



Sunnyside Unified School District No. 12
 Governing Board
 Regular Board Meeting Agenda

May 27, 2014
 6:30 PM

Board Room, 2238 E. Ginter Road, Tucson, Arizona 85706

1. <u>OPENING OF MEETING</u>	<u>PROPOSED BY</u>	<u>PURPOSE</u>
a) Call to Order		
b) Salute to the Flag		
c) Signing of the Register		
d) Roll Call of Board		
e) Approval of Agenda		
f) Superintendent's Report		
1. Superintendent's Report	Dr. Isquierdo	Information
g) Recognition		
2. <u>CALL TO THE AUDIENCE*</u>		
<u>Consideration and discussion of comments and concerns from the public. Those wishing to address the governing board on items on or not on tonight's agenda may do so at this time. Speakers are requested to hold their comments to three (3) minutes. Call to the Audience will be limited to 15 minutes. In accordance with the Arizona Open Meeting Law, board members may not respond, comment or ask questions of speakers regarding issues not on the agenda.</u>		
3. <u>CONSENT AGENDA**</u>		
a) Approval of Governing Board Minutes		
1. Approval of Governing Board Minutes		Action
b) Personnel		
1. Leave of Absence		Action
2. Personnel Report		Action
Consideration of approving certified and classified support staff hires, rehires, transfers, coaches and substitutes, requests for resignations, retirements.		
c) Vouchers		
1. Vouchers		Action
d) Lost Warrants		
e) Financial Statements		
f) Use of Facilities		
1. Use of Facilities		Info/Action
g) Student Attendance Requests		
h) Student Travel Requests		

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|----|---|--|-------------|
| 1. | Student Travel Requests | | Action |
| i) | Personnel Travel Requests | | |
| 1. | Out of District Travel Requests | | Action |
| j) | Board Travel Requests | | |
| k) | Contract with Outside Agency | | |
| 1. | Amendment to the Intergovernmental Agreement (IGA) between Sunnyside Unified School District (SUSD) and the Pima County Juvenile Court Center (PCJCC) for On-site Probation Officers | | Action |
| 2. | Sun-Tran Non-profit Program Agreement | | Action |
| 3. | Use of Premises Agreement for Pima County Department of Public Health | | Action |
| l) | Supplementary Textbooks | | |
| m) | Application/Amendment for Funding | | |
| n) | Business and Finance | | |
| 1. | Gifts & Donations | | Info/Action |
| o) | Open Enrollment | | |
| p) | Revisions of Governing Board Policies, Regulations, Exhibits | | |
| 1. | First Reading: Policy JLF: Reporting Child Abuse/Child Protection | | Information |
| 2. | Response to Policy Advisories from the Arizona School Boards Associations (ASBA) for policies BCB, BE, BEDB, CBCA and CBI | | Action |
| q) | Request for Early Graduation | | |
| r) | 2014 Summer Laptop Program | | Info/Action |
| s) | Bond Advisory Committee-Reapplication Request | | Action |

4. **GENERAL FUNCTIONS**

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|----|---|---------------|-------------|
| a) | SUSD 2014-2015 School Transformation | Dr. Vesely | Action |
| b) | 2014-15 Digital Curriculum and Technology Bond Budget | J. Baca | Info/Action |
| c) | Award of RFP for Digital Content for Secondary Students | H. Encinas | Info/Action |
| d) | Renaming of Sunnyside Park to Command Sergeant Major Martin R. Barreras Park | M. Veres | Info/Action |
| e) | Update on the Governing Board's Request for an Apology and Correction of Statements on Graduation Data made by Mr. Crouch. | Ms. Dong | Information |
| f) | Filing of an Open Meeting Law Complaint with Arizona Attorney General's Office | Ms. Dong | Information |
| g) | Request for Executive Session | Dr. Isquierdo | Action |

Personnel, Pursuant to A.R.S. 38-431.03(A)(1).
Discussion or consideration or appointment and/or employment, and/or salary of a public appointee and/or employee, employment assignment, appointment, promotion; This personnel executive session may include discussion concerning;
(a) Reassignment/transfer of certain Central Office and Non-Central Office Administrators; (b) Discussion of salaries/fringe benefits of certain Central Office and Non-Central Office Administrators, (c) Discussion of Superintendent's 2013-2014 Performance Compensation Goal.

(The employees who may be discussed during the personnel executive session set out about have received individual written notices informing them that their employment might be discussed at the executive session.)

Legal Advice, Pursuant to A.R.S. 38-431.03(A)(3) and (A) (4).

Discussion or consultation for legal advise with the attorney or attorneys of the school district related to the Superintendent's Contract and items referenced in personnel Executive Session about mentioned in A.R.S. 38-431.03(A)(1).

h) Results of Executive Session

Dr. Isquierdo

Action

This item is placed on the agenda to give the Governing Board Members the option, if needed, of taking action as a result of discussion held in Executive Session.

1. Possible approval of the 2013-2014 Superintendent's Performance Pay of Compensation Goals.
2. Possible appointment of Interim Principal at Craycroft Elementary School.
3. Possible appointment for replacement of Sierra Assistant Principal.
4. Possible approval for salary adjustment for Post-Retirement Principals.
5. Possible approval for salary/or fringe benefits adjustment for Central District Administrators.

* Names and detail available in the Governing Board office during regular working

5. UNFINISHED BUSINESS

6. ADJOURNMENT

*** If you desire to speak before the Governing Board, please read and complete the yellow card provided at the sign-in table and deliver to the Administrative Assistant to the Governing Board (Pursuant to Board Policy BEDH - Public Participation at Board Meetings).**

**** Names and details are available in the Office of the Superintendent during normal business hours.**

***** (If used) All actions concerning this may be done in executive session.**



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: Superintendent's Report #0

TITLE OF AGENDA ITEM: Superintendent's Report

ACTION TYPE: Information

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Dr. Manuel L. Isquierdo, Superintendent

DESCRIPTION/JUSTIFICATION:

Dr. Manuel L. Isquierdo, Superintendent will review the Superintendent's Report for the Governing Boards information.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Information Item

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

CREATION:

Date/Time: 5/21/2014 12:11:00 PM	Department: Superintendent
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APPROVALS:

Date/Time: 5/22/2014 10:24 AM	Approval: Approved	Department: Superintendent
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SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Approval of Governing Board Minutes #0

TITLE OF AGENDA ITEM: Approval of Governing Board Minutes

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Dr. Manuel L. Isquierdo, Superintendent

DESCRIPTION/JUSTIFICATION:

Recommend approval of the following Governing Board meeting minutes:

- Regular Governing Board Meeting, Tuesday, May 13, 2014
- Public Hearing Meeting, Friday, May 16, 2014
- Special Governing Board Meeting, Friday, May 16, 2014

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval as submitted.

ATTACHMENTS:

Name:	Description:	Type:
Regular Board Mins 5-13-14.pdf	Regular Governing Board Mins 5-13-14	Cover Memo
Public Hearing Mins 5-16-14.pdf	Public Hearing Mins 5-16-14	Cover Memo
Special Governing Board Mins 5-16-14.pdf	Special Board Meeting Mins 5-16-14	Cover Memo

CREATION:

Date/Time:
5/21/2014 11:59:11 AM

Department:
Superintendent

APPROVALS:

Date/Time:
5/23/2014 3:43 PM

Approval:
Approved

Department:
Superintendent

Agenda Minutes

Close



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

Minutes of the Regular Board Meeting of the Governing Board

PLACE:

Board Room, 2238 E. Ginter Road,
Tucson, Arizona 85706

DATE:

Tuesday, May 13, 2014

TIME:

7:30 AM

The Regular Governing Board meeting convened at 7:36 a.m.; Roll Call: Mr. Hernandez joined the meeting at 7:45 a.m.; Mr. Garcia Absent.

Approval of Agenda

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve the agenda as submitted. Motion Passed.

Superintendent's Report

Dr. Manuel L. Isquierdo, Superintendent presented the Superintendent's Report to the Governing Board for their information as follows:

The Sunnyside Alumni Association awarded over \$50,000 in scholarships at the for Dollars for Scholars reception on April 30.

Sunnyside's very own Ballet Folklorico Los Diablitos Azules took 1st Place at the Tucson International Mariachi Conference Student Showcase this past weekend. They won the peoples' choice award with over 17,000+ votes in their favor! The Grand Prize was \$1000.00 for the winning group, and bragging rights.

The 23rd Annual Sunnyside Noches de las Estrellas was celebrated last week. The two-day festival included history and cultural curriculum that aligned students learning with the big performances at the Friday matinee and the Saturday all-day showcase.

Congressman Grijalva has chosen Kade Claw out of 16 Art submissions as the winner of this year's art competition. Mr. Claw is a sophomore from Desert View High. He constructed a wonderful self-portrait using words from a poem he wrote—all in ink.

Monday evening seven elementary schools celebrated the Digital Literacy Challenge winners. Over 70 Kindle Fires were given out to students who read more than 10 e-books and completed reports on each book.

Ms. Dong, Dr. Favela and Dr. Disney attended an event last week where Mayor Rothschild received the Ohtli Award and a

beautiful art sculpture was unveiled.

Desert View High School's Martha "Minnie" Torres has received the Dorrance Scholarship award. Minnie's college journey will start with New Start this summer at the University of Arizona! The scholarship covers 8 semesters and is worth up to \$40,000.

Last Saturday over 60 students took part in FreeThrows Xtreme at Liberty Elementary School. State Superintendent John Huppenthal sponsored the event and donated \$5,000 for incentives and prizes for the students.

Sunnyside Graduation Rate Continues to Improve.

Comments were made by a Governing Board member regarding four issues on data posted on the Arizona Department of Education (ADE) public view. Issues that were voiced are as follows: (1) Graduation rate for 2010 shows a 54% graduation rate; (2) Perceived discrepancy of number of students graduating each year; (3) Number of students who graduated in 2007; (4) Graduation trends in the graduation rate from 2008 to 2012.

The Governing Board member shared his own data spreadsheet regarding the discrepancy and perceived false data then requested the resignation of the Superintendent effective immediately.

Caution was given to the Governing Board member by the Governing Board President on a possible violation of the Arizona Open Meeting Law.

Recognition

CALL TO THE AUDIENCE

Ms. Ada Adams, addressed the Board regarding concerns with information that has been shared in the community.

Ms. Liz Denbo, addressed the Board regarding her deep roots in the SUSD community, the direction the district is going and her concerns with online summer school.

Ms. Yolanda Herrera, addressed the Board regarding community concerns regarding information that was shared in the community.

Mr. Eric Giffin, addressed the Board regarding ADE graduation rates, National School Board administration survey and report on funds which SUSD spends in the classroom.

Ms. Deb Hansen, addressed the Board regarding new policies on employment practices in the district.

