRICING WILL BE
POSTED IN JULY 2014

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
SUNDANCE SERVICE BASED ON 150 PARTICIPANTS
AT 10.00 PER PERSON 1500.00

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
MUSIC IN THE PARK KNOTTS BERRY FARM TOTAL
TRIP QUOTE AS OF 11APRIL 2014 22810.00

OTHER: THURSDAY 24 APR

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
THANK YOU VERY MUCH IF YOU HAVE ANY
QUESTIONS PLEASE CONTACT BONNIE ROOT AT
SUNDANCE TRAVEL 602-275-2400

OTHER: SUNDAY 15 FEB

OTHER

Status:
Confirmed

LAX
LOS ANGELES, CA

Information:
THANK YOU FOR USING SUNDANCE AMERICAN
EXPRESS TRAVEL

Notes

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

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 5/8/2014

School: Sahuaro	Departure Date: 9/22/2014	Return Date: 9/24/2014
Destination of Field Trip: Astrocamp, Claremont, CA		
# of Student Participants: 40	Grade Level(s): 4-6	# of Chaperones (1:8): 5
Cell Phone Number of Person Attending Trip: 602-568-7470	# of Additional Chaperones Needed (Over 1:8): 0	
Person Requesting Trip/Contact at Board Meeting: Kathryn Schene	# of Additional Adults - paying their own way: 0	

Summary of Event/Purpose:

Earth and Space Science provides the foundation for students to develop an understanding of the earth, its history, composition, and formative processes, and an understanding of the solar system and the universe. Students study the regularities of the interrelated systems of the natural world. Students develop understandings of the basic laws, theories, and models that explain the world. By studying the earth from both a historical and current time frame, students can make informed decisions about issues affecting the planet on which they live.

Educational Use:

Strand 6: Earth and Space Science

Concept 2: Earth's Processes and Systems

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

- *identifying each process that causes erosion. SC04-S6C2-01
- *describing how currents and wind cause erosion and land changes. SC04-AS6C2-02
- *describing the role that water plays in the process of erosion, deposition, and weathering that alter the earth's surface. SC04-S6C2-03

*comparing rapid and slow processes that change the earth surface.

*rapid-earthquakes, volcanos, floods

*slow-wind, weathering

SC04-S6C2-04

*identifying the earth events that cause changes in atmospheric conditions SC04-S6C2-05

*analyzing evidence that indicates life and environmental conditions have changed SC04-S6C2-06

*describing how the moon's appearance changes during a four-week lunar cycle SC05-S6C2-02

*distinguishing between revolution and rotation SC05-S6C2-03

*describing the role of gravity as an attractive force between celestial objects SC05-S6C2-04

Concept 3: Changes in the Earth and Sky

*identifying the sources of water within an environment SC04-S6C3-01

*describing the distribution of water on the earth's surface SC04-S6C2-02

*differentiating between weather and climate as they relate to the southwestern United States SC04-S6C3-03

*measuring changes in weather SC04-S6C3-04

*interpreting the symbols on a weather map or chart that identify temperatures, fronts, and precipitation SC04-S6C3-05

*comparing weather conditions in various locations SC04-S6C3-06

Concept 3: Earth in the Solar System

Objective: the student will understand the relationships of the earth and other objects in the solar system by:

- *identifying the known planets of the solar system SC05-S6C3-01
- *describing the distinguishing characteristics of the known planets in the solar system SC05-S6C3-03
- *describing various objects in the sky SC05-S6C3-04
- *explaining the apparent motion of the sun and stars SC05-S6C3-05
- *describing efforts to explore space SC05-S6C3-06

Concept 1: Structure of the Earth

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

- *describing the properties and the composition of the layers of the atmosphere SC06-S6C1-01
- *explaining the composition, properties, and structure of the earth's lakes and rivers SC06-S6C1-03
- *analyzing the interactions between the earth's atmosphere and the earth's bodies of water SC06-S6C1-04
- *describing ways scientists explore the earth's atmosphere and bodies of water SC06-S6C1-05

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
9/22/2014	Sahuaro School, Phoenix, AZ	5:00 AM	Astrocamp, Claremont, CA	11:00 AM	Coach Tour Bus	909-645-1423
9/24/2014	Astrocamp, Claremont, CA	12:00 PM	Dinner Stop	5:00 PM	Coach Tour Bus	602-568-7470
9/24/2014	Dinner Stop	6:00 PM	Sahuaro School, Phoenix, AZ	9:00 PM	Coach Tour Bus	602-896-6200

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:**Dave Anderson****4/16/2014**

Additional Information

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

Tax Credit

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

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

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

Is this the entire grade level: No

If no, how many students are in the grade level? 33

Is this a club or after-school class? No

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

No eligible student will be denied the field trip due to financial hardship. A scholarship will be provided for those students.

