

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

**DATE:** May 28, 2015

**TIME:** Regular Meeting 7:00 p.m.

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

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

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

**I. REGULAR MEETING – GENERAL FUNCTION**

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

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- E. Approval of the Minutes

1-9

It is recommended that the Governing Board approve the Minutes of the May 14, 2015 Regular Meeting. (Governing Board member not present was Mr. Larry Herrera.)

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- F. Current Events and Acknowledgments: Governing Board and Superintendent
- G. Celebrations of Successful Programs  
Kathleen McKeever will provide an update on the WESD after-school programs for the 2014-2015 school year.
- H. Public Participation\*\*
  - Members of the public may address the Governing Board during this portion of the agenda in regard to non-agenda items (not to exceed three (3) minutes at chair's discretion). If interpretation services are used, the time shall not exceed six (6) minutes, including interpretation.)

## **I. REGULAR MEETING – GENERAL FUNCTION (continued)**

### **H. Public Participation\*\* (continued)**

- Additionally, or instead of, members of the public may address the Governing Board during a specific item that is on the agenda (not to exceed three (3) minutes at chair's discretion). If interpretation services are used, the time shall not exceed six (6) minutes, including interpretation.)

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

## **II. CONSENT AGENDA**

- |   |       |
|---|-------|
| <b>*A. Approval/Ratification of Vouchers</b>  | 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>*B. Personnel Items</b>  | 11-13 |
| Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment, and position changes.   |       |
| <b>*C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)</b>   | 14-15 |
| <ol style="list-style-type: none"><li>1. Arizona Rattlers donated 150 tickets with an approximate value of \$4,500.00 for the benefit of the WESD Safety and Security Department's truancy program 2014-2015 "Be Cool Come to School" good attendance campaign.</li><li>2. Dollar General donated a check in the amount of \$40,000.00 to benefit the library and literacy programs to improve students' educational experience at Sunset Elementary School.</li><li>3. Gayle and Marc Floyd donated refreshments with an approximate value of \$450.00 for teacher appreciation week for the benefit of students and staff at Maryland School.</li><li>4. General Mills Box Tops for Education donated a check in the amount of \$1,289.20 to purchase supplies for the benefit of students at Mountain View School.</li><li>5. Intel donated a check in the amount of \$2,615.00 to purchase supplies for the benefit of the PencilPALS program at Mountain View School.</li><li>6. Mountain Sky Student Council donated funds in the amount of \$8,446.61 to be used to purchase new score boards for the gymnasium at Mountain Sky Junior High School.</li><li>7. The Telephone Pioneers donated 32 Cisco telephone sets with an approximate value of \$1,280.00 for the benefit of WESD schools.</li><li>8. Wells Fargo Community Support Campaign donated a check in the amount of \$340.00 for the benefit of students at Lakeview Elementary School.</li><li>9. Maggie and Tom Wilder donated a cello outfit which includes cello, case, and bow with an approximate value of \$2,000.00 to benefit the new Orchestra program at Chaparral Elementary School.</li></ol> |       |

## **II. CONSENT AGENDA (continued)**

*D. Out-of-State Travel	16-18
1. Debbie Ann Gasiorek, Nutrition Services Supervisor, to attend the School Nutrition Annual Conference - School Nutrition Association, July 10-16, 2015, in Salt Lake City, UT, at no cost to the District.	
2. Connie Parmenter, Director of Nutrition Services, to attend the Western Region Team Up for School Nutrition Success, June 15, 2015, in San Diego, CA, at no cost to the District.	
*E. Award of Contract – Bid No. 15.011, Commercially Purchased Bakery Products	19
*F. District Representative for Procurement Protests for Fiscal Year 2015-2016	20
*G. Petty Cash Accounts for 2015-2016	21
*H. Reauthorization of Revolving and Change Funds for 2015-2016	22
*I. Student Activity Treasurer for 2015-2016	23-24
*J. Reauthorization of Bank Accounts and Signers	25-26
*K. Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments	27-29
*L. Signatories for Payroll and Expense Warrants for 2015-2016	30-32
*M. Resolution Authorizing the Execution of Warrants Between Board Meetings	33-34
*N. Extracurricular Fee Schedule for 2015-2016	35-38
*O. Acceptance of the 2015 Barbara Park Literacy Grant in the amount of \$2,400.00	39
*P. Annual Agreement with Honor Health Desert Mission Food Bank	40-62
*Q. Approval of the Head Start Facility Locations and Program Approach Changes for the 2015-2016 Program Year	63-67

## **III. FUTURE AGENDA ITEMS**

## **IV. 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**

2014-2015

May 14, 2015

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, Ms. Clorinda Graziano, and Mr. Aaron Jahneke. Mr. Larry Herrera was not in attendance.

**B. Moment of Silence and Meditation**

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

**C. Pledge of Allegiance**

Mrs. Lambert led the Pledge of Allegiance.

**D. Adoption of the Regular Meeting Agenda**

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

**UNANIMOUS**

**E. Approval of the Minutes**

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the April 23, 2015 Regular Meeting. The motion was seconded by Ms. Graziano. The motion carried.

**UNANIMOUS**

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

Mrs. Lambert shared the following comments:

- Enjoyed attending the Lamp of Learning celebration to honor the awardees. The Governing Board also honored Dr. Susie Cook with the Lifetime of Learning Award.
- Staff from the U.S. Department of Agriculture (USDA) chose Washington Elementary School District to see a successful working model of breakfast in the classroom. They visited Julie Brenton's first grade classroom at Orangewood School and were impressed with the children and the breakfast program. They will use the information to be able to promote it in other states.
- Enjoyed attending the BEGIN graduation, which was a fun event.
- Enjoyed attending Sunnyslope School's Student of the Month Dinner, which is funded by a grant from John C. Lincoln. Retiring Principal Lori Ritz was also honored at the event.

Mr. Adams shared the following comments:

- There are many activities this time of the year and the Board members try to attend as many events as possible to show support and acknowledge the hard work of the staff.

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- Enjoyed attending Roadrunner Elementary School's Peter Piper Pizza party and visiting with the students and staff.
- Enjoyed attending the Lamp of Learning celebration.
- Enjoyed attending the Retirement Reception and proud of the accomplishments and contributions of the retirees.
- Enjoyed visiting the MAP Center at Sahuaro Elementary School.

Ms. Graziano shared the following comments:

- Enjoyed attending the Arizona Education Association (AEA) Retired and AEA annual meetings. Stated that it is important for all of the educational organizations, e.g., ASBA, AEA, ASA, to continue to work together and have the same focus - what is best for the children.
- Enjoyed attending the Middle Level Educators of the Year Awards Breakfast. Ms. Graziano congratulated the teachers honored from Cholla, Desert Foothills, Mountain Sky, Palo Verde, Royal Palm, and Sweetwater Schools. She acknowledged the Principals that nominated the teachers.
- Enjoyed attending the OASIS Volunteers Celebration. Ms. Graziano commented that many of the reading volunteers are retired teachers from the District and appreciated that the District honors the volunteers/retirees.
- Enjoyed attending the Lamp of Learning celebration to honor the individuals who do incredible work for the District.
- Enjoyed attending the 7<sup>th</sup> and 8<sup>th</sup> grade track meet and presented medals to the winners. Ms. Graziano acknowledged all of the staff who organized and worked at the event. She also acknowledged the attendance of several high school track coaches, e.g., Thunderbird, Sunnyslope, and Washington.
- Enjoyed attending the Phoenix Youth Symphony where Corbin Kohtz, French horn player from Cholla Middle School, performed with one of the groups.
- Enjoyed attending the BEGIN graduation.
- Acknowledged and thanked the teachers and nurses for their hard work in honor of Teacher Appreciation Day/Week and National School Nurse's Day, respectively.
- Enjoyed attending the teacher job fair at Lakeview Elementary School.
- Enjoyed attending the Retiree Reception.
- Enjoyed attending the following school events:
  - Kandice Nelson's strings classes at Chaparral
  - Sunset's Festival of the Arts
  - Ironwood's 3<sup>rd</sup> grade violin concert
  - Mountain Sky's Alice in Wonderland production
  - Alta Vista's Fitness Fair
  - Manzanita's choral singers
  - John Jacob's Science Fair
  - Sahuaro's Spring Family Night for band, strings, and art
  - Abraham Lincoln Traditional School's singers
  - Roadrunner's fundraiser at Peter Piper Pizza
  - Acacia's band concert
  - Royal Palm's strings, choir, and band concert
  - Mountain Sky's choir concert
  - Ironwood's strings and band concert
  - Roadrunner's music and art reception

Mr. Jahneke made the following comments:

- Acknowledged that he received his Masters in Business Administration.
- Looking forward to speaking at the promotion ceremonies.

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- Enjoyed attending the Lamp of Learning celebration.
- Enjoyed attending the Retiree Reception.

Dr. Cook acknowledged receiving a touching letter from great grandparents, Edward and Deborah Hoff. They acknowledged every teacher that their 8<sup>th</sup> grade great granddaughter had had since kindergarten at Abraham Lincoln Traditional School. Dr. Cook stated that they mentioned each teacher by name and complimented each one on their impact to their great granddaughter.

Dr. Cook introduced Ms. Carla Kahn, Community Outreach Coordinator with Valley Metro, who provided an update on the Northwest light rail extension project on 19<sup>th</sup> Avenue. Dr. Cook stated it was a pleasure working with Ms. Kahn and her team who worked hard to make the light rail extension project a positive experience for the community. Ms. Kahn introduced members of her team who attended the meeting: Mike Howard and Jennifer Donaldson with Sundt/Stacy and Witbeck (light rail contractor); and Howard Steere, Community Relations Manager with Valley Metro. Mr. Howard thanked Dr. Cook for her support of the light rail project and presented her with an appreciation award. Mr. Steere thanked everyone in the District that has been involved with the light rail project and presented Dr. Cook with a commemorative award that had a piece of the train track used for the light rail. Mrs. Lambert thanked Valley Metro for their care and responsiveness to community issues. Mrs. Lambert appreciated the strong communication and involvement with the schools. Dr. Cook thanked Valley Metro for acknowledging the District's schools and children because the students are the District's most important asset. Dr. Cook thanked the Valley Metro team for providing the update and for their partnership.