Acknowledgement of Public Request to Speak

CONSENT AGENDA

Board Member Louie Gonzales moved, seconded by Board Member Daniel Hernandez Jr. to approve the agenda as submitted. Motion Passed.

- a) Approval of Governing Board Minutes
 - 1. **Approval of Governing Board Minutes**
- b) Personnel
 - 1. **Leave of Absence**
 - 2. **Personnel Report**
- c) Vouchers

1. **Vouchers**

- d) Lost Warrants

1. **Lost Warrants**

- e) Financial Statements

1. **Student Activities & Auxiliary Operations Financial Reports for April 2014**

- f) Use of Facilities

1. **Use of Facilities**

- g) Student Attendance Requests

- h) Student Travel Requests

1. **Student Travel Requests**

- i) Personnel Travel Requests

1. **Out of District Travel**

- j) Board Travel Requests

- k) Contract with Outside Agency

1. **AVID College Readiness System Services & Products Agreement**

2. **Intergovernmental Agreement (IGA) between Sunnyside School District and the Pima County Joint Technical Education District #11 (JTED)**

3. **Success for All (SFA) Agreement for Services**

- l) Supplementary Textbooks

- m) Application/Amendment for Funding

- n) Business and Finance

1. **Sunnyside High School Disposal/Removal of Athletic Structure Auxiliary Gym**

2. **Mission Manor Classroom Flooring**

3. **DVHS Concrete 1st & 2nd Floor Polishing & Grinding**

4. **Shade Structures for SSHS Freshman Campus**

5. **Surplus Materials Disposal Request - May 13, 2014**

6. **Purchasing Bid Activity Log - April 2014**

7. **General Statement of Assurance**

8. **Esperanza Vandalized MRP Heat Pump Purchase**

9. **Esperanza Bad Unit-Heat Pump Replacement**

10. **Los Ninos Swamp Cooled Conversion to AC**

11. **Sunnyside High School (SSHS) Underground Line & Leak Tracing**
12. **Relocation of Playground Equipment from Los Ranchitos to Sierra**
13. **Storage Cabinets for Summit View Elementary School**
14. **Change Order Request for Craycroft Paint Job**

- o) Open Enrollment
- p) Revisions of Governing Board Policies, Regulations, Exhibits
- q) Request for Early Graduation

2014-15 Chromebook (laptop) Purchase

GENERAL FUNCTIONS

Fiscal Year 2015 Delegate Assembly / Political Agenda Submission of Proposed Issues for Fiscal Year 2015

Ms. Eva Dong, Governing Board President addressed the Board and reviewed recommended long-term, short-term and 2015 session-specific issues for Board members discussion and consideration. They are as follows:

Long-Term Issues

1. Revisit the motion of high stakes testing and graduation

Short-Term Issues

1. Revamp ELL model to better serve individual district needs.
2. Restore and re-calculate building renewal funding
3. Regain local control over districts evaluation systems
4. Determine tax funding sources from their communities per district

2015 Session-Specific Issues

1. Introduce the ramifications of Prop 301 ending before the funding is gone.
2. The discussion of voluntary, state-wide funding for full day kindergarten
3. Fully funding new testing mandates to include technology needs

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve the long-term, short-term issues and the 2015 session-specific issues proposals as provided by the Governing Board Members to be submitted to ASBA by the close of the business day on May 28, 2014. Motion Passed.

Approval to Exceed Sub-Sections of the FY 13-14 Maintenance & Operations Budget

Mr. Hector Encinas, Chief Financial Officer addressed the Board and presented information to the Board regarding Arizona Department of Education (ADE) recognizes that school districts do not always expend their budgets as proposed in the budget documents. Mr. Encinas reminded the Board that the Governing Board can authorize the expenditures of monies budgeted under the maintenance and operations budget be revised pursuant to A.R.S. 15-905 (G). Mr. Encinas reported that there may be an over-expenditure in Transportation expenditures and, therefore, is requesting the Governing Board authorize to cover the over-expenditure from under-expenditures in the regular M&O subsections.

Board Member Louie Gonzales moved, seconded by Board Member Daniel Hernandez Jr. to approve that the Governing Board authorizes the expenditure of monies budgeted within the maintenance and operations section of the budget for any sub-category (section), with the section in excess of amounts specified, if the expenditures for all subsections of the section do not exceed the amount budgeted. Motion Passed.

2013-14 Budget Revision #1

Mr. Hector Encinas, Chief Financial Officer addressed the Board and reviewed the request for approval on the 2013-2014

budget - revision #1. Mr. Encinas reported that state statues allows revision of a current year's budget prior to May 15th of the current year. The first is due to increase budget balance carry-forward was greater than anticipated from \$1,034,171 to \$3,078,928 due to increase in ADM. The second is the district qualifies for sudden growth - greater than when we adopted the district budget. The growth was in grades 9th thru 12th, over a 100 students more than what the district had last year. The major reasons for the increase is there is an adjustment in the actual budget balance carry-forward. The request is to adjust the adopted budget from:

Maintenance and Operations adopted \$84,000,000 to be revised to \$85,600,000

Unrestricted Capital Adopted \$957,162 to be revised to \$1,999,41

Classroom Site Fund Adopted \$6,467,218 to be revised to \$6,729,155

And other revisions to other funds were made and highlighted.

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve revision #1 of the 2013-2014 budget as presented. Motion Passed.

Request for Executive Session

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve the Governing Board members recess into Executive Session for discussion of Personnel, Pursuant to A.R.S. 38-431.03(A)(1) at 8:15 a.m.. Motion Passed.

Results of Executive Session

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to reconvene the meeting at 8:42 a.m. to approve the appointment of Mr. Roy Massani as the Principal for Apollo Middle School for the 2014-2015 school year and place his salary on the Principal Middle School Level Step 3. Motion Passed.

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve the appointment of Ms. Claudia Gaxiola as the Principal for Liberty Elementary School for the 2014-2015 school year and place her salary on the Elementary Principal School Level Step 2. Motion Passed.

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve the appointment of Mr. Mario Castro as the Assistant Principal for Desert View High School and place his salary on the High School Assistant Principal Level Step 1. Motion Passed.

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve the return of Post R employee, NJ Utter as the Director of College and Career and adjust her salary for the 2014-2015 school year to a Director in a class I status, and place her on Step 7. Motion Passed.

Bond Resolution Authorizing the sale of the amount not to exceed \$18,000,000 of SUSD Class B School Improvement Bonds in one or more series - Bond Counsel Update

Mr. Hector Encinas, Chief Financial Officer addressed the Board regarding the resolution that was passed at the May 1, 2014 Special Board Meeting. Mr. Encinas introduced Mr. William Dehaan, Bond Counsel from Greenberg and Traurig who addressed the Board and reviewed the importance of preparing the offering documents following comments by Governing Board members regarding designing a template or the areas related to the Board's responsibility. Mr. Dehaan responded to Board members comments regarding that his office develop a template for the SUSD district and other school district Boards to assist them with their review of documents related to their Bond responsibilities.

UNFINISHED BUSINESS

ADJOURNMENT

Board Member Louie Gonzales moved, seconded by Board Member Buck Crouch to approve the Governing Board members adjourn the Regular Governing Board Meeting at 8:53 a.m. Motion Passed.

Agenda Minutes

Close



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

Minutes of the Public Hearing Meeting of the Governing Board

PLACE:

Board Room 2238 E. Ginter Road,
Tucson, AZ 85706

DATE:

Friday, May 16, 2014

TIME:

5:00 PM

The Public Hearing Meeting convened at 5:15 p.m.; Roll Call: Mr. Buck Crouch, Absent; Mr. Daniel Hernandez, Jr., Absent.

Approval of Agenda

Board Member Louie Gonzales moved, seconded by Board Member Bobby Garcia to approve the agenda as submitted. Motion Passed.

Superintendent's Report

Recognition

CALL TO THE AUDIENCE

Acknowledgement of Public Request to Speak

CONSENT AGENDA

- a) Approval of Governing Board Minutes
- b) Personnel
- c) Vouchers
- d) Lost Warrants
- e) Financial Statements
- f) Use of Facilities
- g) Student Attendance Requests
- h) Student Travel Requests
- i) Personnel Travel Requests

- j) Board Travel Requests
- k) Contract with Outside Agency
- l) Supplementary Textbooks
- m) Application/Amendment for Funding
- n) Business and Finance
- o) Open Enrollment
- p) Revisions of Governing Board Policies, Regulations, Exhibits
- q) Request for Early Graduation

GENERAL FUNCTIONS

Public Input and Discussion on Graduation

Ms. Eva Carrillo-Dong, Governing Board President addressed the Board members and the audience. Ms. Dong informed all in attendance that the purpose of the Public Hearing is in the interest of receiving public input regarding the importance of graduation and what it means to the Sunnyside community. Ms. Dong informed everyone that at this time if there are any questions from anyone in attendance regarding graduation, the Board and District Administration will address them.

Comments were as follows:

Adrian Landbazo, Did not address the Board.

Kluna Ponce, a student who addressed the Board regarding the unfortunate perception of people in the community who think low of STAR students. STAR has the best teachers and staff and the students of STAR should be recognized and treated equally just like any other high school graduate. All students are the same.

Vasti Xitamul, as student who addressed the Board regarding STAR being a good school and requested that STAR student be allowed to graduate like any other school and should be counted. There are struggles through their lives and they should be counted equally.

Liz Denbo, addressed the Board regarding the Superintendent's leadership and district partnership over the last seven years. Ms. Denbo reviewed technology equipment that are being purchased using Bond funds to make deals to position the Superintendent for public office. Ms. Denbo provided information that Dr. Isquierdo brings high profile dignitary's from all over the country to position himself as the head honcho of the programs putting a computer in the hands of every student. When the Superintendent finally exits the program with his 3 year contract and has spent every cent of the multi million dollar Bond money and the deals are done, Ms. Denbo state that she hopes Sunnyside Unified School District does not become a computer junk yard with thousands upon thousands of broken down and out dated computers piled high in some warehouse. Ms. Denbo stated that graduation rates are not what they should be, and there is a need to get to the bottom of the misleading graduation rates.

John Denbo, addressed the Board regarding the scheduling of the Special Governing Board meeting on the graduation rates. Mr. Denbo informed the Board that he believes the State numbers are correct and questions the fuzzy math that the District is using to come up with their numbers of graduates. Mr. Denbo supports the State public view site data.

Tony Gonzales, addressed the Board regarding the climate of the current Governing Board members and expressed his support of the Board members that believe in the students and staff of the district in their continued support of the graduation rates as they are reported. Mr. Gonzales addressed the disappointment with community people in and out of the district that are sharing negative information regarding the district's graduation rates.