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

For student(s) choosing not to participate on this trip, arrangements will be made with the remaining teacher staying behind.

Chaperones:

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

If no, what are the arrangements for class coverage?

For student(s) choosing not to participate on this trip, arrangements will be made with the remaining teacher staying behind.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Kathy Schene	Certified	No	Yes
Sophie Churruca	Certified	No	Yes
TBD	Certified	No	Yes
TBD	Parent	No	Yes
TBD	Parent	No	Yes

Academic Services Signature: Natalie McWhorter 4/17/2014

Administrative Services Signature: Lyn Bailey 4/22/2014

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																	
\$ 14,834.00 Travel Agent Quote \$ 0.00 Travel Insurance (optional) \$ 0.00 Substitute Funding Source: \$ 400.00 Food: \$ 0.00 Other: \$ 15,234.00 Total Cost of Trip	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%; text-align: right;">\$</td><td style="width: 95%;">Lodging</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Transportation:</td></tr> <tr><td style="text-align: right;">\$</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Lodging	\$	Food	\$	Transportation:	\$	Registration/Entry Fees	\$	Travel Insurance (optional)	\$	Other	\$	Substitute	\$	Total Cost of Trip
\$	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.																	

40 # Students Participating

of Chaperones: 5

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

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

TOTAL PER STUDENT COST: \$380.85

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	Elizabeth Martinez	4/17/2014
<small>This expenditure was reviewed for compliance with designated and/or qualifying funding sources.</small>		

Purchasing Signature	Howard Kropp	4/17/2014
<small>This expenditure was reviewed for compliance with applicable procurement laws and regulations.</small>		

PREPARED FOR
**SAGUARO ELEMENTARY/KATHRYN
SCHENE**

RESERVATION CODE AIVWHJ

Travel Arranger Priority Comments

GRATUITIES AND DAY ROOM INCLUDED.
40 STUDENTS X 250.00 PER STUDENT ...10000.00
4 CHAPERONES X 125.00 EACH500.00
1 CHAPERONES X 250.00 EACH250.00
GRAND TOTAL USD 14834.00



DEPARTURE: MONDAY 22 SEP

TOUR

ASTRO CAMP IDYLLWILD CA

Status:
Confirmed

PHX
PHOENIX, AZ

Tour Code:
SI-TOUR WEST
TRANSPORTATION.

OTHER: MONDAY 22 SEP

OTHER

Status:
Confirmed

PHX
PHOENIX, AZ

Information:
ITINERARY FOR SAGUARO ELEMENTARY
KATHRYN SCHENE. GROUP OF 40 STUDENTS AND 5
ADULTS.

OTHER: MONDAY 22 SEP

OTHER

Status:
Confirmed

PHX
PHOENIX, AZ

Information:
1 CHARTER BUS HOLDS 56 PASSENGERS. SPOT TIME
445AM. DEPARTS SCHOOL AT 500AM. PICK UP
LOCATION- SAGUARO ELEMENTARY FOR ASTRO
CAMP, IDYLLWILD, CA.

OTHER: MONDAY 22 SEP

OTHER

Status:
Confirmed

PHX
PHOENIX, AZ

Information:
ASTRO CAMP, IDYLLWILD, CA. 22SEP-24SEP

OTHER: WEDNESDAY 24 SEP

OTHER

Status:
Confirmed

PHX
PHOENIX, AZ

Information:
RETURN TIME TO SAGUARO SCHOOL AROUND 800PM
24SEP.