#### **G. Celebrations of Successful Programs**

Dr. Cook introduced Mr. Perry Mason, Principal at Mountain Sky Junior High School, who presented information regarding Rachel's Challenge, which is a national non-profit organization dedicated to creating safe, connected school environments that feature random acts of kindness for others. Mr. Mason introduced Karen Mull, social worker; Lisa Horak, teacher and F.O.R. (Friends of Rachel) Club sponsor; and Abigail Webber, student. They provided information regarding the Mountain Sky Rachel's Challenge program and their involvement with the program.

Mrs. Lambert thanked the presenters for the information and was pleased to see the life skills that the students are learning. She stated that the program is changing the lives of the adults, as well as the students, on the campus.

#### **H. Public Participation**

There was public participation. Ms. Nora Ulloa spoke on behalf of Mr. John Vasey, 6<sup>th</sup> grade teacher at Orangewood School. Ms. Ulloa thanked Mr. Vasey for the incredible contributions he made to her son's self esteem and love of school during the year. Ms. Ulloa stated that Mr. Vasey is a special teacher who is a good leader and role model. She stated that the out-of-county/state field trips that Mr. Vasey is providing is a world class education tool for the students.

#### **I. Approval of the Consent Agenda**

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

**UNANIMOUS**

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

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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. Adams that the Governing Board approve Consent Agenda item \*II.B. – Personnel Items as presented. The motion was seconded by Mr. Jahneke. The motion carried.

Dr. Cook introduced Ms. Darcy Estrada, the new Principal at Manzanita Elementary School. Dr. Cook acknowledged Manzanita staff members who were present to show their support of Ms. Estrada. Ms. Estrada thanked the Governing Board for the opportunity to work at Manzanita. She thanked the Manzanita staff, administrators, and her family for their support. Ms. Estrada introduced her husband and two sons who attended the meeting.

### **\*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. Aetna Foundation, Inc. donated a check in the amount of \$325.00 for the benefit of students at Ironwood Elementary School.
2. Arizona Diamondbacks donated 150 baseball tickets with an approximate value of \$3,000.00 to be used as an incentive reward for the WESD 2014-2015 truancy program “Be Cool Come to School” good attendance campaign.
3. Donors Choose.Org donated a 3D printer with an approximate value of \$1,700.00 for the benefit of students in the Gifted Program at Orangewood School.
4. Farmers Insurance Thank America’s Teachers (partnered with Adopt-a-Classroom) donated eight classroom licenses of Headsprout and related headsets with an approximate value of \$2,500.00 to benefit students at Abraham Lincoln Traditional School.
5. Farmers Insurance Thank America’s Teachers (partnered with Adopt-a-Classroom) donated Backpack sets with an approximate value of \$2,500.00 to benefit students at Abraham Lincoln Traditional School.
6. General Mills Box Tops for Education donated a check in the amount of \$5,000.50 for the benefit of students at Maryland School.
7. General Mills Box Tops for Education donated a check in the amount of \$319.20 to purchase art supplies and materials for the benefit of students at Moon Mountain Elementary School.
8. GFWC Washington Woman’s Club, Inc. donated a check in the amount of \$5,000.00 to purchase instruments for the benefit of the music programs at Royal Palm Middle School.

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9. Clorinda Graziano donated a Knilling full size violin including case and accessories with an approximate value of \$300.00 for the benefit of students in the strings class at Chaparral Elementary School.
10. Ironwood Parent/Teacher Organization donated a check in the amount of \$5,739.35 for the purchase and installation of a SMART Board to benefit classroom students at Ironwood Elementary School.
11. Kroger/Fry's Food Stores donated a check in the amount of \$752.97 from the Community Rewards Program to benefit students at Ironwood Elementary School.
12. McCarthy Construction donated Taylor Swift concert tickets with an approximate value of \$770.00 for the benefit of students in the After-school Academy program.
13. Moore Co., Inc. donated innovation, ergonomically-designed classroom furnishings (proto-type "shapes" desks, "cloud" tables, flipper tables, modular display board and cantilever chairs) with an approximate value of \$41,075.00 to enhance STEAM-based classroom activities in the art and gifted classrooms at Orangewood School.
14. North Phoenix Kiwanis Club donated twenty \$25.00 fuel cards with a value of \$500.00 to benefit families in the McKinney-Vento Homeless Assistance Program.
15. Summerwinds-West Bell donated a Chinese Elm tree in memory of Courtney Wood, a former student, to Chaparral Elementary School.
16. Washington Education Foundation donated a check in the amount of \$500.00 for the benefit of the WESD Retiree Reception.
17. Wolz Florist donated flowers with an approximate value of \$500.00 for the WESD Lamp of Learning Celebration.

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

**UNANIMOUS**

1. Mandy Taylor, Lookout Mountain Elementary School, submitted an out-of-county/state field trip to Catalina Island Marine Institute (CIMI), Catalina Island, CA, November 15-18, 2015, for 6<sup>th</sup> grade students at a cost of \$56,237.25.
2. Patti Mitchell, Moon Mountain Elementary School, submitted an out-of-county/state field trip to National Operation Tone-Up Challenge, Hermosa Beach, CA, May 21-22, 2015, for 4<sup>th</sup> grade students at a cost of \$3,895.00.
3. Kirsten Dukeshier, Mountain Sky Junior High School, submitted an out-of-county/state field trip to Forum Music Festival, Cypress College, Anaheim, CA, and Disneyland, Anaheim, CA, May 13-15, 2016, for 7<sup>th</sup> and 8<sup>th</sup> grade students at a cost of \$64,507.00.
4. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Lee's Ferry and Horseshoe Bend, Marble Canyon, AZ, Sky Y Camp, Prescott, AZ, and Goldwater Lake, Prescott, AZ, October 4-9, 2015, for 6<sup>th</sup> grade students at a cost of \$20,225.00.

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5. 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 6-9, 2015, for 6<sup>th</sup> grade students at a cost of \$19,880.00.
  6. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 6, 2015, for 6<sup>th</sup> grade students at a cost of \$1,259.00.
  7. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 13, 2015, for 6<sup>th</sup> grade students at a cost of \$1,259.00.
  8. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 20, 2015, for 6<sup>th</sup> grade students at a cost of \$1,259.00.
  9. Dianna Bonney, Orangewood School, submitted an out-of-county/state field trip to Camp Colley, Payson, AZ, Moqui Fire Lookout Tower and Blue Ridge Reservoir (Cragin Reservoir), Coconino National Forest, Coconino County, AZ, October 6-8, 2015, for 5<sup>th</sup>-7<sup>th</sup> grade students at a cost of \$3,200.00.
- \*E. Out-of-State Travel** **UNANIMOUS**
1. Dr. Paul H. Stanton, 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; Rebeccah Marlene Potavin, Principal at Maryland School; Michael Stephen Waters, Principal at Mountain View School; Tracy Maynard, Principal at Shaw Butte Elementary School; and Steven Murosky, Principal at Ocotillo Elementary School, to attend the University of Virginia Turnaround Program – Cohort 11 Summer Session, June 20-24, 2015, in Charlottesville, VA, at no cost to the District.
- \*F. Award of Contract – Bid No. 15.001, Apparel and Accessories** **UNANIMOUS**
- \*G. Award of Contract – RFP No. 15.002, Grocery and Retail Supplies, to Costco Wholesale #490** **UNANIMOUS**
- \*H. Award of Contract – Bid No. 15.004, Private Day Schools and Ancillary Services** **UNANIMOUS**
- \*I. Award of Contract – Bid No. 15.005, Special Education Services** **UNANIMOUS**
- \*J. Award of Contract – Bid No. 15.012, Used Perfector Four-Color Offset Conventional Stream Fed Press** **UNANIMOUS**
- \*K. Extension and Renewal of Annual Contract for Specified Goods and Services** **UNANIMOUS**
- \*L. Annual Intergovernmental Cooperative Purchase Agreement with the Strategic Alliance for Volume Expenditures (SAVE)** **UNANIMOUS**
- \*M. Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2015-2016** **UNANIMOUS**

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- |     |   |           |
|-----|---|-----------|
| *N. | Agreement with <i>Interlingua</i> to Provide Spanish Classes to MAP Center Students at Sahuaro Elementary School  | UNANIMOUS |
| *O. | Approval of Memorandum of Understanding with NAU for the Foster Grandparents Program at Desert View Elementary School   | UNANIMOUS |
| *P. | Acceptance of the Musical Instrument Museum Grant in the Amount of \$12,500.00, the Foresters Grant in the Amount of \$2,453.00, and the 2015 We Love It Here Grant in the Amount of \$5,000.00 | UNANIMOUS |

### III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

### IV. PUBLIC HEARING

#### A. Annual Expenditure Budget Revision #2 for Fiscal Year 2014-2015

Dr. Cook introduced Mr. David Velazquez, Director of Finance, to present information regarding the Annual Expenditure Budget Revision #2 for fiscal year 2014-2015. 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, 2015. Mr. Velazquez stated when the budget was finalized in October 2014, the carry forward dollars were placed into accounts for the new fiscal year. He reported that the District had the ability to move Capital dollars into M&O to cover expenses.

Mr. Velazquez reported that as a result of student growth, there were slight increases to the following:

- Revenue Control Limit
- M&O budget
- Capital budget
- Classroom Site Fund

Mrs. Lambert asked if Capital funding can be carried forward and is there a cap on the amount. Mr. Velazquez responded that capital funding can be carried forward with no cap.

There were no questions from the public.

### V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

### VI. ACTION / DISCUSSION ITEMS

#### A. Annual Expenditure Budget Revision #2 for Fiscal Year 2014-2015

UNANIMOUS

Dr. Cook advised the Governing Board that they were being asked to approve the Annual Expenditure Budget Revision #2 for fiscal year 2014-2015.

A motion was made by Mrs. Lambert that the Governing Board approve the 2014-2015 Annual Expenditure Budget Revision #2, 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 Ms. Graziano. The motion carried.

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## **B. 2015-2016 School and Employee Calendars**

**UNANIMOUS**

Dr. Cook advised the Board that they would be presented with the 2015-2016 school and employee calendars for consideration and approval. Dr. Cook introduced Dr. Maggie Westhoff, Director of Professional Development, who facilitated the work of the Calendar Committee.