Gina Gonzales, addressed the Board regarding the importance of every student is to be counted in the graduation rates

despite whether they graduate in 4, 5 or 6 years. Ms. Gonzales stated that if a Board member believes that all students do not count - should not be on the Board.

UNFINISHED BUSINESS

ADJOURNMENT

Board Member Louie Gonzales moved, seconded by Board Member Bobby Garcia to approve adjourning the Public Hearing meeting at 5:35 p.m. Motion Passed.

Agenda Minutes

Close



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

Minutes of the Special Board Meeting of the Governing Board

PLACE:

Board Room 2238 E. Ginter Road,
 Tucson, AZ 85706

DATE:

Friday, May 16, 2014

TIME:

5:20 PM

The Special Governing Board meeting convened at 5:35 p.m.: Roll Call: Mr. Buck Crouch, Absent; Mr. Daniel Hernandez, Jr., Absent.

Approval of Agenda

Board Member Louie Gonzales moved, seconded by Board Member Bobby Garcia to approve the agenda as submitted. Motion Passed.

GENERAL FUNCTIONS

Sunnyside/ADE Graduation Reporting

Dr. Manuel L. Isquierdo, Superintendent addressed the Board and provided information regarding the purpose of this item being presented at the Special Governing Board meeting. Due to some very strong comments that have been made by a Governing Board Member and repeated in the press related to the Superintendent intentionally lying about district graduation counts, Dr. Isquierdo informed the Board that the allegation that these graduation numbers are falsified was taken very personally by many people in the district's administration, staff, and high school principals.

Dr. Isquierdo introduced Dr. Yvonne Metcalfe, Ph.D., Chief Accountability Officer for the Arizona Department of Education. Dr. Metcalfe addressed the Board and reviewed information regarding several questions raised about the perceived inaccuracies in the number of students who have graduated from Sunnyside Unified School District's (SUSD) high schools since 2008. Dr. Isquierdo reviewed the areas of concerns as follows:

The graduation rate for the district in 2010 has been accurately stated as 70% when it is listed on the Arizona Department of Education (ADE) website as 54%. The ADE public view lists 54% as the 4-year graduation rate for SUSD in 2010. Dr. Metcalfe addressed the following points regarding the discrepancy: The public view is a snapshot of one point in time and is not refreshed; therefore it does not have a high level of accuracy. Dr. Metcalfe explained that members of the public would not have any knowledge of this issue and would assume that the rates were accurate.

Dr. Metcalfe provided information to the Board regarding a second website that is known as the Common Logon where all Arizona school districts have access to the most current and accurate data for their graduation rates. The data from this site is what all school districts use as part of the school accountability measures that contribute to the letter grade of the

high schools. Dr. Metcalfe confirmed that on the Common Logon site the four-year graduation rate for SUSD for 2010 is 70% and now to date the 2010 cohort has graduated 81% with STAR, 5th and 6th year students. Dr. Metcalfe provided information regarding the process of which ADE tracks students by cohort. A cohort is the year a student is expected to graduate from high school in four years. They also track the 5th, 6th and 7th year graduation rates, although only the 4th and 5th year reports are available on the public view. Dr. Metcalfe explained that ADE would not show how many students graduated in any one year as they track them only by cohort. Dr. Metcalfe reported that the reason for the discrepancy is because the numbers that were taken from the ADE public view site showed only the number of students who graduated in four years and not raw numbers that would include all students graduates.

Dr. Isquierdo thanked Dr. Metcalfe for her willingness to participate in the Special Governing Board meeting to present the information related to the ADE public view site. Dr. Isquierdo referenced an email from J. Elliott Hibbs, Deputy Superintendent of Public Instruction Arizona Department of Education regarding the following statement "Bottom line is that one cannot use ADE data for a 4 year graduation to evaluate whether the Sunnyside Superintendent was accurate about the numbers of students receiving diplomas in any year. They would not be an apples to apples comparison. Clearly, every year there are more students receiving diplomas than are shown on the ADE's 4 year graduation report", Dr. Metcalfe confirmed Mr. Hibbs statement. Dr. Isquierdo requested ADE submit to SUSD Dr. Metcalfe's comments certification of the District's graduation numbers in writing to deal with the allocation of misrepresentation and lies made to the press and the community by a Governing Board member. This request is important and the District will submit the letter to the press but more importantly submit the ADE statement to the community. Dr. Metcalfe agreed to submit that she has verified SUSD data and that as of today there is a correction in the number of graduates from SUSD then previously reported back 3 to 4 years ago. The statement will also clarify that starting this fiscal year the State of Arizona will now hold all schools accountable for graduating even 7 year students. Dr. Isquierdo introduced Mr. Hans Schot, District Testing Coordinator who addressed the Board and reported once SUSD brought the issue to ADE's attention, ADE placed a disclaimer on the website as follows: "Per federal reporting requirements, this data information is not updated to reflect the annual change in cohort graduation rates. This data information is static". Dr. Isquierdo also requested on either the ADE's Common Logon or the public view a statement be posted, that it is very common for innovative community based districts who are committed to graduating their 5th, 6th and 7th year student that the data will not show up on the State website and that it does not invalidate the graduation numbers. Dr. Metcalfe reported that the Arizona Department of Education in it's flexibility request No Child Left Behind has submitted to the United States Department of Education the reason why the State is calculating the 6th and 7th year graduations rate and the reasons why they are not on the website currently is because 6 and 7 year graduation rates were not previously required but it is an important stance on behalf of all Arizona students that they receive a high school diploma when ever they can and that they stay in school. It is in writing to the US Department of Education that State prioritizes graduation even late graduation and beginning this year that the 6th and 7th year graduation rate will be reported.

Dr. Isquierdo introduced Mr. Jose Gastelum, Principal of Desert View High School, Ms. NJ Utter, Director of College and Career, Mr. Javier Baca, Executive Director of Information Technologies, Ms. Pam Betten, Executive Director of Middle Schools and One-to-One, Mr. Hans Schot, District Testing Coordinator, Mr. Steve Ybarra, Principal Sunnyside High School, Mr. Art Menchaca, Principal STAR Acedemic Center. The administrative team presented information on the projected graduation numbers and processes for tallying graduation numbers. The group addressed the four issues that were raised by the Governing Board member on the dias at the Tuesday, May 13, 2014 Regular Governing Board meeting as follows: (1) Graduation rate for 2010 shows as 54% gradation rate; (2) Perceived discrepancy of number of students graduating each year; (3) Number of students who graduated in 2007; (4) Graduation trends in the graduation rate from 2008 to 2012. Ms. Utter addressed the actual trends in graduation rate from 2008 to 2012, as a district and also by individual schools to show the statistical significance in 5 year trends. By raw graduates the district has improved the number of students graduating each year. The district is graduating more cohort students at each high school. The interventions that the District has implemented is keeping students in school and helping them graduate. All the district students count but some district students do not graduate in the traditional manner. Some attend the district's alternative high school site and they are not counted in the ADE report. These students have to pass AIMS and obtain the necessary credits to graduate just like the district's other two high school students. The very fact that the district presents the graduation rates in this manner has created some confusion for Board members and the public. It does not invalidate that these students have graduated and should be celebrated. The confusion rests in that ADE does not publish anywhere on their site, the raw graduation numbers.

Information was shared with the Board regarding the core function of the Information Technology department is to upload student data to ADE via SAIS. This upload happens continuously throughout the school year. Data is even corrected and adjusted beyond the school year. For graduation data, this can go on for multiple years beyond the cohort year. Mr. Baca

informed the Board that trust needs to be in the data and the integrity of the team. The district has excellent resources to get answers if any Board member has questions on subjects that may be confusing or unclear.

Dr. Isquierdo addressed the Board and reflected on the damage/impact on the local level which has erased the good work that has been done over the past seven years by district staff and administration. Dr. Isquierdo informed the Board that the Public Relations office will put out a factual graduation brochure that speaks to and highlights the information that was presented to the Board at today's Special Governing Board meeting.

Governing Board members thanked the staff and administration for their professionalism and their hard work in the continued support for the students of the district to complete their graduation goals. Some of the district students face different challenges, health, economic or academic issues. But no matter what the challenges are, the district staff are committed to helping those students and their families move forward into the future.

Board Member Louie Gonzales moved, seconded by Board Member Bobby Garcia to approve the Governing Board to direct the Superintendent to provide graduation numbers to the Governing Board for official review and certification at the end of each year, and submit the certification to the Arizona Department of Education. Also to approve as a result of the damaging comments to the integrity of graduation and community's trust of District employees and their data, the Board directs the Superintendent and the Office of Public Information to provide a comprehensive report on graduation rates and numbers as presented today. This report shall go to the Sunnyside community and District employees. In addition, the Board requests that Mr. Crouch correct his statement and submit a public apology for his insensitive comments.

Motion Passed.

Open Meeting Law Concerns Related to the May 13, 2014 Regular Governing Board Meeting

Dr. Manuel Isquierdo, Superintendent addressed the Board and presented information regarding concerns that have risen about whether statements made by a Governing Board member during the Regular Governing Board meeting on Tuesday, May 13, 2014 were in violation of the Arizona Open Meeting Law. Dr. Isquierdo requested permission to obtaining clear understanding of Board procedures and protocols that must be followed. Ms. Dong, Governing Board President directed Dr. Isquierdo to contact the Attorney General's office to get clarification on what can be allowed during the Opening of the Meeting portion of the Board agenda specifically during the Superintendent's Report. Ms. Dong feels that it is important to get the clarification of what is allowable and to see if what the Governing Board member did during the Regular Governing Board meeting is indeed correct and allowable to better assist that Governing Board President in maintaining order and stability during a Board meeting.

Following comments by a Governing Board member regarding getting clarification on a particular topic at the Regular Governing Board meeting on May 13, 2014, the Governing Board member did make a motion requesting for the resignation of the Superintendent effective immediately. The Governing Board member would like a response from the Attorney General's office related to clarification on whether the motion made during the comments is a violation of the Open Meeting Law.

Board Member Louie Gonzales moved, seconded by Board Member Bobby Garcia to approve contacting either the Pima County Attorney or the Arizona Attorney General's office regarding the Open Meeting Law violation concerns identified at the May 13, 2014 Regular Governing Board meeting.

Motion Passed.