OTHER

Status:
Confirmed

FMA
PHOENIX, AZ

Information:
THANK YOU FOR USING SUNDANCE TRAVEL

Notes

S0****INVOICE FOR ASTRO CAMP*****
S0**1 CHARTER BUS 3634.00
S0**ASTRO CAMP FEES10750.00
S0**AGENCY FEES .45X10 EACH.....450.00

OVERNIGHT CHAPERONE PLAN

School: Sahuaro

Dates of Trip: September 22 - 24, 2014

Destination: Astrocamp, Claremont, CA

The chaperone plan for sleeping arrangements on this trip is:

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

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: May 22, 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: Grant
Budgeted: N/A

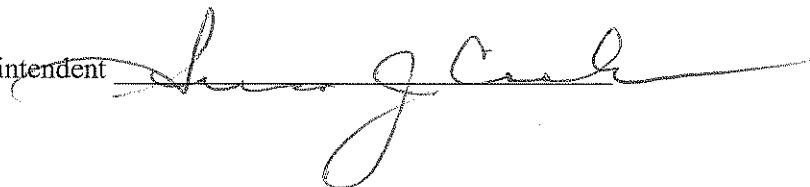
The following out-of-state travel requests have been reviewed and are recommended for approval:

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

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 *I.I.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6
DATE OF BOARD AGENDA ITEM - May 22, 2014

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Cathy L. Martinez	Student Services Specialist	Cactus Wren/Sweetwater

CONFERENCE INFORMATION:

CONFERENCE TITLE:	"Character Development Seminar"						
TRAVEL DATES:	July 9-11, 2014						
CONFERENCE LOCATION:	Dallas, TX						
SOURCE OF FUNDING: Description:	Grant Registration Funds (Funding Source)						Total
Registration Account Code:	590	100	2200	6331	120	F326	\$ 825.00
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source)						Total
Travel Account Code:				6580			\$
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						Total
Substitute Account Code:				6129			\$

PURPOSE OF TRAVEL: Penny Martinez was the recipient of the Washington Education Foundation Travel Grant in December of 2013. Her grant requested registration funds for the Character Counts training being offered in Dallas, Texas in July. In the role of student services specialist, Penny will utilize the Character Counts training to enhance the staff's skills in embedding character building activities into their curriculum. Penny will return and share her learning with the staff at Cactus Wren School through handouts and presentations on PLC Wednesdays, as well as to the parents through newsletters, conferences, and open house events. She will also go into classrooms and model character building lessons directly to the students.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 825.00
MEALS	\$
LODGING:	\$
SUBSTITUTES	\$
TRANSPORTATION:	\$
AIR	\$
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
TOTAL COST:	\$ 825.00

SIGNATURES

Kaylene Ashbridge
Supervisor

Supervisor

David Velazquez
Budget Manager

COMMENTS: Registration will be paid by a WEF grant. Penny Martinez will pay for all additional travel expenses.

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 - May 22, 2014

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Benjamin Glenn Metcalf	Program Coach for Mathematics	Academic Services

CONFERENCE INFORMATION:

CONFERENCE TITLE:	"LearnZillion Dream Team Teach Fest"						
TRAVEL DATES:	June 4-7, 2014						
CONFERENCE LOCATION:	New Orleans, LA						
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: Ben Metcalf was selected from a pool of 4000+ applicants to be a member of 2014 LearnZillion DreamTeam. He has been invited to attend a three- day "Kick Off" session where he will join 200 other math and language arts teachers from across nation to create materials aligned to the Common Core Standards. Ben will work with a select team to create lesson plans, assessments, instructional videos, and support materials aligned to the new standards. He will bring back new ideas for implementing large scale professional development and teacher collaboration, which will be shared with the Academic Services staff, school administrators, and program coaches.

MAXIMUM COSTS:

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

SIGNATURES

Maggie Westhoff
Supervisor

Supervisor

Budget Manager

COMMENTS: Travel, hotel, food, and registration will be paid by LearnZillion.

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 - May 22, 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
Shannon Beth Bonnette	Principal	Richard E. Miller
Rebecca Marlene Potavin	Principal	Maryland
Michael Stephen Waters	Principal	Mountain View
Tracy Maynard	Principal	Shaw Butte
Susan Brown	Principal	Moon Mountain

CONFERENCE INFORMATION:

CONFERENCE TITLE:	University of Virginia Turnaround Program - Cohort 11 District Summer Session				
TRAVEL DATES:	June 14-21, 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 to participate in the University of Virginia School Turnaround Program. In March the Designated District Turnaround Team (administrators) attended a "Boot Camp". This is a continuation of the training and includes the Turnaround Principals. This summer session is mandatory to participate in the program.