Dr. Westhoff reported that the following parameters provided the framework for the calendar development process:

- Alignment of WESD start date and holidays with those of Glendale Union High School District.
- Compliance with legal requirements and State mandates pertaining to instructional days and hours, legal holidays, teacher contracts and the State testing schedule.

Dr. Westhoff stated that the following issues were discussed and monitored during this year's development process:

- The early release Wednesday during State testing week.
- The parent/teacher conference model that is based on available translation services.
- The additional grading time for K-3 special area teachers.

Ms. Graziano asked why there was no time before the end of the 4<sup>th</sup> quarter grading period and the last day of school. Dr. Westhoff replied that the committee had long discussions regarding grading days because in the past, the grading was so early that it negated several weeks of the grading period. Therefore, the committee had tried to make the grading day as close to the end of the grading period as possible so that teachers would have the opportunity to have all observation data collected on the students to complete the final grades. Teachers have created systems to gather critical information earlier in the 4<sup>th</sup> quarter grading period because report cards go home with the students on the last day of school.

A motion was made by Mr. Jahneke that the Governing Board approve the 2015-2016 school and employee calendars as presented. The motion was seconded by Ms. Graziano. The motion carried.

## **VII. INFORMATION / DISCUSSION ITEM**

### **A. Arizona School Boards Association's Legislative Agenda Proposals**

Dr. Cook advised the Board that ASBA requested suggestions for the ASBA 2016 Political Agenda. Board members were provided with the 2015 long-term, short-term, and Session-specific issues from ASBA as an example. Board members were asked to submit suggestions for proposals to Dr. Cook by May 18, 2015. The proposals will be submitted to the Governing Board on May 28, 2015 for consideration and action.

Mrs. Lambert encouraged Board members to submit proposals.

## **VIII. FUTURE AGENDA ITEMS**

Mr. Adams requested a presentation from Honeywell regarding its contributions to public education.

Ms. Graziano requested the following future agenda item:

- BEGIN Program update (possibly at the beginning of the 2015-2016 school year)
  - How are teachers selected for the program?
  - Summary of the 3-year program.
  - How are the mentor teachers and cadre leaders developed?

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**IX. ADJOURNMENT**

**UNANIMOUS**

A motion was made by Mr. Adams to adjourn the meeting at 8:20 p.m. The motion was seconded by Mr. Jahneke. The motion carried.

**SIGNING OF DOCUMENTS**

Documents were signed as tendered by the Governing Board Secretary

\_\_\_\_\_  
BOARD SECRETARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD OFFICIAL

\_\_\_\_\_  
DATE

May 14, 2015

**WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6**

TO:	Governing Board	<u>          X          </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u>                          </u>	Discussion
		<u>                          </u>	Information
		<u>                          </u>	1st Reading
DATE:	May 28, 2015		
AGENDA ITEM:	<u>*Approval/Ratification of Vouchers</u>		
INITIATED BY:	<u>Elizabeth Martinez, Accounting Manager</u>	SUBMITTED BY:	<u>David Velazquez, Director of Finance</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Cathy Thompson, Director of Business Services</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA, DK and A.R.S. §15-321</u>		

**SUPPORTING DATA**

Funding Source: Various  
Budgeted: Yes

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

**APPROVE/RATIFY FY14/15 PAYROLL VOUCHERS** (warrants for services and materials, payroll expense):

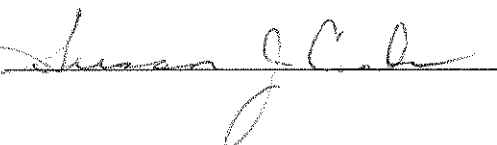
05/15/15	<u>4,624,056.92</u>
<b>Totals:</b>	<b><u>4,624,056.92</u></b>

**APPROVE/RATIFY FY 14/15 EXPENSE VOUCHERS** (warrants for services and materials, payroll expense):

05/06/15	4,462,758.26
05/08/15	22,178.00
05/13/15	<u>5,794,630.30</u>
<b>Totals:</b>	<b><u>10,279,566.56</u></b>

**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					
Herrera					
Jahneke					
Lambert					

Agenda Item \*II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 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**

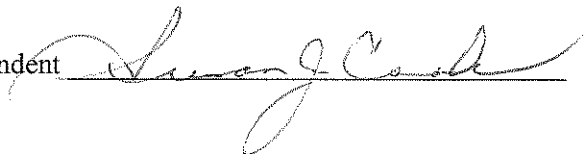
Funding Source: Various  
Budgeted: Yes

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					
Herrera					
Jahneke					
Lambert					

Agenda Item \*II.B.

**RECOMMENDED PERSONNEL ACTIONS****May 28, 2015****I. RESIGNATIONS, RETIREMENTS, EXCESSES, AND LEAVES OF ABSENCE****A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Potavin	Rebecca	Principal	Maryland	Resignation	11	6/10/2015

**B. CERTIFIED**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Henderson	Ron	Teacher-Music	Lookout Mountain	Resignation	4	5/29/2015
Kowalczyk	Cassandra	Teacher-2nd Grade	Shaw Butte	Resignation	10.5	5/29/2015
Levin-Slamka	Beth	Teacher-Kindergarten	Chaparral	Resignation	15	5/29/2015
Schene	Kathryn	Teacher-Gifted	Sahuaro	Leave of Absence for remainder of 14-15 fiscal year		5/18/2015
Siegel	Rebecca	Teacher-5th Grade	Tumbleweed	Leave of Absence for 15-16 FY		11/4/2015

**C. FULL-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Armendariz	Joselyn	Office Technician	Ocotillo	Resignation	3	6/10/2015
Rogers	Jeremy	Paraprofessional	Cholla	Resignation	3 mo.	5/29/2015
Sambora	Rosemary	Library Technician	Maryland	Resignation	10	5/29/2015
Todd	Darci	Health Service Technician	Sahuaro	Resignation	2.5	5/29/2015

**D. PART-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Adams	Sara	Paraprofessional	Cholla	Resignation	3 mo.	4/30/2015
Clark	Patricia	Food Service Manager	Lakeview	Deceased	7	5/9/2015
Dingman	Michael	Paraprofessional	Richard Miller	Resignation	1	5/7/2015
Foley	Brittnie	KidSpace Assistant	Lakeview	Resignation	4 mo.	5/11/2015
Hitchcock	Victoria	KidSpace Assistant	Manzanita/ Orangewood	Resignation	4 mo.	5/28/2015
Holliday	Mary	KidSpace Assistant	Sweetwater	Resignation	4 mo.	5/28/2015
McLeod	Danielle	KidSpace Assistant	Sunset	Resignation	3	5/27/2015
Orkin	Jennifer	Food Service Helper	Food Services	Resignation	3 wks.	5/8/2015
Rice	Kenneth	Food Service Unit Leader	Ironwood	Resignation	4	5/26/2015
Riggins	Becky	Paraprofessional	Roadrunner	Resignation	3	5/28/2015
Ulloa	Celeste	KidSpace Assistant	Manzanita	Resignation	1	5/28/2015
Williams	Diane	Office Manager	Moon Mountain	Retirement-SmartSchools	22	6/10/2015

**II. EMPLOYMENT****A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Bayus	Tameri	Assistant Principal	N	Sunnyslope	FY 15-16
Weiner	Holly	Assistant Principal	E	Palo Verde	FY 15-16



**RECOMMENDED PERSONNEL ACTIONS****May 28, 2015****B. CERTIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Tramontozzi	Christine	Teacher-2nd Grade	E	Lakeview	Rescinding Request for LOA

**C. FULL-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
DeLeon	Carla	Office Technician	E	Search to Serve	
Efimova	Irina	Library Technician	E	Orangewood	Rescinding Resignation
Esparza	Anthony	Night Custodian	E	Alta Vista	
Saenz	Marcella	Office Technician	E	Royal Palm	
Tucker	Shannon	Administrative Assistant	E	Administrative Services	

**D. PART-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Cunningham	Christy	KidSpace Site Coordinator	E	Manzanita	
Garcia	Kimberly	KidSpace Asst.	E	Lookout Mountain	
Merkhai	Lina	KidSpace Asst.	E	Lookout Mountain	
Morales	Melissa	KidSpace Site Coordinator	E	Sunburst	
Petros	Arlene	Paraprofessional	E	Manzanita	

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 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

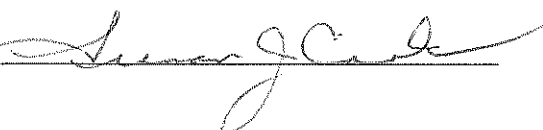
**SUPPORTING DATA**

Funding Source: Donations  
Budgeted: N/A

1. Arizona Rattlers donated 150 tickets with an approximate value of \$4,500.00 for the benefit of the WESD Safety and Security Department's truancy program 2014-2015 "Be Cool Come to School" good attendance campaign.
2. Dollar General donated a check in the amount of \$40,000.00 to benefit the library and literacy programs to improve students' educational experience at Sunset Elementary School.
3. Gayle and Marc Floyd donated refreshments with an approximate value of \$450.00 for teacher appreciation week for the benefit of students and staff at Maryland School.
4. General Mills Box Tops for Education donated a check in the amount of \$1,289.20 to purchase supplies for the benefit of students at Mountain View School.
5. Intel donated a check in the amount of \$2,615.00 to purchase supplies for the benefit of the PencilPALS program at Mountain View School.
6. Mountain Sky Student Council donated funds in the amount of \$8,446.61 to be used to purchase new score boards for the gymnasium at Mountain Sky Junior High School.
7. The Telephone Pioneers donated 32 Cisco telephone sets with an approximate value of \$1,280.00 for the benefit of WESD schools.

**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					
Herrera					
Jahneke					
Lambert					

Agenda Item \*II.C.