Office of Civil Rights Complaint

Dr. Manuel L. Isquierdo, Superintendent addressed the Board and expressed concerns regarding the nature of the actions, derogatory comments made against other Board Members and the Superintendent over the past few months by a Governing Board member and at the Regular Governing Board meeting on May 13, 2014. Dr. Isquierdo reviewed the frustrations with certain Governing Board members regarding misinformation and undermining and the feeling a person gets when called a liar on the dias at a public meeting. Dr. Isquierdo told the Board that he feels that he has been professional on the dias when dealing with Governing Board members during Board meetings. Dr. Isquierdo informed the Board that he believed that the situation that transpired at the Regular Governing Board meeting was orchestrated by the Governing Board member with the Tucson Sentinel and other blog sites to sensationalize his issues. This has become personal and as a Latino Superintendent in a predominately Latino district with a majority Latino Board the Governing Board member has presented a disservice to the district's Latino community, the students in the school district and sends

a message that they may still have to grow up and be treated in this manner. Dr. Isquierdo requested permission to explore with the Office of Civil Rights if this is a legitimate complaint.

Following comments by Governing Board members regarding the blogs, one in particular has resonated written by someone named Dan, "A triplicate village of Mexican cesspool", and the continued negative comments regarding the community and personal attacks on administration and student of color.

Board Member Louie Gonzales moved, seconded by Board Member Bobby Garcia to approve the Governing Board directs the Superintendent to consult with a Civil Rights attorney to file the necessary complainant forms with the Office of Civil Rights. Motion Passed.

Superintendent's Contract Information Concerning Buyout Option

Mr. Hector Encinas, Chief Financial Officer addressed the Board and presented information on the Superintendent's contractual agreement with the District. Mr. Encinas informed the Board that as of June 30, 2014 the Superintendent will have completed the first year of a 3 year contract that will expire on June 30, 2016. Mr. Encinas reported that per paragraph 8, the Governing Board, with or without the consent of the Superintendent, and for any reason or no reason, has the right to terminate the contract upon payment to the Superintendent on the balance of the contract. The cost to terminate the contract for 2014-2015 will be \$290,808.00. The cost to terminate the contract for 2015-2016 will be \$236,060 for a grand total of \$526,868. Mr. Encinas also informed the Board that the district would be liable for the payment of employer FICA and Retirement match of approximately \$48,000.00 to \$96,000.00 depending on how and when the termination amounts are actually paid.

Dr. Manuel L. Isquierdo, Superintendent addressed the Board and made a statement that given the recent comments made by the Governing Board member at the Regular Governing Board meeting of May 13, 2014 and the continued impact on his family, he has given it a lot of thought. There is no secret that people in the community are running in the recall to specifically buy his contract out and provide change in the district. The district administration has presented information on the contract as it compares with other school districts in Pima County but no one reads the information and prefer to make inaccurate comments. Dr. Isquierdo addressed the respect for this career, his contribution to the district and that it has been a great experience and apologized to the Board members that have supported him for receiving so much verbal abuse for renewing his Superintendent contract. Dr. Isquierdo informed the Board that despite what people in the community say this district administration has accomplished a lot, from technology, graduation, early childhood, and parent engagement. The district is recognized in so many ways at the state and national levels. It is unfortunate that the damage has been done by individuals on the Board by destroying the integrity and district pride. Despite of all the negativity the district has almost received \$5 million dollars in scholarships for district students graduating this year at both high schools. Dr. Isquierdo thanked his wife and family and requested the Board consider a buyout of his contract to stop the fighting and would like to be supported by this Board who have been through so much together.

Following comments from a Governing Board member to quote Mr. John C. Scott, "Don't pack your bags yet".

ADJOURNMENT

Board Member Louie Gonzales moved, seconded by Board Member Bobby Garcia to approve the Regular Governing Board meeting adjourn at 7:10 p.m. Motion Passed.



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
 2238 East Ginter Road
 Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Personnel #0

TITLE OF AGENDA ITEM: Leave of Absence

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Dr. Debra Bergman, Assistant Superintendent HR/Organizational Development

DESCRIPTION/JUSTIFICATION:

Consideration of approving certified and classified Leave of Absences dated May 27, 2014.

Last Name	First Name	Title	Classification	Site	Leave Type	From	To
Garcia	Tony	Groundskeeper	Classified	Maintenance	Worker's Comp	04/16/14	06/30/14
George	Tabitha	Teacher-Kindergarten	Certified	Rivera	Medical	04/28/14	05/23/14
Serrano	Julissa	School Bus Driver	Classified	Transportation	Medical	05/05/14	05/23/14
Serrano	Julissa	School Bus Driver	Classified	Transportation	Medical	07/30/14	05/04/15
Tapia	Angie	Instructional Care Assistant SpEd-MIMR	Classified	Esperanza	Medical	04/03/14	05/22/14
Disney	Jody	Director-Health And Wellness	Administrator	Administration	Medical	05/02/14	06/12/14
Moraga	Pamela	Secretary	Classified	Administration	Medical	05/15/14	06/20/14
Velarde	Jesus	Athletic Facility Tech	Classified	Administration	Worker's Comp	05/07/14	06/30/14

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval of the Leave of Absences as presented.

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

CREATION:

Date/Time:	Department:
5/21/2014 2:14:52 PM	Human Resources

APPROVALS:

Date/Time:	Approval:	Department:
5/23/2014 3:44 PM	Approved	Superintendent



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Personnel #0

TITLE OF AGENDA ITEM: Personnel Report

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA
ITEM:

SUBMITTED BY: Dr. Debra Bergman, Assistant Superintendent Human Resources and Organizational Development

DESCRIPTION/JUSTIFICATION:

The Human Resources Department has provided the Certified and Classified consent items for board approval dated May 27, 2014.

ADDITIONAL ITEM INFORMATION:

Consideration of approving certified and classified support staff hires, rehires, transfers, coaches and substitutes, requests for resignations, retirements.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval of the Personnel Report as presented.

ATTACHMENTS:

Name:	Description:	Type:
Consent_Agenda_05-27-2014.xls	Personnel Report	Cover Memo

CREATION:

Date/Time: 5/23/2014 3:41:46 PM	Department: Human Resources
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APPROVALS:

Date/Time: 5/23/2014 3:50 PM	Approval: Approved	Department: Superintendent
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I. CERTIFIED PERSONNEL**A. OFFER TO REHIRE FOR 2014-2015 SCHOOL YEAR**

	Last Name	First Name	Title	Site	Effective	Comment
1	Arrenholz	Gail	Nurse	Liberty	2014-2015	
2	Leal	Steve	Public Relations Specialist	District Office	2014-2015	Temporary
3	Marchese	Leslie	Teacher-7th Grade Social Studies	Sierra	2014-2015	
4	Newsome	Tammie	Counselor	Desert View	2014-2015	
5	Potter	Daniel	Risk Manager	District Office	2014-2015	
6	Reyes	Joanna	Teacher-1st Grade	Drexel	2014-2015	Rescind
7	Reynolds	Carmen	Nurse	STAR	2014-2015	
8	Valenzuela	Maria Angelica	Lead Academic Interventionist	Sunnyside	2014-2015	
9	Wilson	Nicole	Occupational Therapist Assistant/ C.O.T.A	Special Services	2014-2015	

B. REQUESTING TO RETURN AS DISTRICT EMPLOYEES FOR THE 2014-2015 SCHOOL YEAR AFTER SERVING ONE YEAR AS AN ESI EMPLOYEE OR POST RETIREMENT (TEMPORARY)

	Last Name	First Name	Title	Site	Year Participated in ESI
1	Sanchez	Richard	TBD	TBD	09/10

C. OFFER TO HIRE FOR 2014-2015 SCHOOL YEAR

	Last Name	First Name	Title	Site	From:	To:
1	Berge	Devin	Teacher-8th Grade Science	Sierra	07/22/14	05/22/15
2	Fuller	Nikko	Teacher-6th Grade	Los Ninos	07/22/14	05/22/15
3	Higginbotham	Lindsay	Teacher-5th Grade	Gallego Basic	07/22/14	05/22/15
4	Kadera	Zachary	Teacher-3rd Grade	Elvira	07/22/14	05/22/15
5	Littrell	Jill	Nurse	Los Ninos	07/22/14	05/22/15
6	Rodriguez	Carla	Teacher-English	Desert View	07/22/14	05/22/15
7	Saquido	Mira	Teacher-Chemistry	Sunnyside	07/22/14	05/22/15

D. POST RETIREMENT & ESI NON-RENEWAL OR NOT RETURNING FOR 2014-2015 SCHOOL YEAR

	Last Name	First Name	Title	Site	Year Participated in ESI
1	Phillips	Deanna	Teacher-Physical Ed	Apollo	04/05
2	Robertson	John	Principal	Craycroft	Post-R

E. RETIREMENT

	Last Name	First Name	Title	Site	Effective	Comment
1	Bravo	Marco	Teacher-Photography	Desert View	05/24/14	ESI
2	Ethington	Judith	Teacher-Language Arts	Apollo	05/24/14	Regular
3	Garrison	Cynthia	Teacher-Special Ed LD	Liberty	05/24/14	Regular
4	Garrison	Stuart	Psychologist	Mission Manor	05/24/14	Regular

5 Lopez John Teacher-Special Ed LD Apollo 05/24/14 Regular

I. CERTIFIED PERSONNEL (CONTINUED)**F. RESIGNATIONS**

	Last Name	First Name	Title	Site	Effective	Comment
1	Becque	Trisha	Program Facilitator	Los Ninos	05/24/14	
2	Bernhardt	Stephen	Teacher-Geometry	Sunnyside	05/24/14	Post-R
3	Campbell	Caitlyn	Academic Interventionist	Sunnyside	05/24/14	
4	Cerrillo	Rebecca	Teacher-Special Ed LD	Sierra	05/24/14	
5	Chavez	Nancy	Teacher-1st Grade	Esperanza	05/24/14	
6	Cruz	Alia	Teacher-Math	B.L. Lauffer	05/24/14	
7	Dagliano-Lopez	Susan	Teacher-Social Studies	Chaparral	05/24/14	
8	Fournier	Erika	Speech Language Pathologist	Mission Manor	05/24/14	
9	Gaspar	Jose	Teacher-Science	Desert View	05/24/14	
10	Gonzales	Misa	Teacher-English	Desert View	05/24/14	
				Freshman Academy		
11	Gutierrez	Sonia	Teacher-Language Arts	B.L. Lauffer	05/24/14	
12	Hamrick	Emily	Teacher-2nd Grade	Los Ranchitos	05/24/14	
13	Koss	Casey	Teacher-4th Grade	Los Ranchitos	05/24/14	
14	LaMadrid	Roxana	Teacher-Kindergarten	Los Amigos	05/24/14	
15	Liebsch	Debra	Nurse	Elvira	05/24/14	
16	McCarthy	Kelsey	Teacher-Preschool	Ocotillo ELC	05/24/14	
17	McFrederick	Kyle	Teacher-4th Grade	Summit View	05/24/14	
18	Mealy	Jaime	Teacher-History	Sunnyside	05/24/14	
				Freshman Academy		
19	Montero	Leticia	Teacher-7th Grade	Sierra	05/24/14	
20	Morondos	Matthew	Teacher-4th Grade	Mission Manor	05/24/14	
21	O'Campo	Alicia	Teacher-Kindergarten	Esperanza	05/24/14	
22	Ralls	Maria	Teacher-2nd Grade	Mission Manor	05/24/14	
23	Roberts	Lindsay	Teacher-Art	Sunnyside	05/24/14	
24	Ryan	Norma	Teacher-3rd Grade	Gallego Basic	05/24/14	
25	Swiderski	Mary	Counselor	STAR	05/24/14	
26	Valencia	Leslie	Teacher-Preschool	Ocotillo ELC	05/24/14	
27	Wong	Cynthia	Instructional Tech Coach	Elvira	05/24/14	

G. NON-RENEWAL FOR THE 2014-2015 SCHOOL YEAR

	Last Name	First Name	Title	Site
1	Martin	Richard	Teacher-Special Ed	Desert View

*OFFER TO EMPLOY AND REHIRE RECOMMENDATIONS ARE CONTINGENT UPON RECEIPT OF ALL APPLICATION MATERIALS, FINGERPRINT CLEARANCE, AND APPROPRIATE CERTIFICATES IN THE HUMAN RESOURCES DEPARTMENT.