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: May 22, 2014 Information
AGENDA ITEM: *Transportation Agreement with The Austin Centers for Exceptional Students, Inc. (ACES) 1st Reading

INITIATED BY: Dr. Craig Carter, Director of Special Services SUBMITTED BY: Dr. Craig Carter, Director of Special Services

PRESENTER AT GOVERNING BOARD MEETING: Dr. Craig Carter, Director of Special Services and Audrey Alexander, Director of Transportation

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-213

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

The Austin Centers for Exceptional Students, Inc. (ACES) is an Arizona approved private special education provider used by the District to place students requiring intensive services as described in each child's Individualized Education Program. Forty-six Washington Elementary School District (WESD) students are currently enrolled at the ACES; all but a few students are transported by the District. During the school year, the District and the ACES officials discussed the feasibility of the ACES providing transportation services in response to the increase of challenging behaviors on WESD busses. Safety was the number one priority and concern because these students are more likely to exhibit highly disruptive behaviors.

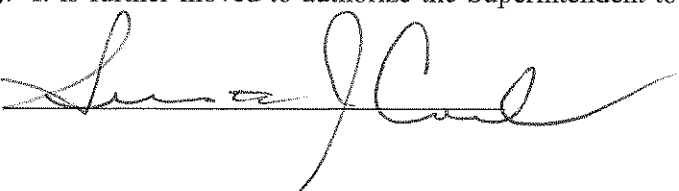
Transportation and bus behavior are an integral part of the student's educational program. We believe the ACES staff is better suited to provide transportation services because of their established relationships with these students and their ability to provide appropriate behavioral supports. Under this agreement, transportation becomes part of the instructional day and will result in better behavioral management, improved communication between home and school, and is in the overall best interest of students.

The estimated cost is \$450,000.00 and is partially offset by existing expenditures to transport with District busses and contracted behavioral coaches. Pursuant to ARS 15-213, school districts are not required to obtain competitive bidding in order to place a student in an approved special education private school by the Arizona Department of Education if the placement and services (such as transportation) are stated in the student's individualized education program. The excess cost has been included in budget.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Agreement between The Austin Centers for Exceptional Students, Inc. and Washington Elementary School District to provide transportation of special education students enrolled at The ACES for the 2014-2015 school year and 2015 Extended School Year Program (ESY). It is further moved to authorize the Superintendent to execute the Agreement.

Superintendent



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

Agenda Item *II.F.

Acknowledgement of Transportation Services to be Provided for the 2014-2015 School Year

This acknowledgement is between The Austin Centers for Exceptional Students, Inc. (The ACES) and Washington Elementary School District, herein after referred to as the "parties", for the purpose of The ACES providing transportation of special education students enrolled in the above-named school district for the 2014-15 school year and 2015 Extended School Year (ESY), if applicable. Both parties are aware that The ACES will subcontract with Ready to Roll, Inc. (tax ID #26-2051328) to directly provide these transportation services and Ready to Roll, Inc. will adhere to the terms and conditions of this agreement.

Scope of Services:

Transportation shall be provided in the morning from the students' homes to the designated ACES Campus and in the afternoon from The ACES to the students' homes.

Behavioral Training of Drivers and Attendants:

It is understood by the parties that the majority of students being transported by The ACES on behalf of the district are students with emotional disabilities, autism, and intellectual disabilities and may exhibit severely disruptive behavior. The ACES shall ensure that all drivers and attendants assigned to transport students have received specific training in the management of noncompliant behavior which may include Crisis Prevention Intervention training and/or certification and other behavioral intervention models. The majority of these individuals will be Behavior Coaches or Assistant Teachers who are employed in The ACES regular program during the instructional day and who are experienced in handling behavioral issues.

Inappropriate student behavior which occurs during transportation will be dealt with at The ACES as a part of the behavioral program. Parents will be notified of such and the district will be notified if there are any issues of unusual severity.

Safety and Security of Students:

The ACES will check the public driving records of drivers initially and periodically to assure safety. In addition, at least one of the employees on the van will be certified in CPR and First Aid. A working mobile phone will always be available on each van to facilitate communication and it is the responsibility of the driver to call parents and The ACES if the van is significantly delayed.

Insurance:

The ACES agrees to maintain such insurance as will fully protect The ACES and the District from any and all claims under any worker's compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by The ACES, its employees, or by anyone directly or indirectly engaged or employed by The ACES. The ACES agrees to maintain such automobile liability insurance as will fully protect The ACES and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or nonowned vehicles used by The ACES or its employees, while providing services to the District.

The ACES shall provide proof of and maintain comprehensive general liability, bodily injury/property damage/personal injury insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$5,000 and naming the Washington Elementary School District as an additional insured party.