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

**May 28, 2015**

**Page 2**

8. Wells Fargo Community Support Campaign donated a check in the amount of \$340.00 for the benefit of students at Lakeview Elementary School.
9. Maggie and Tom Wilder donated a cello outfit which includes a cello, case, and bow with an approximate value of \$2,000.00 to benefit the new Orchestra program at Chaparral Elementary School.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board           X           Action  
FROM: Dr. Susan J. Cook, Superintendent                                  Discussion  
DATE: May 28, 2015                                  Information  
AGENDA ITEM: \*Out-of-State Travel                                  1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: Various  
Budgeted: N/A

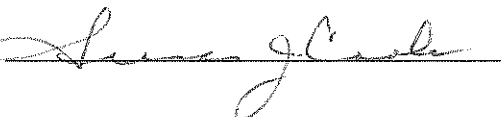
The following out-of-state travel requests have been reviewed and are recommended for approval:

1. Debbie Ann Gasiorek, Nutrition Services Supervisor, to attend the School Nutrition Annual Conference - School Nutrition Association, July 10-16, 2015, in Salt Lake City, UT, at no cost to the District.
2. Connie Parmenter, Director of Nutrition Services, to attend the Western Region Team Up for School Nutrition Success, June 15, 2015, in San Diego, CA, 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					
Herrera					
Jahneke					
Lambert					

Agenda Item \*II.D.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - May 28, 2015

## OUT-OF-STATE TRAVEL REQUEST FORM

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

### CONFERENCE INFORMATION:

CONFERENCE TITLE:	School Nutrition Annual Conference-School Nutrition Association
TRAVEL DATES:	July 10-16, 2015
CONFERENCE LOCATION:	Salt Lake City, Utah
SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)
<b>Registration Account Code:</b>	<b>6331</b>
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source)
<b>Travel Account Code:</b>	<b>6580</b>
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)
<b>Substitute Account Code:</b>	<b>6129</b>

**PURPOSE OF TRAVEL:** By attending the 2015 National School Nutrition Annual Conference, Debbie Gasiorek will network with current nutrition professionals and attend education sessions to enhance her nutritional services skill set. Upon her return, Debbie will share this information with her fellow Nutrition Services employees. As president-elect for the Arizona School Nutrition Association, Debbie's conference expenses are paid for by the state organization.

### MAXIMUM COSTS:

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

### SIGNATURES

\_\_\_\_\_  
Connie Parmenter  
Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Budget Manager

**COMMENTS:** There are no costs to the District.

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 28, 2015

## OUT-OF-STATE TRAVEL REQUEST FORM

<b>Name of Traveler(s)</b> <i>(as it appears on your driver's license)</i>	<b>Position</b>	<b>School/Department</b>
Connie Parmenter	Director of Nutrition Services	Nutrition Services

### CONFERENCE INFORMATION:

CONFERENCE TITLE: Western Region Team Up for School Nutrition Success  
 TRAVEL DATES: June 15, 2015 - June 18, 2015  
 CONFERENCE LOCATION: San Diego, CA

SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)						<b>Total</b>
<b>Registration Account Code:</b>				<b>6331</b>			\$
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source)						<b>Total</b>
<b>Travel Account Code:</b>				<b>6580</b>			\$
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						<b>Total</b>
<b>Substitute Account Code:</b>				<b>6129</b>			\$

**PURPOSE OF TRAVEL:** Connie Parmenter has been invited to participate in the Western Region Team Up for School Nutrition Success workshop sponsored by the National Food Service Management Institute (NFSMI). The purpose of this workshop is to assist school food authorities in implementing the new school meal program requirements. Upon her return, Connie will share the information with the Nutrition Services staff. NFSMI is paying for all expenses associated with the workshop.

### MAXIMUM COSTS:

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

### SIGNATURES

\_\_\_\_\_  
Connie Parmenter  
Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Budget Manager

**COMMENTS:** There are no costs to the District. NFSMI is paying for all expenses associated with the workshop.

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 28, 2015 Information  
AGENDA ITEM: \*Award of Contract – Bid No. 15.011, Commercially Purchased Bakery Products 1st Reading

INITIATED BY: Connie Parmenter, Director of Nutrition Services SUBMITTED BY: Howard Kropp, Director of Purchasing

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: Nutrition Services  
Budgeted: Yes

On April 20, 2015, the District issued Bid No. 15.011, Commercially Purchased Bakery Products. The purpose of this bid is to obtain a qualified firm to supply the District's kitchens with baked goods. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Nineteen (19) vendors were notified of the bid. Two (2) responsive, responsible bids were received and opened on May 11, 2015. Connie Parmenter, Director of Nutrition Services, and Anita Hotchkiss, Purchasing/Contracts Agent for Nutrition Services, evaluated the bids and recommend Holsum Bakery and Shamrock Foods for award. A multiple award is the most advantageous to ensure the most complete product availability, best service, and quality for the District.

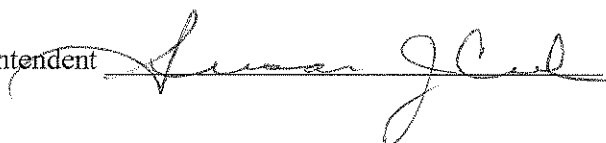
The award of this bid will result in a one-year contract with the option to renew for four (4) additional years or portion thereof. The estimated requirements cover the period of the contracts and are reasonable and continuing. Included is a provision for cancellation by the District with thirty (30)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

Funding for this expenditure is included in the 2015-2016 Nutrition Services budget.

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

**SUMMARY AND RECOMMENDATION**

It is recommended the Governing Board award contract regarding Bid No. 15.011, Commercially Purchased Bakery Products to Holsum Bakery and Shamrock Foods.

Superintendent 

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

Agenda Item \*II.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 Information  
AGENDA ITEM: \*District Representative for Procurement Protests for Fiscal Year 2015-2016  
INITIATED BY: Howard Kropp, Director of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services  
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, R7-2-1006, R7-2-1001.32, R7-2-1147 and R7-2-1181

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A


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

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

**SUMMARY AND RECOMMENDATION**

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

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

Superintendent 

Agenda Item \*ILF



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 Information  
AGENDA ITEM: \*Petty Cash Accounts for 2015-2016 1st Reading

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

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

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

**SUPPORTING DATA**

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

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

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

- School Offices: \$25.00 per site (32 schools = \$800.00)
- Academic Support Programs (KidSpace): \$50.00 per site (24 sites = \$1,200.00)
- District Departments: \$100.00 per department - Maintenance, Nutrition Services, Materials Management, Transportation, and Superintendent's Office (5 departments = \$500.00)
- District Departments: \$50.00 per department - Academic Services, Business Services, Communication Services, Academic Support Services, Human Resources, Management Information Systems, Head Start, Print Services, Safety & Security and Special Services (10 departments = \$500.00)

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

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the disbursement of petty cash funds as presented for 2015-2016 in a total amount not to exceed \$3,000.00.

Superintendent



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

Agenda Item \*II.G.

# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
 FROM: Dr. Susan J. Cook, Superintendent Discussion  
 DATE: May 28, 2015 Information  
 AGENDA ITEM: \*Reauthorization of Revolving and Change Funds for 2015-2016 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-1101, 15-1154

## SUPPORTING DATA

Funding Source: Various  
 Budgeted: Yes

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

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

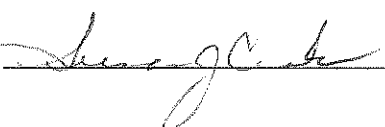
The amounts requested for approval this year are:

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

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

## SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board authorize a revolving fund for the General Fund in the amount of \$10,000.00, a Food Service Change Fund in the amount of \$1,400.00, and a School Office Change Fund in the amount of \$2,200.00 for the 2015-2016 fiscal year and further designate the Accounting Manager as the custodian of these funds.

Superintendent 

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

Agenda Item \*II.H.

# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board           X           Action

FROM: Dr. Susan J. Cook, Superintendent                                  Discussion

DATE: May 28, 2015                                  Information

AGENDA ITEM: \*Student Activity Treasurer for 2015-2016                                  1st Reading

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

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

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

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## SUPPORTING DATA

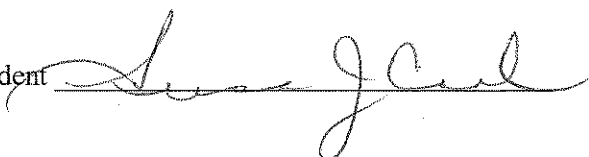
Funding Source: Student Activities  
Budgeted: N/A

The Uniform System of Financial Records (U.S.F.R.) requires the Governing Board to appoint administrative staff members as 2015-2016 student activities treasurers for all student activity funds. It is recommended that David Velazquez, Director of Finance, and Elizabeth Martinez, Accounting Manager, be appointed as treasurers of the Student Activities funds. It is also recommended that the Governing Board appoint the Office Manager of each school as assistant student activities treasurers for each school/site as follows:

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

## SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve David Velazquez and Elizabeth Martinez as Student Activities Treasurers for student activity funds for the 2015-2016 school year and assistant treasurers for each school/site as presented.

Superintendent 

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

Agenda Item \*III.

**\*Student Activity Treasurer for 2015-2016**

**May 28, 2015**

**Page 2**

Manzanita	Lorraine Lee	Sunset	Diana Blevins
Maryland	Shannon Williams	Tumbleweed	Jacqueline Shikany
Moon Mountain	Diane Williams	Abraham Lincoln	Lisa Wilson
Mountain Sky	Kelli Knox	Washington	Maria Camacho

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

It is further recommended that the Office Managers to be hired (TBH) and any school office managers hired during the 2015-2016 school year are duly appointed as assistant student activities treasurers.

# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board   X   Action  
 FROM: Dr. Susan J. Cook, Superintendent            Discussion  
 DATE: May 28, 2015            Information  
 AGENDA ITEM: \*Reauthorization of Bank Accounts and Signers            1st Reading

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

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

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

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## SUPPORTING DATA

Funding Source: N/A  
 Budgeted: N/A

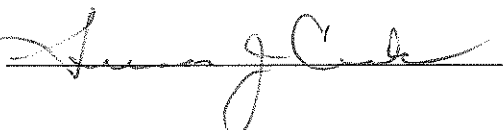
In accordance with the Uniform System of Financial Records VI-C-2, governing boards may authorize establishment of specific bank accounts and they must be used only for their intended purpose. Washington Elementary School District (WESD) maintains the following bank accounts and authorization is requested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

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

## SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item \*II.J.

**\*Reauthorization of Bank Accounts and Signers**

**May 28, 2015**

**Page 2**

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

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 Information  
AGENDA ITEM: \*Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments 1st Reading  
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services  
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 12-1602

**SUPPORTING DATA**

Funding Source: M&O  
Budgeted: Yes

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

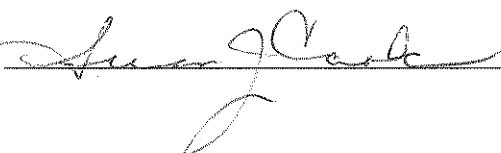
The Maricopa County Superintendent of Schools currently charges \$50.00 for each employee garnishment order received and processed. The fee is a one-time set-up fee to the District because the Maricopa County Superintendent of Schools office responds to the agencies, courts, creditors and debtors in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

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

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

**SUMMARY AND RECOMMENDATION**

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

Superintendent 

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

Agenda Item \*ILK.