II. CLASSIFIED PERSONNEL**A. OFFER TO HIRE FOR THE 2013-2014 SCHOOL YEAR**

	Last Name	First Name	Title	Site	From:	To:
1	Luna	Jesus	School Bus Driver	Transportation	05/01/15	05/22/15
2	Torres	Matias	School Bus Driver	Transportation	05/01/15	05/22/15

B. OFFER TO HIRE FOR 2014-2015 SCHOOL YEAR

	Last Name	First Name	Title	Site	From:	To:
1	Alvarez	Rafael	Campus Monitor	Apollo	07/30/14	05/22/15
2	Castellanos	Alejandro	Campus Monitor	Apollo	07/30/14	05/22/15
3	Encinas	Erika	Campus Monitor	Gallego Basic	07/30/14	05/22/15
4	Olivas	Alexander	Campus Monitor	Sierra	TBD	05/22/15

C. OFFER TO REHIRE FOR 2014-2015 SCHOOL YEAR

	Last Name	First Name	Title	Site	From:	To:	Comment
1	Acevedo	Deserae	Instructional Care Assistant Special Ed-LD	Challenger	08/04/14	05/21/15	
2	Acosta- Miranda	Viviana	Instructional Care Assistant Special Ed-LD	Challenger	08/04/14	05/21/15	
3	Benedetti	Robert	Telecommunication Technician	District Office	07/01/14	06/30/15	Temporary
4	Bustamante	Jose	Telecommunication Technician	District Office	07/01/14	06/30/15	Temporary
5	Carbajal	Michael	Telecommunication & Security	District Office	07/01/14	06/30/15	Temporary
6	Clauson	Zacchaeus	Instructional Care Assistant Special Ed-ED	Rivera	08/04/14	05/21/15	
7	Dunham	Gavin	Videographer/Editor	District Office	07/01/14	06/30/15	
8	Encinas	Michael	Telecommunication Technician	District Office	07/01/14	06/30/15	Temporary
9	Figueroa	Julian	Campus Monitor	Los Amigos	07/30/14	05/22/15	
10	Garcia	Linda	Instructional Care Assistant Special Ed-ED	Liberty	08/04/14	05/21/15	
11	Maiden	Daniel	Telecommunication & Security	District Office	07/01/14	06/30/15	Temporary
12	Martinez	Veronica	School Bus Attendant	Transportation	08/04/14	05/21/15	
13	Martinez Jr.	Joel	Telecommunication Technician	District Office	07/01/14	06/30/15	Temporary
14	Molina	Alexis	Telecommunication Technician	District Office	06/01/14	12/19/15	Temporary
15	Olivas	Christopher	Custodian	Apollo	07/16/14	05/22/15	
16	Parra	Miguel	Lead Custodian	Drexel	07/01/14	06/30/15	
17	Robinson	Guillermo L	Telecommunication Technician	District Office	07/01/14	06/30/15	Temporary

D. RETIREMENT

	Last Name	First Name	Title	Site	Effective	Comment
1	Alvarez	Susan	Preschool Care Center Supervisor	Ocotillo ELC	05/17/14	BERP
2	Montano	Maggie	Office Assistant	Sierra	05/30/14	Regular

E. RESIGNATIONS

	Last Name	First Name	Title	Site	Effective	Comment
1	Leon	Roberta	Administrative Assistant to Superintendent	District Office	05/31/14	Post-R
2	Waer	Rima	Instructional Assistant	Sunnyside	05/08/14	

F. NON-RENEW FOR 2014-2015 SCHOOL YEAR

	Last Name	First Name	Title	Site
1	Dorame	Rosa	Instructional Care Assistant Special Ed-PSD	Ocotillo ELC

*OFFER TO EMPLOY AND REHIRE RECOMMENDATIONS ARE CONTINGENT UPON RECEIPT OF ALL APPLICATION MATERIALS, FINGERPRINT CLEARANCE, AND APPROPRIATE CERTIFICATES IN THE HUMAN RESOURCES DEPARTMENT.

III. SUBSTITUTE CLASSIFIED PERSONNEL**A. OFFER TO HIRE**

	Last Name	First Name	Title	Site	From:	To:
1	Altamirano	Catalina	Substitute School Bus Driver	Transportation	TBD	06/30/14
2	Carreon	Gilbert	Substitute Security Monitor	District Wide	7/1/2014	06/30/14
3	Goldstein	Richard	Substitute School Bus Driver	Transportation	05/14/14	06/30/14
4	Leon	Roberta	Substitute Secretary	District Wide	05/31/14	06/30/14
5	Perez	Angel	Substitute Security Monitor	District Wide	07/01/14	06/30/14
6	Rodriguez	Oscar	Substitute Security Monitor	District Wide	07/01/14	06/30/14
7	Smith	Michael	Substitute Security Monitor	District Wide	07/01/14	06/30/14

*OFFER TO EMPLOY AND REHIRE RECOMMENDATIONS ARE CONTINGENT UPON RECEIPT OF ALL APPLICATION MATERIALS, FINGERPRINT CLEARANCE, AND APPROPRIATE CERTIFICATES IN THE HUMAN RESOURCES DEPARTMENT.

INFORMATION ITEM:**CERTIFIED ASSIGNMENTS**

	Last Name	First Name	FROM: Title/FTE-Days/Grade/Site	TO: Title/FTE-Days/Grade/Site	Effective	Comment
1	Edwards	Debra	Teacher-Special Ed Transition Specialist 0.8 FTE/211 days Desert View	Teacher-Special Ed Transition Specialist 1 FTE/211 days Desert View	2014-2015	
2	Hunter	David	Assistant Principal 1 FTE/238 days Desert View	Lead Academic Interventionist 1 FTE/221 days Desert View	2014-2015	
3	Marguliz	Ana	Teacher-1st Grade 1 FTE/211 days Los Ranchitos	Teacher-Permanent Substitute 1 FTE/211 days Ocotillo ELC	2014-2015	
4	Rodriguez	Marco	Lead Academic Interventionist 1 FTE/261 days Sunnyside	Academic Interventionist 1 FTE/221 days Sunnyside	2014-2015	
5	Steffgen	Rick	Psychologist .8 FTE/211 days Sunnyside	Psychologist 1 FTE/211 days Desert View	2014-2015	
6	Teague	Cecilia	Nurse .6 FTE/211 days STAR	Nurse .4 FTE/ 211 days STAR	2014-2015	

CLASSIFIED ASSIGNMENTS

	Last Name	First Name	FROM: Title/Hpd-Days/Grade/Site	TO: Title/Hpd-Days/Grade/Site	Effective	Comment
1	Anaya	Arturo	Athletic Grounds Facilitator 8 hpd/261 days Grade 36 Maintenance	Groundskeeper 8 hpd/261 days Grade 36 Maintenance	2014-2015	
2	Arvizu	Tina	Office Assistant 8 hpd/225 days Grade 33 Chaparral	Instructional Care Assistant Special Ed-LD 7 hpd/191 days Grade 33 Challenger	2014-2015	Rescind
3	Arvizu	Tina	Office Assistant 8 hpd/225 days Grade 33 Chaparral	Office Assistant 8 hpd/240 days Grade 33 Gallego Basic	2014-2015	
4	Barcelo	Maria	Instructional Care Assistant Special Ed-ED 6 hpd/189 days Grade 33 Los Ranchitos	Instructional Care Assistant Special Ed-MIID 6 hpd/191 days Grade 33 Esperanza	2014-2015	
5	Batinovich	George	Instructional Care Assistant Special Ed-ED 7 hpd/189 days Grade 33 Chaparral	Instructional Care Assistant Special Ed-MIID 7 hpd/191 days Grade 33 Desert View	2014-2015	
6	Castella	Peter	Maintenance Technician (HVAC) 8 hpd/261 days Grade 60 Maintenance	Custodian 8 hpd/220 days Grade 31 Desert View	2014-2015	
7	Gonzales	Joey	Athletic Grounds Facilitator 8 hpd/261 days Grade 36 Maintenance	Groundskeeper 8 hpd/261 days Grade 36 Maintenance	2014-2015	
8	Goward	Marjorie	Instructional Care Assistant Special Ed ED 7 hpd/191 days Grade 33 Elvira	Instructional Care Assistant Special Ed ED 7.5 hpd/191 days Grade 33 Rivera	2014-2015	

CLASSIFIED ASSIGNMENTS (CONTINUED)

Last Name	First Name	FROM: Title/Hpd-Days/Grade/Site	TO: Title/Hpd-Days/Grade/Site	Effective
9 Munoz	Lizette	Instructional Care Assistant Special Ed-MMR 7 hpd/191 days Grade 33 Esperanza	Intervention Assistant 6 hpd/191 days Grade 28 Esperanza	2014-2015
10 Ornelas	Francisco	Instructional Care Assistant Special Ed-MIMR 7.5 hpd/189 days Sunnyside	Instructional Care Assistant Special Ed-MOID 7.5 hpd/191 days Desert View	2014-2015
11 Ruiz	Neyda	Instructional Care Assistant Special Ed-Autism 7.5 hpd/191 days Grade 33 Rivera	Instructional Care Assistant Special Ed-Autism 7 hpd/191 days Grade 33 Mission Manor	2014-2015
12 Vega	Keyla	Instructional Care Assistant Special Ed-ED 7 hpd/189 days Grade 33 Challenger	Instructional Care Assistant Special Ed-MD 7 hpd/191 days Grade 33 Sunnyside	2014-2015

*OFFER TO EMPLOY AND REHIRE RECOMMENDATIONS ARE CONTINGENT UPON RECEIPT OF ALL APPLICATION MATERIALS, FINGERPRINT CLEARANCE AND APPROPRIATE CERTIFICATES IN THE HUMAN RESOURCES DEPARTMENT.