The ACES shall provide proof of and maintain comprehensive automobile liability, bodily injury/property damage insurance with a limit of not less than \$1,000,000 per occurrence and \$10,000,000 aggregate coverage with a deductible of not more than \$5,000 and naming the Washington Elementary School District as an additional insured party.

The ACES shall maintain proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

Indemnification:

The ACES shall indemnify and hold harmless the Washington Elementary School District, its officers, directors, employees and representatives, against any and all liability, costs, damages, claims or demands including reasonable legal fees and expenses arising out of the negligent or willful act of the indemnifying party, its agents or employees regarding duties and responsibilities pursuant to this agreement.

Cost of Service:

Rates are determined by the distance of the farthest student being transported for the district and the total number of students being transported for the district. Washington ESD students are at a distance of 1-14 Miles from The ACES, qualifying the District for the discounted pricing below:

35+ Students: \$49.00 per student per day

30-34 Students: \$52.00 per student per day

20-29 Students: \$55.00 per student per day
10-19 Students: \$58.00 per student per day
5-9 Students: \$62.00 per student per day
1-4 Students: *To be negotiated separately.

At this time it is anticipated that the cost to Washington Elementary School District for AM/PM transportation will be **\$49.00 per student per day**.

If the number of students that The ACES transports for the district increases or decreases, The ACES will adjust the rate accordingly as outlined. In the event of extenuating circumstances due to excessive time required, mileage driven, or excessive increases in cost of fuel, The ACES reserves the right to adjust this rate accordingly.

To ensure the safety and well-being of the students, The ACES will place a second staff member on the van seated in the rear of the van to manage behavior and assist the driver with directions and any phone calls that need to be made. If a student requires a "one-on-one" aide, wheelchair lift, or other accommodations that would significantly increase the distance, time and cost to transport, (such as if the student lived outside of the district boundaries) the rate will be negotiated separately.

Because The ACES and/or its subcontractor is utilizing trained employees who work at The ACES in the instructional program during the day as transportation providers, The ACES will make every effort to accommodate future growth needs of the district for transportation but may be limited by future availability of staff.

Cancellation:

Either party may cancel this agreement with 60 days written notice.

Dispute Resolution:

Any legal action under this agreement shall be commenced in Arizona Superior Court in and for the County of Maricopa. To the extent required pursuant to A.R.S. 12-1518, the parties agree to use arbitration to resolve any dispute arising under this agreement.

Effective Notice to Parties:

All notices and demands upon any party in this agreement shall be delivered in writing by US Mail or in person to the district office address or The ACES address.

Severability:

If any part of this agreement is found to be unenforceable, the remainder of this agreement shall remain in force.

Agreement:

This agreement is the only agreement that the parties have with one another pertinent to transportation of students and can be modified only by written agreement of both parties.

Signature
Washington Elementary School District

Printed Name

Date

Signature
Frances J. Austin, President

Printed Name

Date

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: May 22, 2014
AGENDA ITEM: Utilize Intergovernmental Cooperative Purchase Agreements with Strategic Alliance for
Volume Expenditures (SAVE) Consortium for VersiFit Technologies, LLC
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Janet Sullivan, Assistant
Superintendent for Academic Services
PRESENTER AT GOVERNING BOARD MEETING: Janet Sullivan, Assistant Superintendent for Academic Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; DJE; A.R.S. §15-213,
15-342; 11-952; A.A.C. R7-2-1191-R7-2-1195

SUPPORTING DATA

Funding Source: Unrestricted Capital
Budgeted: Yes

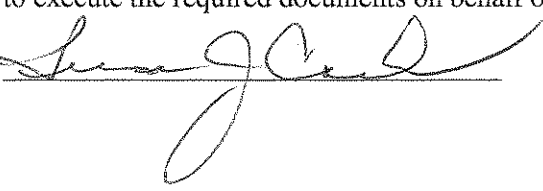
The Purchasing Department is recommending authorization to utilize the SAVE contract with VersiFit Technologies, LLC to provide a data warehouse software package (Edvantage) to be utilized throughout the District. The cost is in excess of the bidding threshold. No school or department can spend more than is budgeted without prior approval from the Finance Department. Schools and departments budget for goods or services without a particular vendor in mind.

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 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.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the utilization of the Intergovernmental Cooperative Purchase Agreements and contract purchases with Strategic Alliance for Volume Expenditures (SAVE) Consortium.