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

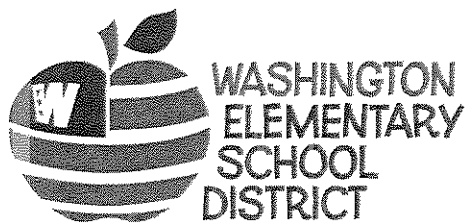
**May 28, 2015**

**Page 2**

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

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





## Finance Department

David Velazquez, Director of Finance

4650 W. Sweetwater Ave. • Glendale, AZ 85304

602-347-3506 • Fax: 602-347-2737

david.velazquez@wesdschools.org • www.wesdschools.org

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GOVERNING BOARD  
WASHINGTON SCHOOL DISTRICT NO.6  
MARICOPA COUNTY ARIZONA

RESOLUTION

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

Passed and adopted this 28<sup>th</sup> day of May, 2015.

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 Information  
AGENDA ITEM: \*Signatories for Payroll and Expense Warrants for 2015-2016 1st Reading  
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services  
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 15-914.01

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

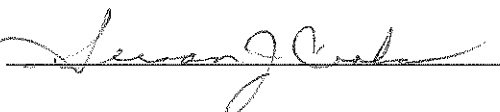
Effective July 1, 1993, the Washington Elementary School District received approval from the State Board of Education to assume financial independence from the Maricopa County Schools Superintendent, including authorization to issue payroll warrants and expense vouchers. Authorized signatories on these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

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

**SUMMARY AND RECOMMENDATION**

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

Superintendent



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

Agenda Item \*II.L.

## **RESOLUTION**

*COMES NOW the Governing Board of School District Number 06 (Washington Elementary) of Maricopa County, Arizona and herewith respectfully represents that on the 28th day of May, 2015, at a Governing Board meeting, upon motion duly made, second it and carried with a vote of \_\_\_\_\_ "Ayes" and \_\_\_\_\_ "Nays" this board*

### **RESOLVED THAT:**

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

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

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

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

*Dated this 28th day of May, 2015*

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*President*

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*Vice President*

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*Member*

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*Member*

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*Member*

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 Information  
AGENDA ITEM: \*Resolution Authorizing the Execution of Warrants Between Board Meetings 1st Reading  
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services  
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARD 15-321 (G); DK

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

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

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

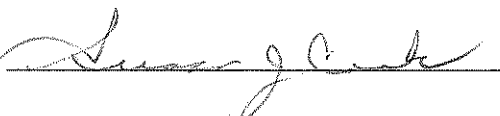
Through the adoption of Policy DK, the Board has directed prompt payment of salaries and bills. In order to accomplish this, the Governing Board may ratify the payment of salary and other expenses between Board meetings. A.R.S. §15-321(G) authorizes the Governing Board to adopt a resolution for this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

Attached is the proposed resolution.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board adopt the Resolution authorizing the execution of warrants between Board meetings for the 2015-2016 fiscal year.

Superintendent



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

Agenda Item \*II.M.

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District during the 2015-2016 fiscal year in accordance with the provisions of A.R.S. §15-321.

This resolution was moved, seconded, and passed at a meeting of the Washington Elementary School District No. 6 Governing Board on May 28, 2015.

ATTEST:

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President

TO:	Governing Board	<u>X</u>	Action
		<u>          </u>	Discussion
FROM:	Dr. Susan J. Cook, Superintendent	<u>          </u>	Information
		<u>          </u>	1st Reading
DATE:	May 28, 2015		
AGENDA ITEM:	<u>*Extracurricular Fee Schedule for 2015-2016</u>		
INITIATED BY:	<u>David Velazquez, Director of Finance</u>	SUBMITTED BY:	<u>Cathy Thompson, Director of Business Services</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Cathy Thompson, Director of Business Services</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	BBA, ARS 15-342.24		

Funding Source: N/A  
Budgeted: N/A

Statute also permits the Governing Board to authorize Principals to waive all or part of the assessed fee for extracurricular activities if the fee creates an economic hardship for a pupil. It is recommended that Principals be authorized to waive extracurricular fees in the event of economic hardship for a pupil. The Income Chart is used as guidance for staff when considering a waiver of fees. This chart allows for consistency throughout the District regarding fee waivers; final decision is at the discretion of the Principal.

## Superintendent

Lester J. Cook

Abstain	Yay	Ave	Second	Motion	Board Action
					Adams
					Graziano
					Herrera
					Jahneke
					Lambert

35.

**PROPOSED FEE SCHEDULE**  
Washington Elementary School District  
2015-2016 School Year

To be presented to Governing Board for approval on May 28, 2015

Arizona Revised Statute 15-342.24 authorizes the Governing Board to assess reasonable fees for optional extracurricular activities and programs conducted when school is not in session, except that no fees shall be charged for pupils' access to or use of computers or related materials. These fees shall not exceed the actual costs of the activities, programs, services, equipment or materials.

**Extra-Curricular Activities**      *(optional, non-credit, educational activities which supplement the education program of the school – fee shall not exceed the per-student cost of the activity)*

Minimum Fee	\$ 1.00
Maximum Fee	\$25.00

**Athletic Participation Fees** (per sport)

K-6 Teams	\$15.00
7-8 Teams	\$25.00

*(If a 5<sup>th</sup> or 6<sup>th</sup> grade student participates on a 7-8 team, they must pay the 7-8 participation fee.)*

**Instrument Rental Fee** (per school year)      \$20.00

**Student Activity Card/Sticker** (not to exceed) \$10.00  
*(Payment of this fee allows student admission to school athletic events requiring admission fees.)*

<b>ID Replacement Card</b>	\$ 5.00
<b>Lanyard</b>	\$ 0.50
<b>ID Pouch</b>	\$ 0.50

**PE Lock Replacement**      \$ 5.00

Principals are authorized to waive all or part of any assessed fees if the fee creates economic hardship for a pupil. Please contact the office at your child's school if payment of assessed fees might create a hardship for your family.





**Washington Elementary School District #6**  
**Fee Waiver Application**  
**2015/2016**

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Household Size \_\_\_\_\_ Income \_\_\_\_\_

The following Income Chart will be used to determine your family's eligibility for assistance in paying student fees.

Income Chart			
<u>Household Size</u>	<u>Annual</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$21,775	\$1,815	\$419
2	\$29,471	\$2,456	\$567
3	\$37,167	\$3,098	\$715
4	\$44,863	\$3,739	\$863
5	\$52,559	\$4,380	\$1,011
6	\$60,255	\$5,022	\$1,159
7	\$67,951	\$5,663	\$1,307
8	\$75,647	\$6,304	\$1,455
For each additional family member add	+\$7,696	+\$642	+\$148

If your household income is at or below the amount(s) on the income chart, you may receive an 80% waiver of fees.  
At the discretion of the principal, the entire fee may be waived.

If you qualify for a waiver of fees, complete this application and submit it to the school office along with written proof of your income level.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

THE INFORMATION YOU PROVIDE WILL BE USED ONLY TO VERIFY ELIGIBILITY FOR FINANCIAL ASSISTANCE.  
THE INFORMATION PROVIDED WILL REMAIN CONFIDENTIAL.



**Distrito Escolar Washington #6**  
**Petición para Exoneración de Estipendio**  
**2015/2016**

Estudiante \_\_\_\_\_ # de Identificación \_\_\_\_\_ Escuela \_\_\_\_\_

Dirección \_\_\_\_\_

Número de personas en la familia \_\_\_\_\_ Ingresos \_\_\_\_\_

La siguiente Lista de Ingresos se utilizará para determinar la elegibilidad para asistencia en pagar los estipendios estudiantiles.

Lista de Ingresos			
<u># de Personas/Casa</u>	<u>Anual</u>	<u>Mensual</u>	<u>Semanal</u>
1	\$21,775	\$1,815	\$419
2	\$29,471	\$2,456	\$567
3	\$37,167	\$3,098	\$715
4	\$44,863	\$3,739	\$863
5	\$52,559	\$4,380	\$1,011
6	\$60,255	\$5,022	\$1,159
7	\$67,951	\$5,663	\$1,307
8	\$75,647	\$6,304	\$1,455
Agrega por cada miembro adicional de la familia	+\$7,696	+\$642	+\$148

Si sus ingresos son menos de las cantidades en la lista, pudiesen recibir un 80% de descuento en los estipendios.  
A la discreción del director, el estipendio total pudiese ser exonerado.

Si califican para una exoneración de estipendios, favor de completar y someter esta petición a la oficina de la escuela junto con copias de una prueba de sus ingresos.

\_\_\_\_\_  
Firma de uno de los Padres o Guardián

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Director(a)

\_\_\_\_\_  
Fecha

LA INFORMACIÓN PROVISTA SE USARÁ ÚNICAMENTE PARA VERIFICAR LA ELEGIBILIDAD PARA ASISTENCIA FINANCIERA.

**WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6**

TO:	Governing Board	<u>          X          </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u>                          </u>	Discussion
		<u>                          </u>	Information
DATE:	May 28, 2015	<u>                          </u>	1st Reading
AGENDA ITEM:	<u>*Acceptance of the 2015 Barbara Park Literacy Grant in the amount of \$2,400.00</u>		
INITIATED BY:	<u>Kathleen McKeever, Director of Academic Support Programs</u>	SUBMITTED BY:	<u>Kathleen McKeever, Director of Academic Support Programs</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Kathleen McKeever, Director of Academic Support Programs</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>DDA</u>		

**SUPPORTING DATA**

Funding Source: Grants  
Budgeted: Yes


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

Funder	Location	Amount	Purpose
Barbara Park Literacy Grant	Sunburst (N)	\$400.00	Books
Barbara Park Literacy Grant	Shaw Butte (N)	\$400.00	Books
Barbara Park Literacy Grant	Manzanita (N)	\$400.00	Books
Barbara Park Literacy Grant	Richard E. Miller (N)	\$400.00	Books
Barbara Park Literacy Grant	Mountain View (N)	\$400.00	Books
Barbara Park Literacy Grant	Sunnyslope (N)	\$400.00	Books

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

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the acceptance of the 2015 Barbara Parks Literacy Grant in the amount of \$2,400.00 and authorize the Superintendent to execute all necessary documents.

Superintendent 

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

Agenda Item \*II.O.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: May 28, 2015 Information  
AGENDA ITEM: \*Annual Agreement with Honor Health Desert Mission Food Bank 1st Reading  
INITIATED BY: Dorothy Watkins, Administrator of Social Services SUBMITTED BY: Dorothy Watkins, Administrator of Social Services  
PRESENTER AT GOVERNING BOARD MEETING: Dorothy Watkins, Administrator of Social Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

Desert Mission is a non-profit agency that provides a spectrum of health and social services to at-risk families in North Phoenix including the Desert Mission Food Bank. WESD has a high number of schools participating in the free and reduced lunch program. Data support that many children on the free and reduced lunch program are at risk of going hungry over the weekends. Desert Mission has worked with the District for years by providing weekend snack-packs and healthy daily snacks for students. The snack-packs are provided at no cost to the District.

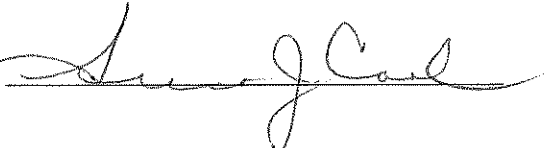
The following schools in the District have been selected to be the recipient of snack packs for identified students for the 2015-2016 school year:

Desert View	Lakeview	Manzanita	Orangewood
Mountain View	Ocotillo	Royal Palm	Cholla
Alta Vista	Washington	Tumbleweed	Moon Mountain
Richard E. Miller	Shaw Butte	Sunnyslope	Mountain Sky
Ironwood	Chaparral	Palo Verde	Desert Foothills
Sweetwater			

Desert Mission requires annual agreements for partnership agencies to provide these services. The annual agreement has been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the annual agreement with Desert Mission Food Bank and authorize the Superintendent to execute the documents.

Superintendent 

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

Agenda Item \*II.P.

# HONORHEALTH

## Desert Mission Food Bank Agency Agreement 2015

The purpose of this agreement is for our agencies to help individuals/families get needed support from the HonorHealth Desert Mission Food Bank in the most efficient, effective manner. Because the Food Bank receives the majority of its products from donated sources, we must follow certain guidelines to properly maintain the integrity of the donated product and the donor's interest. We ask that our agencies help us meet these regulations by agreeing to the following:

### Partner Agencies:

The core measure of the agency is to work with individuals or families to work toward self-sufficiency on a long-term basis.

- New applicants will provide a copy of their 501(C) (3) for the Food Bank to keep on file.
- The agency cannot sell, trade or barter the items obtained from the Food Bank, nor can they be used for fund raising, auctions or raffles. Items will be used to provide services to the clients that you serve, and cannot be used as gifts to staff, volunteers or for Food Drives.
- The Desert Mission Food Bank reserves the right to remove an agency from its approved agency list if the agency does not adhere to the terms of this agreement.
- The Food Bank does not guarantee that supplies will be available on a routine basis for your agency. The Food Bank will contact you as these supplies become available, or you may submit your request by email to [Barb.McMahon@HonorHealth.com](mailto:Barb.McMahon@HonorHealth.com)
- Clients will only be served within the Desert Mission Food Bank service area.
- What type of service do you offer your families and individuals? educational, community referrals and case management by school social workers

On behalf of Washington Elementary School District #6 4650 W. Sweetwater Glendale, AZ 85304  
(Please print agency name, address, and zip code)

I Dr. Susan J. Cook  
(Please print your name)

Understand that in order for my agency to remain in good standing with the Desert Mission Food Bank, I must adhere to these policies and procedures. Failure to comply may cause the partnership status to be revoked.

\_\_\_\_\_  
(Agency Representative Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Agency Representative Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Food Bank Approval

\_\_\_\_\_  
(Date)

Approved Partner Agency



\*\*\*\*\*  
Direct Service \_\_\_\_\_  
Agencies who work directly with clients

\*\*\*\*\*  
Limited Service \_\_\_\_\_  
Agencies who do not work directly with clients

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Chaparral School

Name of Agency

Website address

3808 W Joan De Arc

Phoenix Az

85029

Address

City

State

Zip

602-896-5300

602-896-5320

Office Phone

Office General e-mail

Fax number

Dr. Susie Cook / Dorothy Watkins

Agency Director (Please print)

Signature required

dorothy.watkins@wesd.schools.org

E-mail address of Agency Director

602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Angela Harris Office Manager

1. Print Name of Representative

Title

Signature

angela.harris@wesd.schools.org

E-mail of Representative

602-896-5381

Office Cell phone

2. Print Name of Representative

Title

Signature

E-mail of Representative

Cell phone

Requested number of Snack Packs: 20 per week.

Preferred start date for 2015-16 school year: Aug 15, 2015

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Desert Foothills Junior High  
 Name of Agency Website address  
 3333 W. Barff Ln. phoenix AZ ~~85007~~ 85053  
 Address City State Zip  
 602-896-5536 misty.walden@wedschools.org 602-896-5522  
 Office Phone Office General e-mail Fax number  
 Dr. Susie Cook / Dorothy Watkins  
 Agency Director (Please print) Signature required  
 dorothy.watkins@wedschools.org  
 E-mail address of Agency Director  
 602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Misty Walden	Social Worker	<i>Misty Walden</i>
1. Print Name of Representative	Title	Signature
misty.walden@wedschools.org		928-308-0833
E-mail of Representative		Cell phone
Melissa Clatone	Health Tech	
2. Print Name of Representative	Title	Signature
Melissa.clatone@wedschools.org		602-896-5510
E-mail of Representative		Cell phone

Requested number of Snack Packs: 20 per week  
~~20 per week~~  
 Preferred start date for 2015-16 school year: 8/21/15

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Palo Verde Middle School  
Name of Agency Website address

7502 N. 39<sup>th</sup> Ave Phoenix AZ 85051  
Address City State Zip

602 347-2500 602-347-2520  
Office Phone Office General e-mail Fax number

Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required

dorothy.watkins@wesd.schools.org  
E-mail address of Agency Director

602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Abigail Parent Social Worker [Signature]  
1. Print Name of Representative Title Signature

abigail.parent@wesd.schools.org 602-347-2572 office  
E-mail of Representative Cell phone

602-663-3825 cell

Deena McGlade Office Manager  
2. Print Name of Representative Title Signature

deena.mcglade@wesd.schools.org 602-347-2501  
E-mail of Representative Cell phone

Requested number of Snack Pacs: 40 per week

Preferred start date for 2015-16 school year: Aug 30, 2015

\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com



## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Sweetwater Elementary School

Name of Agency Website address

4662 W. Sweetwater Ave. Glendale, AZ 85304

Address City State Zip

602-896-6565

Office Phone Office General e-mail Fax number

Dr. Susie Cook / Dorothy Watkins

Agency Director (Please print) Signature required

dorothy.watkins@wesd.schools.org

E-mail address of Agency Director

602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

<u>Jaime Smilovici</u>	<u>School Social Worker</u>	<u>Jaime Smilovici</u>
1. Print Name of Representative	Title	Signature
<u>jaime.smilovici@wesdschools.org</u>		<u>602-402-0287</u>
E-mail of Representative		Cell phone

2. Print Name of Representative	Title	Signature
E-mail of Representative		Cell phone

Requested number of Snack Packs: 10 per week

Preferred start date for 2015-16 school year: August 15, 2015

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at [Barb.McMahon@HonorHealth.com](mailto:Barb.McMahon@HonorHealth.com)**

## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Tumbleweed Elementary School

Name of Agency Website address  
4001 W. Laurel Lane Phoenix AZ 85029  
Address City State Zip

602-896-6658 amanda.guine@wesdschools.org  
Office Phone Office General e-mail Fax number

Dr. Susie Cook / Dorothy Watkins 602-896-6620  
Agency Director (Please print) Signature required

dorothy.watkins@wesdschools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

#2 Adele Russell Principal  
1. Print Name of Representative Title Signature  
Adele.russell@wesdschools.org  
E-mail of Representative

#1 Amanda Quine Social Worker Amanda Quine  
2. Print Name of Representative Title Signature  
Amanda.guine@wesdschools.org 602-896-6658  
E-mail of Representative Cell phone

Requested number of Snack Packs: 60/mo  
Preferred start date for 2015-16 school year: Aug 14, 2015

\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Cholla Middle School deana.hewellyn@wescschools.org  
 Name of Agency Website address  
3120 W. Cholla St Phoenix AZ 85029  
 Address City State Zip  
602-896-5420 602-896-5420  
 Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
 Agency Director (Please print) Signature required  
dorothy.watkins@wescschools.org  
 E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Deana Hewellyn Social Worker [Signature]  
 1. Print Name of Representative Title Signature  
deana.hewellyn@wescschools.org  
 E-mail of Representative Cell phone  
Monica Ramirez Office Manager  
 2. Print Name of Representative Title Signature  
monica.ramirez@wescschools.org  
 E-mail of Representative Cell phone

Requested number of Snack Packs: 20 per week  
 Preferred start date for 2015-16 school year: 9/14/2015

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at [Barb.McMahon@HonorHealth.com](mailto:Barb.McMahon@HonorHealth.com)**

## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Manzanita Elementary (WESD) Washington Elementary School District

Name of Agency Website address  
8430 N. 39th Ave Phoenix AZ 85051  
Address City State Zip

602-347-2200

Office Phone Office General e-mail Fax number

Dr. Susie Cook / Dorothy Watkins

Agency Director (Please print) Signature required

dorothy.watkins@wesdschools.org

E-mail address of Agency Director

602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients.