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Vouchers #0

TITLE OF AGENDA ITEM: Vouchers

ACTION TYPE: Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Hector M. Encinas, Chief Financial Officer

DESCRIPTION/JUSTIFICATION:

Respectfully request Governing Board approval of the attached Expense and Payroll Vouchers in the amount submitted.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval as submitted.

ATTACHMENTS:

Name:	Description:	Type:
Vouchers_052714.doc	Vouchers	Cover Memo

CREATION:

Date/Time: 5/20/2014 12:07:30 PM	Department: Business and Finance
--	--

APPROVALS:

Date/Time: 5/23/2014 3:45 PM	Approval: Approved	Department: Superintendent
--	------------------------------	--------------------------------------



Business & Finance Department
 2238 East Ginter Road
 Tucson, Arizona 85706
 Telephone (520) 545-2154
 Fax (520) 545-2120

Regular Board Meeting: May 27, 2014
Agenda Title: Consent Agenda- Vouchers

Voucher Listing

SY 2013- 2014

Voucher #	Classification	Date Prepared	Ending Date	Amount
092	Expense	05/08/14	----	\$674,460.56
093	Expense	05/13/14	----	\$978,357.19
094	Expense	05/15/14	----	\$194,215.98
095	Expense	05/20/14	----	\$198,281.44
21	Payroll & Matching	05/20/14	----	\$3,608,859.38



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Use of Facilities #0

TITLE OF AGENDA ITEM: Use of Facilities

ACTION TYPE: Info/Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Bernie Cohn, Assistant Superintendent of Operations & Security

DESCRIPTION/JUSTIFICATION:

Use of Facilities #1

Facility: Administration - Palo Verde Portable
Group: Arizona Department of Corrections
Purpose: Meeting Place for AZ Correction's Staff Training
Date: Friday, May 23, 2014
Times: 9:00 am - 3:00 pm
Custodial: \$20.00 per hour
Security fees: \$20.00 per hour
Rental Fees: \$280.00
Ratification

Use of Facilities #2

Facility: Billy Lane Lauffer Middle School - In-door Gym
Group: 22nd Street Baptist Church
Purpose: Free Basketball Camp
Date: June 2-5, 2014
Time: 9:00 am - 12:00 noon
Custodial Fees: \$20.00 p/hr.
Security Fees: \$20.00 p/hr.
Rental Fees: \$400.00

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval as submitted

ATTACHMENTS:

Name:	Description:	Type:
 Rental Agreements_g.b.5.27.tif	Rental Agreements	Cover Memo

CREATION:

Date/Time:	Department:
5/21/2014 1:12:29 PM	Operations

APPROVALS:

Date/Time:	Approval:	Department:
5/22/2014 10:24 AM	Approved	Superintendent



2238 East Ginter Road, Tucson, AZ 85706, (520)545-2000

RENTAL AGREEMENT – 'REVISED'

Date May 20, 20 14

Sunnyside Unified School District No. 12, Pima County, hereby agrees to lease Administration
(Name of School/Facility)

Palo Verde Portable Date of Use Friday, May 23, 2014 Time of Use 9:00 am-3:00 pm
(Specific Room [s])

to Arizona Corrections Mark Jones
(Organization Name) (Organization's Authorized Representative)
1601 W. Jefferson St. Phoenix, AZ 85007 602-399-3790
(Address) (Zip Code) (Phone)

The facilities requested will be used by the applicant organization for the following purpose(s):

Meeting

Facility Use Guidelines

1. Facility use shall be conducted in compliance with applicable statutes, rules, regulations, and school district policies.
2. The occupant shall observe district vehicle parking guidelines and shall not allow any parking on curbing, facility grounds or areas marked with red indicating a fire lane.
3. The occupant shall maintain facility areas in a clean, well-organized manner.
4. If playground equipment is used, the occupant must provide adult supervision of a least one adult for every 20 children using equipment.
5. The occupant shall maintain a list of emergency agencies and phone number at all times.
6. No smoking is allowed in school buildings or grounds as per fire code, and state and District adopted policy.
7. No Alcoholic beverages as per state and District adopted policy.
8. Administrators and/or custodians should have access to all facilities at all times.
9. All properties are to be accounted for and left in the same condition in which they were received. Property of lessee must be removed from District premises immediately after usage, unless prior arrangements have been approved.
10. Sunnyside Unified School District reserves the right to cancel the use of facilities on date(s) specified herein and refund payment for usage according to the best interests of the District as determined by the Governing Board. Notification of lessee in such case may be made at any time prior to agreed usage by any of the following means: telephone, messenger, in writing addressed to responsible party or by insertion of notification in Tucson Daily newspaper.
11. Advertising for programs held in school facilities must indicate the sponsoring organization or group.
12. Organizations and agencies who use District facilities shall name the District as an additional insured with a minimum limit of one million dollars (\$1,000,000) bodily injury/property damage combined. The lessee agrees in all circumstances to indemnify and save harmless the District (including Board members and all employees) from any claim or loss by reason of the lessee's use or misuse of the leased premises and from any claim or loss by reason of any accident or damage to any person or property happening on said premises.
13. The individual signing on behalf of OCCUPANT hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of OCCUPANT and that this Agreement is binding upon OCCUPANT in accordance with its express terms.
14. The parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 or Arizona Revised Statutes, without penalty or further obligation on the part of DISTRICT, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of DISTRICT is at any time while this Agreement or any extension hereof is in effect, an employee or agent of OCCUPANT, in any capacity, or a consultant to OCCUPANT, with respect to the subject matter of this Agreement.
15. Occupant shall provide adequate supervisory personnel to ensure that the foregoing rules are implemented and followed during facility use.

6 hrs (100.00 for 3 hrs. min. + 60.00 add'l hr x 3 = 280.00 20.00 p/h (depend on event clean up) waived 280.00 + custodial fees
(Estimated Hours of Service) (Custodial Charges) (Security Charges) (Rental Fee)

Rental fees should be paid in advance to Sunnyside Unified School District #12. Custodial services must be paid within 24 hours after date of use, with payment made directly to the Business Office at the Sunnyside administration office. Failure to submit payment will result in further legal action to cover associated cost with facility use and attorney fees.

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, or marital status. Except as expressly provided in 20 U.S.C. § 7905, groups who request use of facilities and waive or rental fees shall adhere to District policy

THIS AGREEMENT IS ACCEPTED UPON THE FOREGOING CONDITIONS:

Signature of Representative: Mark W. Jones

ORIGINATOR: Send copy to the Operations/Facilities Planning Office

2238 East Ginter Road, Tucson, AZ 85706, (520)545-2000

RENTAL AGREEMENT – Revised (5/21/2014)

Date May 7, , 20 14

Sunnyside Unified School District No. 12, Pima County, hereby agrees to lease Lauffer Middle School
 (Name of School/Facility)

In-door gym Date of Use June 2-5, 2014 Time of Use 9:00am – 12:00 noon
 (Specific Room [s])

to 22nd Street Baptist Church Jeff Vanderford
 (Organization Name) (Organization's Authorized Representative)
6620 E. 22nd Street Tucson AZ 85710 (816) 813-0277
 (Address) (Zip Code) (Phone)

The facilities requested will be used by the applicant organization for the following purpose(s):

Free Basketball Camp

Facility Use Guidelines

1. Facility use shall be conducted in compliance with applicable statutes, rules, regulations, and school district policies.
2. The occupant shall observe district vehicle parking guidelines and shall not allow any parking on curbing, facility grounds or areas marked with red indicating a fire lane.
3. The occupant shall maintain facility areas in a clean, well-organized manner.
4. If playground equipment is used, the occupant must provide adult supervision of a least one adult for every 20 children using equipment.
5. The occupant shall maintain a list of emergency agencies and phone number at all times.
6. No smoking is allowed in school buildings or grounds as per fire code, and state and District adopted policy.
7. No Alcoholic beverages as per state and District adopted policy.
8. Administrators and/or custodians should have access to all facilities at all times.
9. All properties are to be accounted for and left in the same condition in which they were received. Property of lessee must be removed from District premises immediately after usage, unless prior arrangements have been approved.
10. Sunnyside Unified School District reserves the right to cancel the use of facilities on date(s) specified herein and refund payment for usage according to the best interests of the District as determined by the Governing Board. Notification of lessee in such case may be made at any time prior to agreed usage by any of the following means: telephone, messenger, in writing addressed to responsible party or by insertion of notification in Tucson Daily newspaper.
11. Advertising for programs held in school facilities must indicate the sponsoring organization or group.
12. Organizations and agencies who use District facilities shall name the District as an additional insured with a minimum limit of one million dollars (\$1,000,000) bodily injury/property damage combined. The lessee agrees in all circumstances to indemnify and save harmless the District (including Board members and all employees) from any claim or loss by reason of the lessee's use or misuse of the leased premises and from any claim or loss by reason of any accident or damage to any person or property happening on said premises.
13. The individual signing on behalf of OCCUPANT hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of OCCUPANT and that this Agreement is binding upon OCCUPANT in accordance with its express terms.
14. The parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 or Arizona Revised Statutes, without penalty or further obligation on the part of DISTRICT, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of DISTRICT is at any time while this Agreement or any extension hereof is in effect, an employee or agent of OCCUPANT, in any capacity, or a consultant to OCCUPANT, with respect to the subject matter of this Agreement.
15. Occupant shall provide adequate supervisory personnel to ensure that the foregoing rules are implemented and followed during facility use.

	20.00 p/hr x 3hrs=60.00x4 days =240.00	20.00 p/hr x 3 hrs = 60x4 days = 240.00	
<u>9:00 am – 12:00 pm</u>	<u>wages to be billed</u>	<u>wages to be billed</u>	<u>\$100.00 p/day x 4 days=400.00</u>
(Estimated Hours of Service)	(Custodial Charges)	(Security Charges)	(Rental Fee)

Rental fees should be paid in advance to Sunnyside Unified School District #12. Custodial services must be paid within 24 hours after date of use, with payment made directly to the Business Office at the Sunnyside administration office. Failure to submit payment will result in further legal action to cover associated cost with facility use and attorney fees. The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, or marital status. Except as expressly provided in 20 U.S.C. §7905, groups who request use of facilities and waive or rental fees shall adhere to District policy

THIS AGREEMENT IS ACCEPTED UPON THE FOREGOING CONDITIONS:

Signature of Representative: 
 ORIGINATOR: Send copy to the Operations/Facilities Planning Office



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Student Travel Requests #0

TITLE OF AGENDA ITEM: Student Travel Requests

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Hector M. Encinas, Chief Financial Office

DESCRIPTION/JUSTIFICATION:

1. SSHS Green Stem - Biological Diversity Tour - San Jose, Costa Rica- June 1- 9, 2015.
2. DVHS AZ AFJROTC Summer Leadership Camp- FT. Huachuca, AZ - June 2-6, 2014.
3. DVHS Leadership Camp - Camp Shadow Pines - Heber, AZ - July 8-11, 2014.\
4. SSHS- HOSA National Leadership Conference - Orlando, FL - June 24- 29, 2014.
5. DVHS Wrestling - Will 2 Win - Stapley J H- Mesa, AZ - May 28- 30, 2014.
6. Sierra MS SWAT Leadership - 2014 Student Ambassador Summit - University of Texas- Arlington, TX - July 14-17, 2014.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval as submitted with the stipulation that adult supervision (male & female) is provided.