It is further recommended that the Governing Board award the contract for the Edvantage data warehouse system regarding Strategic Alliance for Volume Expenditures (SAVE), to VersiFit Technologies, LLC for a cost not to exceed \$336,180.00. It is further recommended that the Governing Board authorize the Superintendent to execute the required documents on behalf of the District.

Superintendent 

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

Agenda Item III.A.

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

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WESD seeks to utilize the SAVE contract for VersiFit Technologies, LLC for the Edvantage data warehouse and reporting solution as identified through the Mesa Public Schools RFP 14-50MP award. Copies of the contracts are available for review in the Purchasing Department.

Additional Background Information

In late 2013, WESD administrators began the process of identifying potential vendors for the purchase of a data warehouse system, which would allow the District to provide administrators and teachers real-time access to a variety of data currently housed in multiple locations, to include the District's Student Information System (SIS) Synergy, the University of Oregon's DIBELS website, and the WESD Intranet sites. Data are generated from multiple sources including the Arizona Department of Education (ADE) for Arizona's Instrument to Measure Standards (AIMS) and AZELLA, the State's English language learner assessment, as well as from the District's mathematics, reading, and writing assessments. Currently, such data are presented through the individual Internet and Intranet sites, as well as through both paper reports and Excel files. While data are made available on a regular basis, in order to inform reading instruction for an individual student in grade kindergarten through grade 3, for example, data are pulled from separate sites for the Individual Reading Inventory (IRI), the Phonics Analysis report and the DIBELS site. With a data warehouse, these data would be presented together to facilitate instructional planning and potential targeted remediation.

In early 2014, administrators became aware of an RFP (#14-50MP) released by Mesa Public Schools for a Data Warehouse. Following a lengthy evaluation process, Mesa Public Schools awarded the contract to VersiFit Technologies-Edvantage System. With guidance from Superintendent Dr. Susie Cook, Assistant Superintendent for Academic Services Janet Sullivan, Director of Business Services Cathy Thompson, and Director of Management Information Systems Chris Lieurance, a team of technical and academic staff members reviewed the specifics of the RFP and subsequent response from VersiFit Technologies, LLC, and determined that in light of the District's need to move forward expeditiously to meet the data needs of the District and its 32 schools, it is not prudent nor reasonable to conduct a separate RFP process; nevertheless, the District's compliance with Arizona school district procurement rules is critical.

Edvantage has been successfully implemented in three state education agencies and nearly 700 school districts. Administrators spoke with personnel from Mesa as well as two other Arizona districts already using the Edvantage system. A team of administrators met with a representative of VersiFit Technologies supported by two other representatives during a conference call at which time a number of questions were addressed, including the hardware needs and the data reporting features of the core product and various additional modules that would best meet the needs of multiple departments within the District. Subsequent phone calls with technical and educational experts, including the project manager for all three Arizona districts, answered any remaining questions. At all opportunities, the staff of VersiFit Technologies was immediately responsive.

The web-based application collects data from any and all sources identified by the District, and places the data in one central repository which allows the District to create clear, understandable dashboards and reports for all appropriate stakeholders to facilitate the most effective data-driven decision making and continuous school improvement.

Historical and current data will be loaded into the system from Synergy, Munis, and all State and District student assessments to provide for data analysis in multiple areas related to the District's mission, vision and goals for student achievement, but also in the evolution of the principal and teacher evaluation system as well as day-to-day instructional decision making. The data module domains of the core system include enrollment, daily attendance, discipline incidents, grades, student schedules and test scores to be reflected in one place at the District, school, classroom and individual student levels. Additional modules focused on staff qualifications, staff recruiting and evaluation, staff

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absences, special education, student cohorts, students at risk/early warning, truancy, survey data, and advanced programs will provide data analysis tools to support program evaluation, principal and teacher evaluation, as well as strategic planning and school improvement.

Included within the package are 100 Hours of consulting which will help with the project, the goal of which is to build the data capacity of the District within a quality and improvement framework. Accordingly VersiFit allocates time within each project to ensure support and to foster end-user adoption of the warehouse and reporting tools. The consulting team uses a variety of methods including:

- Knowledge transfer related to developing and implementing specialized dashboard content (e.g., early warning systems, data literacy, evaluation systems, etc.),
- In-depth end-user and train-the-trainer training related to data use within a continuous improvement cycle, and
- Strategic planning to align the data warehouse to support district policies and initiatives.

Don Hutchings from VersiFit Technologies, LLC will be present to answer any questions.