Susie Amado Social Worker

1. Print Name of Representative

Title

Signature

Susie.amado@wesdschools.org

E-mail of Representative

Cell phone

623-866-8172

2. Print Name of Representative

Title

Signature

E-mail of Representative

Cell phone

Requested number of Snack Packs:

90 per week

Preferred start date for 2015-16 school year:

August 10, 2015

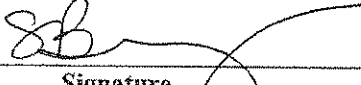
\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Shaw Butte Elementary School - WESD  
 Name of Agency Website address  
 12202 N. 21<sup>st</sup> Avenue Phx AZ 85029  
 Address City State Zip  
 602-347-4200 sandra.berry@wesdschools.org 602-347-4220  
 Office Phone Office General e-mail Fax number  
 Dr. Susie Cook / Dorothy Watkins  
 Agency Director (Please print) Signature required  
 dorothy.watkins@wesdschools.org  
 E-mail address of Agency Director  
 602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Sandra Berry	Social Worker	
1. Print Name of Representative	Title	Signature
sandra.berry@wesdschools.org		602-432-6455
E-mail of Representative		Cell phone
Tracy Maynard	Principal	
2. Print Name of Representative	Title	Signature
tracy.maynard@wesdschools.org		602-347-4200
E-mail of Representative		Cell phone

Requested number of Snack Packs: 100 per week.

Preferred start date for 2015-16 school year: 8/21/15 or 8/14/15

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Mountain View Elementary School  
Name of Agency Website address  
801 W. Peoria Phoenix AZ 85029  
Address City State Zip  
(602)347-4100 (602)347-4120  
Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required  
dorothy.watkins@wesd.schools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

<u>Nellie Schneider</u>	<u>Social Worker</u>	<u>Nellie Schneider</u>
1. Print Name of Representative	Title	Signature
<u>nellie.schneider@wesd.schools.org</u>		<u>(602)347-4436</u>
E-mail of Representative		Cell phone
<u>Ana Issa</u>	<u>Social Worker</u>	<u>Ana Issa</u>
2. Print Name of Representative	Title	Signature
<u>ana.issa@wesd.schools.org</u>		<u>(602)347-4486</u>
E-mail of Representative		Cell phone

Requested number of Snack Packs: 50 per week  
Preferred start date for 2015-16 school year: Sept. 4, 2015

\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

# HONORHEALTH

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Moon Mountain Elementary School		WESD.org	
Name of Agency		Website address	
13425 N. 19th Ave	Phoenix	Arizona	85029
Address		City	State Zip
602-896-6000	adriana.lopez@wesdschools.org	602-896-6020	
Office Phone	Office General e-mail	Fax number	
Dr. Susie Cook / Dorothy Watkins		Signature required	
Agency Director (Please print)		E-mail address of Agency Director	
		dorothy.watkins@wesd.schools.org	
602-347-2636			

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Adriana M. López	School Social Worker	<i>Adriana M. Lopez</i>
1. Print Name of Representative	Title	Signature
adriana.lopez@wesdschools.org		602-896-6076
E-mail of Representative		Cell phone
Lynnda McPherson	School Health Technician	<i>L. McPherson</i>
2. Print Name of Representative	Title	Signature
Lynnda.McPherson@wesdschools.org		602-896-6010
E-mail of Representative		Cell phone

Requested number of Snack Packs: 100 per week

Preferred start date for 2015-16 school year: August 18th

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

9229 N 4<sup>th</sup> St. Phoenix, AZ 85020 P: 602-870-6060, x1345 Fax: 602-331-5744 Email: Barb.McMahon@honorhealth.com

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Desert View Elementary  
Name of Agency Website address  
8621 N. 3rd St. Phoenix  
Address City State Zip  
85020

602-347-4000  
Office Phone Office General e-mail Fax number

Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required

dorothy.watkins@wesd.schools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Jennifer White, SW  
1. Print Name of Representative Title Signature  
Jennifer.White@wesd.schools.org  
E-mail of Representative Cell phone  
602-347-4042

Luis Flores, Parent Liaison  
2. Print Name of Representative Title Signature  
Juan.Flores@wesd.schools.org  
E-mail of Representative Cell phone

Requested number of Snack Packs: 80 per week

Preferred start date for 2015-16 school year: August 20th (2nd or 3rd week in Aug)

**\*\*Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**



## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Ocotillo Elementary

Name of Agency Website address

3225 W. Ocotillo Rd. Phoenix AZ 85017

Address City State Zip

602-347-2412 aaron.medina@wesd.schools.org

Office Phone Office General e-mail Fax number

Dr. Susie Cook / Dorothy Watkins

Agency Director (Please print) Signature required

dorothy.watkins@wesd.schools.org

E-mail address of Agency Director

602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Aaron Medina social worker [Signature]

1. Print Name of Representative Title Signature

aaron.medina@wesd.schools.org 602-347-2412

E-mail of Representative Cell phone

2. Print Name of Representative Title Signature

E-mail of Representative Cell phone

Requested number of Snack Packs: 85 per week

Preferred start date for 2015-16 school year: August 10, 2015

**\*\*Reminder – It is your responsibility to keep your email address current with Barb McMahon at [Barb.McMahon@HonorHealth.com](mailto:Barb.McMahon@HonorHealth.com)**

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Orangewood Elementary

Name of Agency

Website address

7337 N. 19<sup>th</sup> Ave

Phoenix

AZ

85021

Address

City

State

Zip

602-347-2900

602-347-2920

Office Phone

Office General e-mail

Fax number

Dr. Susie Cook / Dorothy Watkins

Agency Director (Please print)

Signature required

dorothy.watkins@wesd.schools.org

E-mail address of Agency Director

602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

William D. PADGETT

Social Worker

W.D.P. →

1. Print Name of Representative

Title

Signature

William.padgett@wesd.schools.org

E-mail of Representative

(623) 866-2714

Cell phone

2. Print Name of Representative

Title

Signature

E-mail of Representative

Cell phone

Requested number of Snack Packs: 128 per week

Preferred start date for 2015-16 school year: ~~Aug 31~~ Aug 31/15

\*\*Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Sunnyslope Elementary Wesdschools.org  
Name of Agency Website address  
245 E Mountain View Rd Phoenix AZ 85020  
Address City State Zip  
602 347 4312 Rome Bracamonte Wesdschools.org  
Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins Rome Bracamonte  
Agency Director (Please print) Signature required  
dorothy.watkins@wesdschools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Rome Bracamonte Social Worker Rome Bracamonte  
1. Print Name of Representative Title Signature

Joe Malusso Office Manager [Signature]  
E-mail of Representative Cell phone  
2. Print Name of Representative Title Signature

6023474301  
E-mail of Representative Cell phone

Requested number of Snack Packs: 100 per week

Preferred start date for 2015-16 school year: Aug 10, 2015

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Lakeview Elementary lakeview.wesdschools.org  
 Name of Agency Website address  
3040 W. Yucca St Phoenix AZ 85029  
 Address City State Zip  
602 896 5800 Principal Tim. Woodward @ wesdschools.org  
 Office Phone Office General e-mail  
Myriam. Pacheco @ wesdschools.org 602 896 5820  
 Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
 Agency Director (Please print) Signature required  
dorothy.watkins @ wesdschools.org  
 E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Myriam Pacheco School Nurse [Signature]  
 1. Print Name of Representative Title Signature  
Myriam. Pacheco @ wesdschools.org 602 896 5810  
 E-mail of Representative Cell phone  
M. Denise Koerperick social worker [Signature]  
 2. Print Name of Representative Title Signature  
Maribel. Koerperick @ wesdschools.org 602 896 5824  
 E-mail of Representative Cell phone

Requested number of Snack Packs: 25 / WK

Preferred start date for 2015-16 school year: 9/7/2015

**\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

## Desert Mission Food Bank Partner Agency Application 2015-16

Please print clearly

Royal Palm Cardinals Academy  
Name of Agency Website address  
8520 N. 19th Ave Phoenix AZ 85021  
Address City State Zip  
602-347-3200 RPoffice@westschools.org 602-347-3220  
Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required  
dorothy.watkins@westschools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Carmen Daniel Parent Liaison Carmen Daniel  
1. Print Name of Representative Title Signature  
Carmen.Daniel@westschools.org 480 494 9808  
E-mail of Representative Cell phone  
Becky Hayer Social Worker  
2. Print Name of Representative Title Signature  
Rebecca.Hayer@westschools.org  
E-mail of Representative Cell phone

Requested number of Snack Pacs: 75 per week  
Preferred start date for 2015-16 school year: 8/15/2015

\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Alta Vista Elementary School  
 Name of Agency Website address  
 8710 N. 31st Ave, Phoenix AZ 85051  
 Address City State Zip  
 602-347-2068 elizabeth.herman@wesdschools.org  
 Office Phone Office General e-mail Fax number  
 Dr. Susie Cook / Dorothy Watkins  
 Agency Director (Please print) Signature required  
 dorothy.watkins@wesdschools.org  
 E-mail address of Agency Director  
 602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Elizabeth Herman Social Worker Elizabeth Herman  
 1. Print Name of Representative Title Signature  
 elizabeth.herman@wesdschools.org  
 E-mail of Representative Cell phone  
 MaryAnn Pfeiffer Nurse MaryAnn Pfeiffer  
 2. Print Name of Representative Title Signature  
 maryann.pfeiffer@wesdschools.org  
 E-mail of Representative Cell phone

Requested number of Snack Pacs: 100 per week.  
 Preferred start date for 2015-16 school year: Week of Aug. 31st

\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

**Desert Mission Food Bank**  
**Partner Agency Application 2015-16**  
Please print clearly

Washington Elementary Washington.wesdschools.org  
Name of Agency Website address  
8033 N. 27th Ave Phx AZ 85051  
Address City State Zip  
602 347 3400 602 347 3420  
Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required  
dorothy.watkins@wesdschools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Emma Sanchez Social Worker  
1. Print Name of Representative Title Signature  
emma.sanchez@wesdschools.org 602 347 3472  
E-mail of Representative Cell phone  
Maria Camacho Office manager  
2. Print Name of Representative Title Signature  
maria.camacho@wesdschools.org 602 347 3401  
E-mail of Representative Cell phone