ATTACHMENTS:

Name:	Description:	Type:
#1-6.pdf	#1-6 Student Travel	Backup Material

CREATION:

Date/Time: 5/20/2014 2:06:21 PM
Department: Business and Finance

APPROVALS:

Date/Time: 5/23/2014 3:44 PM
Approval: Approved
Department: Superintendent

#1

SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12 STUDENT TRAVEL REQUEST FORM

BOARD ACTION REQUIRED: YES NO
If yes, event documentation must be attached

Route to: Superintendent's Office (Must be received in the Superintendent's office 21 days prior to trip)

SCHOOL SUBMITTING: Sunnyside HS DATE: 2/3/14

GROUP: Green STEM

DESTINATION & ADDRESS: Costa Rica, San Jose - Itinerary attached

ACTIVITY: Biological Diversity Tour

RELATIONSHIP TO CURRICULUM: Studying Diversity & Importance

DATE OF ACTIVITY: June 2015 DEPARTURE DATE: 6/11/15 RETURN DATE: 6/19/15

DEPARTURE TIME FROM SCHOOL: exact time of flight will be known closer to departure date ARRIVAL TIME BACK AT SCHOOL: closer to departure date
Day trips depart no earlier than 9:00 a.m. and return no later than 1:00 p.m. (Wednesday return time 11:30 a.m.)

OTHER EXPENSES:

COST OF TRIP TO BE PAID BY:

Private Funding - Name of contact, phone and/or e-mail address: Each Person is Responsible for paying their own ticket. and Tax Credit, Student Activity Funds & Personal

SPECIFY 5 DIGIT FUNDING CODE/SOURCE: All Inclusive \$2370.00 per student

FOOD:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	ESTIMATED COST	_____
LODGING:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	ESTIMATED COST	_____
REGISTRATION FEES:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	ESTIMATED COST	_____

If yes, indicate source of funds: District Building Student Activity Personal Other

LUNCH STOP REQUIRED: NO YES LOCATION (of lunch stop): _____

NUMBER OF STUDENTS GOING: 20 (List of student names must be provided) Attached

NUMBER OF WHEELCHAIR STUDENTS: 0 NUMBER OF ADULTS GOING: 3

NAMES OF TEACHERS/ADVISORS GOING: Melany Coates, Celia Zamora

NAMES OF ADULTS GOING: 1 additional parent TBA (will know who in approx. 1 mo.

TEACHER/ADVISOR IN CHARGE: Melany Coates

REQUEST FOR SUBSTITUTE(S): NO YES GIVE EXACT DATE(S) FOR COVERAGE: _____

Specify Number of Certified: _____ Specify Number of Classified: _____

[Signature] 3/5/14
Approved by Assistant Principal/Student Activities Date

[Signature] 3/5/14
Approved by Principal Date

[Signature] 3/4/14
Approved by Chief Financial Officer Date

[Signature] [Signature]
Approved by Executive Director/Operations Date

VEHICLE REQUEST: BUS _____ VAN _____ CAR _____ NONE OR N/A N/A

CHARTER _____ (Must have current certificate of insurance on file.) RENTAL VEHICLE _____

NOTE: Athletic trips on the Governing Board approved calendar require a requisition ONLY. (Submit requisition directly to transportation.) All other athletic and activity events/trips require completion of this form for approval.

What we'll do day by day

1

What you'll experience on your tour

Day 1: Fly to Costa Rica

- Meet your Tour Director at the airport

Day 2: San José | Arenal region

- Visit INBioparque and discover a world of biological diversity on your visit to this natural park and research station, created by the National Institute of Biodiversity. Get an up-close look into the lives of tarantulas, frogs and bees in the permanent exhibits. Then, stretch your legs and wander the park's three different ecosystem trails. Venture to the pond to check out the freshwater flora and fauna. Thousands of colorful paper-thin wings flutter around you in the butterfly garden—see if you can spot Costa Rica's native species. Stop by the Ecological Tourism Office before you leave INBioparque for further information on conservation practices and protected wildlife regions.
- Travel to the Arenal region and get ready for an adventure to remember. Behold the perfect conical shape that emerges from the green hills of Alajuela: this is the fascinating Arenal Volcano. Overlooking the San Carlos plain and the Pacific lowlands, this mile-high volcano has been active for the past 7,000 years. You'll see the volcano from a different angle on your kayaking excursion. Not only does the volcano serve as a watershed for the lake, but it also provides thermal energy for the nearby hot springs. Relax in these naturally heated pools; then, walk to the bottom of the spectacular La Fortuna waterfall.
- Visit Poás Volcano
- Enjoy the hot springs

Day 3: Arenal region

- Take a kayaking trip along Lake Arenal
- Hike to La Fortuna Waterfall

Day 4: Monteverde

- Travel to Monteverde, the Green Mountain region situated near the Continental Divide that contains a spectacular range of flora and fauna in six distinct ecological zones. You'll tour the greenery of the Santa Elena Cloud Forest, where you can look for the rare orchids and elusive quetzal birds that thrive in the perpetual soft mist. At this altitude, you'll literally walk through clouds! Leave a positive mark on the earth when your group plants a tree together. Then, visit a local school, where students will welcome your group with traditional dances.
- Visit a local school
- Time to see more of Monteverde or
 - Enjoy horseback riding

Day 5: Monteverde

- Visit the Santa Elena Cloud Forest
- Plant a tree in the EF reserve in Monteverde with your group
- Experience a canopy tour

Day 6: Carara | Central Pacific Coast

- Visit Carara Biological Reserve
- Travel to the Central Pacific Coast

Day 7: Manuel Antonio National Park

- Take an excursion to Manuel Antonio National Park
- Return to the Central Pacific Coast

Day 8: Sarchi | San José

- Travel via Sarchi to San José
- Enjoy a free evening or
 - Attend a Folklore Evening

Day 9: Depart for home

• 1-DAY TOUR EXTENSION

Day 9: San José

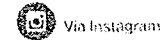
- Enjoy a whitewater rafting excursion on the Sarapiquí River

Day 10: Depart for home



One of today's many adventures!! Hiking down and up 800 steps total to this waterfall! It was huge!! #costarica #waterfall #eflours #vacation #beautiful

- FRANKIE, TRAVELER



Via Instagram

I realized that there's so many things I take for granted in my daily life that people don't always have. I will forever remember to be thankful after traveling to Costa Rica.

- ALLISON, TRAVELER



Via Facebook

TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. _____

2. _____

3. _____

#1

Proposal for Biological Diversity Tour in Costa Rica, Summer of 2015

The Costa Rica Tour - The Tour of the Tropics in Costa Rica through EF Tours is an educational tour that allows students to experience the outdoor classroom and be emerged in lessons on biodiversity. We will travel to multiple preserves and national parks in Costa Rica. Being that this is an international, educational travel tour the students are gaining 21st century skills that will allow them critical thinking, problem solving, communication, collaboration skills and global competence that give them awareness of global perspectives and connections, respect of different cultures, language and global citizenship, leadership and interpersonal leadership skills that will enable them to navigate in the global workforce with confidence and adaptability.

Who is EF Tours - EF Education First is a member of the Partnership for 21st Century Skills (P21) which is a coalition of education, business and government leaders that work together to advocate for 21st century readiness for students. They have an International Advisory Board that work together to develop and evaluate the academic lessons that the tours provide. EF is accredited and is recognized by regional, national and international organizations. The travel programs that are put together include the following initiatives:

- Alignment with Common Core
- International Baccalaureate
- Global Competence Criteria
- Global Connection Standards
- Culture and Connections Standards
- Standards of Professional Learning

What's Been Done So Far:

- To date students have enrolled in the tour, which involves:
 - Completion of enrollment package (personal information, payment options and signing of **Terms, Conditions, Release and Agreement**). I have enclosed a copy of the enrollment package, which was completed on line, for your review.
- Students have made their \$95 nonrefundable payment
- Some students have begun making monthly payments. I have enclosed a copy of the group status report for your review that shows what each student has signed up for, and their current balance. **Any and all students that are on this roster must have completed the enrollment package to be listed and making payments.**
- We have begun planning our first fundraiser, Preserve and Herd, which would take place on May 24th and run two weeks ending on June 7th. Enclosed is a description of the fundraiser. *If we need to modify this to meet district guidelines we absolutely will. (Please note this was done off of school grounds on a Saturday)*
- Students have located their donation page provided by EF Tours. Individual people and businesses can donate money to students individually on their own personal website that EF provides for them. I have enclosed a copy of the screen shot from a student's web page.

Thank you so much for your consideration, time and willingness to look at the opportunity that this tour provides our students. Students and parents are very excited for this educational opportunity and wait with baited breath for your final decision, so that we as a group may be affiliated and recognized with Sunnyside!

SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12

STUDENT TRAVEL REQUEST FORM

#2

BOARD ACTION REQUIRED: YES NO
If yes, event documentation must be attached

Route to: Superintendent's Office (Must be received in the Superintendent's office 21 days prior to trip)

SCHOOL SUBMITTING: Desert View High School DATE: 5 May 2014

GROUP: AFJROTC

DESTINATION & ADDRESS: FT. HUACHUCA

ACTIVITY: SUMMER LEADERSHIP CAMP

RELATIONSHIP TO CURRICULUM: LEADERSHIP

DATE OF ACTIVITY: 2-6 June 14 DEPARTURE DATE: 2 June 14 RETURN DATE: 6 June 14

DEPARTURE TIME FROM SCHOOL: 0900 ARRIVAL TIME BACK AT SCHOOL: 1500

Day trips depart no earlier than 9:00 a.m. and return no later than 1:00 p.m. (Wednesday return time 11:30 a.m.)