Requested number of Snack Packs: 75 per week  
Preferred start date for 2015-16 school year: 8-17-15

**\*\*Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Ironwood Elementary  
Name of Agency Website address  
14850 N. 39th Ave Phx AZ 85053  
Address City State Zip  
602.896.5600 Tina.cabral@wesdschools.org 602 896.5620  
Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required  
dorothy.watkins@wesdschools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Tina Cabral office mgr. Tina  
1. Print Name of Representative Title Signature  
tina.cabral@wesdschools.org  
E-mail of Representative Cell phone

2. Print Name of Representative Title Signature  
E-mail of Representative Cell phone

Requested number of Snack Packs: 20

Preferred start date for 2015-16 school year: 8.18.15

*\*\*Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com*



## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Richard E. Miller  
Name of Agency Website address  
2021 W Alice Ave Phoenix AZ 85021  
Address City State Zip  
602-347-3000  
Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required  
dorothy.watkins@wesd.schools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Natalie Riddle Madrid School Social Worker  
1. Print Name of Representative Title Signature  
Natalie.RiddleMadrid@wesd.schools.org  
E-mail of Representative Cell phone  
602-347-3074

2. Print Name of Representative Title Signature  
E-mail of Representative Cell phone

Requested number of Snack Packs: 60 per week  
Preferred start date for 2015-16 school year: August, 2015

**\*\*Reminder -- It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

# HONORHEALTH

## Desert Mission Food Bank Partner Agency Application 2015-16 Please print clearly

Mt Sky middle school wesd.k/schools  
Name of Agency Website address  
116225 N. 7<sup>th</sup> avenue Phoenix AZ 85023  
Address City State Zip  
602-896-6100 Perry.mason@wesdschools.org 602-896-6120  
Office Phone Office General e-mail Fax number  
Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print) Signature required  
dorothy.watkins@wesd.schools.org  
E-mail address of Agency Director  
602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Karen Mull Counselor Karen Mull  
1. Print Name of Representative Title Signature  
Karen.mull@wesdschools.org 602-896-6159  
E-mail of Representative Cell phone

2. Print Name of Representative Title Signature  
E-mail of Representative Cell phone

Requested number of Snack Packs: 30

Preferred start date for 2015-16 school year: week of Aug 24, 2015

**\*\*Reminder — It is your responsibility to keep your email address current with Barb McMahon at [Barb.McMahon@HonorHealth.com](mailto:Barb.McMahon@HonorHealth.com)**

9229 N 4<sup>th</sup> St, Phoenix, AZ 85020 P: 602-870-6060, x1345 Fax: 602-331-5744 Email: [Barb.McMahon@honorhealth.com](mailto:Barb.McMahon@honorhealth.com)

TO:	Governing Board	<u>X</u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u>          </u>	Discussion
DATE:	May 28, 2015	<u>          </u>	Information
AGENDA ITEM:	*Approval of the Head Start Facility Locations and Program Approach Changes for the 2015-2016 Program Year		
INITIATED BY:	<u>Diana Howsden, Director of Head Start Services</u>	SUBMITTED BY:	<u>Diana Howsden, Director of Head Start Services</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Natalie McWhorter, Director of Curriculum</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:			

Funding Source: Head Start  
Budgeted: Yes

With the addition of the Preschool Development Grant, the Head Start program has the ability to increase quality by the blending of funds to provide full day services for 112 Head Start students. The program approach for nine Head Start classrooms will result in full day (6.5 hours) services for Head Start students. In order to accommodate the new program approach, five current double session Head Start classrooms located at Arroyo, Shaw Butte, Sunburst, Sunset, and Tumbleweed will transition to full day classrooms; three current Head Start sites located at Ocotillo, Richard E. Miller, and Shaw Butte will each add one full day classroom; and one new Head Start site/classroom will be located at Palo Verde. The Head Start Facility Location Chart/Program Option form and the Head Start Program Approach form are attached.

## SUMMARY AND RECOMMENDATION

Superintendent

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

63.

# FACILITY LOCATION CHART / PROGRAM OPTION

DELEGATE AGENCY: Washington Elementary School District No. 6

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

NAME OF SITE / ADDRESS	CLASSROOM	HOURS	# OF CHILDREN	PROGRAM OPTION**	TEACHER/ Support Instructor
Acacia 3021 W. Evans Phoenix, AZ 85053-5799	Room #117	AM: 7:30-11:00 PM: 11:30-3:00 Blended Funding	AM: 17 PM: 17	DS	T: Open position SI: To be determined SI: Caitlyn Selzer
Arroyo 4535 W. Cholla Glendale, AZ 85304-3599	Room #B3-A	7:30-2:00	12	FD	T: Robin Alvidrez SI: Loretta Moncibaez IA: Amanda Morari
Alta Vista 8710 N. 31 <sup>st</sup> Ave Phoenix, AZ 85051-3998	Room # (room is not numbered)	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Jenny Villamil SI: Cindy Smith SI: Maisie Kaven
Desert View 8621 N. 3 <sup>rd</sup> St. Phoenix, AZ 85020-3185	Room # 501	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Susan Servin SI: Nooshin Rajaei-Tehrani SI: Brenda Creswell-Liotta
John Jacobs 14421 N. 23 <sup>rd</sup> Ave Phoenix, AZ 85053	Room # 38	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Debra Heller SI: Flora Banuelos SI: To be determined
Manzanita 8430 N. 39 <sup>th</sup> Ave Phoenix, AZ 85051-4799	Room # 901	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Open Position SI: Jennifer Mast SI: To be determined
Maryland 6503 N. 21 <sup>st</sup> Ave Phoenix, AZ 85015-1555	Room # 44	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Tania Ascencio SI: Maria Soto SI: Vanessa Satterlund

Moon Mountain 13425 N. 19 <sup>th</sup> Ave Phoenix, AZ 85029-1698	Room # E115	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Debbie Goebel SI: Blanca Hernandez SI: Lindsey Tieman
Mountain View 801 W. Peoria Phoenix, AZ 85029-5301	Room # C154	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Open Position SI: Juana Aguirre SI: Michelle Herrera
Mountain View 801 W. Peoria Phoenix, AZ 85029-5301	Room # C156	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Open Position SI: Lisa Olguin SI: Adriana Cruz-Galarza
Ocotillo 3225 W. Ocotillo Phoenix, AZ 85017-1055	Room # E118	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Kathi Harrell SI: Ada Ortega SI: Stephanie Melendez
Ocotillo 3223 W. Ocotillo Phoenix, AZ 85017-1055	Room # E115	Blended Funding 7:30-2:00	12	FD	T: Joyce Chase SI: Norma Estrada IA: Genesis Hernandez
Palo Verde 7502 N. 39 <sup>th</sup> Ave Phoenix, AZ 85051	Room #903	Blended Funding 8:15-2:45	12	FD	T: Shelly Alexander SI: Andrea Moreno IA: Open position
Richard E. Miller 2021 W. Alice Phoenix, AZ 85021-4299	Room # Portable West side	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Open Position SI: Alicia Olalde SI: Maria Isabelle Barrett
Richard E. Miller 2021 W. Alice Phoenix, AZ 85021-4299	Room # Portable East side	Blended Funding 7:30-2:00	12	FD	T: Patty Howick SI: Ana Ruvalcaba IA: Open position
Sahuaro 12835 N. 33 <sup>rd</sup> Ave Phoenix, AZ 85029-2209	Room # 805	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Open Position SI: Judy McCarty SI: Aaron Olheiser
Shaw Butte 12202 N. 21 <sup>st</sup> Ave Phoenix, AZ 85029-5599	Room # A-3	Blended Funding 8:15-2:45	14	FD	T: Sophia Walden SI: Christina Gonzalez IA: Open position
Shaw Butte 12202 N. 21 <sup>st</sup> Ave Phoenix, AZ 85029-5599	Room # A-4	Blended Funding 8:15-2:45	14	FD	T: Beverly Wood SI: Maria Zarate IA: open position
Sunburst 14218 N. 47 <sup>th</sup> Ave Glendale, AZ 85306-4499	Room #29 and 93	Blended Funding 7:30-2:00	12	FD	T: Jill Mirza SI: Breanne Freeman IA: Open position
Sunset 4626 W. Mt. View Road Glendale, AZ 85302-2609	Room # 514	Blended Funding 7:30-2:00	12	FD	T: Kate Beckenhauer SI: Eddie Valdez IA: Open position

Sunnyslope 245 E. Mt. View Rd Phoenix, AZ 85020	Room # 301	AM: 7:30-11:00 PM: 11:30-3:00 Blended Funding	AM: 17 PM: 17	DS	T: Open Position SI: To be determined SI: Jacqueline Rivera Rangel
Tumble weed 4001 W. Laurel Lane Phoenix, AZ 85029	Room # 38	8:00-2:30	12	FD	T: Lindsey Livingstone SI: Maria Meza IA: Open Position
Washington 8033 N. 27 <sup>th</sup> Ave Phoenix, AZ 85051-6399	Room # A103	AM: 7:30-11:00 PM: 11:30-3:00	AM: 17 PM: 17	DS	T: Sarah Gonzalez SI: Reyna Valenzuela SI: Chelsey Hunter

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

# GRANT APPLICATION REPORT

Agency Washington Elementary School District No. 6

## Program Approach Form

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

<b>III. Program Schedule</b>				
1. Program schedule number	1	2	3	
2. Program option identification	CB	CB		
3. Funded enrollment	476	112		
<b>Complete #4-9 for center-based, family child care, combination, and other options</b>				
4a. Number of classes/groups/family child care settings	28	9		
4b. Double session	28	0		
5. Number of hours of classes/groups/FCC settings per child, per day	3.5	6.5		
6. Number of days of classes/groups/FCC settings per child, per week	4	4		
7. Number of days classes/groups/FCC settings per child, per year	140	140		
8. Number of home visits per child, per year	2	2		
9. Number of hours per home visit	1	1		
<b>Complete #10-13 for home-based options</b>				
10. Number of home visits per child, per year				
11. Number of hours per home visit				
12. Number of hours per home-based socialization experience				
13. Number of home-based socialization experiences per child per year				