OTHER EXPENSES: Van only 5/9/14

COST OF TRIP TO BE PAID BY:
Private Funding – Name of contact, phone and/or e-mail address: _____

SPECIFY 25 DIGIT FUNDING CODE/SOURCE: _____

FOOD: NO YES ESTIMATED COST _____

LODGING: NO YES ESTIMATED COST _____

REGISTRATION FEES: NO YES ESTIMATED COST \$60 per cadet

If yes, indicate source of funds: District Building Student Activity Personal Other

LUNCH STOP REQUIRED: NO YES LOCATION (of lunch stop): _____

NUMBER OF STUDENTS GOING: 12 (List of student names must be provided)

NUMBER OF WHEELCHAIR STUDENTS: N/A NUMBER OF ADULTS GOING: 2

NAMES OF TEACHERS/ADVISORS GOING: ROBERTO S. JARAMILLA & STEVE FEDERICK

NAMES OF ADULTS GOING: SAME AS ABOVE TBA ROBERTO L. JARAMILLA

TEACHER/ADVISOR IN CHARGE: SAME AS ABOVE - Female Chaperone(s) - FT Huachuca
Will provide

REQUEST FOR SUBSTITUTE(S): NO YES GIVE EXACT DATE(S) FOR COVERAGE: _____

Specify Number of Certified: 2

Specify Number of Classified: _____

[Signature] 5/5/14
Approved by Assistant Principal/Student Activities Date

[Signature] 5/5/14
Approved by Principal Date

[Signature] 5/12/14
Approved by Superintendent CFO Date

Approved by Assistant Superintendent/Operations Date

VEHICLE REQUEST: BUS _____ VAN 2015 JTED CAR _____ NONE OR N/A _____

CHARTER _____ (Must have current certificate of insurance on file.) RENTAL VEHICLE _____

NOTE: Athletic trips on the Governing Board approved calendar require a requisition **ONLY**. (Submit requisition directly to transportation.)
All other athletic and activity events/trips require completion of this form for approval.

#2

AZ JROTC Summer Leadership Camp

Huachuca Challenge 2013

OPORD 13-042

TRAINING SCHEDULE

10-14 Jun 2013

(as of 230900May13)

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>	<u>Notes</u>
Day 1 - Mon 10 Jun			
0900-1130	Arrival/In-processing	MCC	ADVON + set-up 0900
0930-1200	Pre-rappel training Heat injury prevention Battalion duties	MCC Patio	TBD
1215-1245	Muster Formation	" (outside)	All
1300-1400	ISO Briefing	MCC Bingo Rm	All Cadre & Cadets
1400-1415	Formation/move to WA	En route	All
1415-1530	Prep bivouac sites	WA - assigned sites	Per Superintendent All Tents identified
1530-1600	Inspection	WA	All
1600-1630	Formation/move to WDF	En route	All vehicles; load by PLT
1630-1730	Chow	WDF	All
1730-1800	Formation/move to WA	En route	All vehicles
1800-1845	Cadre Staff Call	WA	C/Staff; All Cadre
1845-1930	Cadre Call	WA	All Cadre
1930-2130	Prep for Day 2	WA	All
2130-2200	Commandant's time	WA	All
2200-0515	Lights out/Fire watch	WA	Per Duty Roster

?

Huachuca Challenge 2013
OPORD 13-042

TRAINING SCHEDULE

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>	<u>Notes</u>
Day 2 – Tue 11 Jun			
0530	First Call	WA	All
0530-0615	Personal Hygiene/Prep for Inspection	"	All
0615-0630	Inspection	"	All
0630-0635	Formation	"	All
0635-0700	Load/departure	En route	All vehicles; load MREs/Shower Items/ change of clothes
0700-0800	Chow	WDF	All
0815-0830	Formation/load/depart	En route	All vehicles
0830	Arrive Training Sites		By CO/PLT
0830-1130	Rappelling/Robe Bridge Leadership Reaction Course	Rappel Tower LRC Site	1ST CO 2ND CO
1130-1230	Chow	At Site	MREs
1230-1245	Formation/load/depart	En route	All vehicles
1300-1600	Rappelling/Robe Bridge Leadership Reaction Course	Rappel Tower LRC Site	2ND CO 1ST CO
1600-1630	Clear Sites/load	At Site	All vehicles
1630-1645	Formation/departure	En route to WDF	All vehicles
1645-1700	Formation/Prep for chow	WDF Parking Lot	All
1700-1800	Chow	WDF	All
1800-1815	Formation/load/depart	En route	By CO/PLT
1800-1900	Personal Hygiene	EG BFH	1ST CO 2ND CO
1900-1930	Formation/return to WA	En route	By CO/PLT
1930-2000	Cadet Staff Call	WA	C/Staff; All Cadre
2000-2030	Cadre Call/AAR	WA	All Cadre
2030-2200	Prep for Day 3	WA	All
2220-0500	Lights out Fire Watch	WA WA	All Per Duty Roster

#2

(as of 230900May13)

Huachuca Challenge 2013
OPORD 13-042

TRAINING SCHEDULE

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>	<u>Notes</u>
Day 3 – Wed 12 Jun			
0530	First Call	WA	All
0530-0615	Personal Hygiene/Prep for Inspection	"	All
0615-0630	Inspection	"	All
0630-0635	Formation	"	All
0635-0700	Load/departure	En route	All vehicles; load MREs/Shower Items/ change of clothes
0700-0800	Chow	WDF	All
0800-0815	Formation/load/depart	En route	All vehicles
0815-1100	Obstacle Course	OC Site	1ST CO
	Teambuilding	OC Site	1ST CO
0815-1100	Orienteering/Survival Training	Area M	2ND CO
1100-1115	Formation/AAR	Per site	All
1115-1215	Chow	At Site	MREs
1215-1230	Formation/load/depart	" "	All vehicles
1230-1300	Move to BFH	En route	All vehicles
1300-1315	Prep for Self-defense	BFH Gym	1ST CO
1315-1445	Self-defense	" "	" "
1445-1500	Clear Gym/Formation/ Move to BFH Patio	" "	" "
1300-1315	Prep for Water safety training	BFH Patio	2ND CO
1315-1445	Water safety training	Pool	" "
1445-1500	Clear Pool/Prep for Self- Defense/move to Gym	Locker Rms	" "
1500-1645	Self-defense	Gym	" "
-/600 1500-1645 30	Water Safety training	Pool	1ST CO
1645-1700	Prep for chow	Locker rms	" "
1700-1715	Formation/ Move to chow	BFH Parking area	All
1715-1830	Chow	WDF	All
1830-1900	Formation/return to WA	En route	By CO
1900-1930	Cadet Staff Call	WA	C/Staff; All Cadre
1930-2030	Cadre Call/AAR	WA	All Cadre
2030-2200	Prep for Day 3	WA	All
2220-0500	Lights out	WA	All
	Fire Watch	WA	Per Duty Roster

#2

Huachuca Challenge 2013

OPORD 13-042

TRAINING SCHEDULE

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>	<u>Notes</u>
Day 4 – Thu 13 Jun			
0530	First Call	WA	All
0530-0615	Personal Hygiene/Prep for Inspection	"	All
0615-0630	Inspection	"	All
0630-0635	Formation	"	All
0635-0700	Load/departure	En route	All vehicles; load MREs/Shower Items/ change of clothes
0700-0800	Chow	WDF	All
0800-0815	Formation/load/depart	En route	All vehicles
0815-1100	Obstacle Course	OC Site	2ND CO
	Team Building	OC Site	" "
0815-1100	Orienteering/Survival Training	AreaM	1ST CO
1100-1115	Formation/AAR	" "	" "
1115-1215	Chow	At Site	MREs
1215-1230	Formation/load/depart		
1330-1645	Field Day events	BFH (EG alt)	All
1645-1700	Formation/March to Chow	En route	All; Safety vests req'd
1500-1700	Chow	WDF	All
1800-1900	Personal hygiene	BFH	All
1900-1915	Formation/Move to MCC	En route	All
1945-2100	Ice cream social	MCC	Cadet Staff
2100-2115	Formation/move to WA	" "/En route	All
2115-2200	Prep for Day 5	GC	All
2200-0430	Lights out!	" "	"
	Fire watch	" "	Per Duty roster

Awards ←

#2

Huachuca Challenge 2013
OPORD 13-042

TRAINING SCHEDULE

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>	<u>Notes</u>
Day 5 – Fri 14 Jun			
0500	First Call	WA	All
0500-0645	Personal hygiene/clear Camp/Prep for Clearance Inspection	" "	All
0645-0700	Formation	" "	Load all vehicles
0700-0715	Clearance Inspection	" "	FH Personnel/ Selected cadets
0700-0715	Load/departure	En route	All vehicles by school
0715-0815	Chow	WDF	All
0815-0845	Formation/Awards Ceremony	WDF Parking area	"
0845	Dismissal/depart	" " "	All
0845-UC	Return to Home Station	En route	Per Unit Cadre
TBD	Arrival/Recovery/Dismissal	Home Station	" " "

Brevity:

- BFH – Barnes Field House
- EG – Eifler Gym
- MCC – Muir Community Center
- MCS – Military Clothing Sales
- OC – Obstacle Course
- SL – Squadron Liaison/TAC
- WDF – Weinstein Dining Facility
- WA – Wren Arena
- YDF – Yardley Dining Facility

SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
STUDENT TRAVEL REQUEST FORM

3

Board Action Required: YES NO

Route to: Superintendent's Office (Must be received in the Superintendent's office 21 days prior to trip)

SCHOOL SUBMITTING: DVHS

DATE: 5/1/14

GROUP: Drama

DESTINATION & ADDRESS: Camp Shadow Pines Heber Arizona

ACTIVITY: Leadership Camp

RELATIONSHIP TO CURRICULUM: Leadership Officer training

DATE OF ACTIVITY: July 8th - 11th DEPARTURE DATE: July 8 RETURN DATE: July 11th

DEPARTURE TIME FROM SCHOOL: 6am ARRIVAL TIME BACK AT SCHOOL: 7pm

Day trips depart no earlier than 9:00 a.m. and return no later than 1:00 p.m. (Wednesday return time 11:30 a.m.)

OTHER EXPENSES:

COST OF TRIP TO BE PAID BY: CTE and Drama ^{5/13/14} \$612 paid CTE
Private Funding - Name of contact, phone and/or e-mail address: \$612 paid Drama

SPECIFY 25 DIGIT FUNDING CODE/SOURCE: 89600-270-6891-21-00-1004

FOOD:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	ESTIMATED COST:	<u>Included in Fee</u>
LODGING:	<input type="checkbox"/> NO	<input type="checkbox"/> YES	ESTIMATED COST:	<u>Included in Fee</u>
REGISTRATION FEES:	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	ESTIMATED COST:	<u>\$1224.00</u>

If yes, indicate source of funds: District Building Student Activity Personal Other

LUNCH STOP REQUIRED: NO YES LOCATION (of lunch stop): TBA

NUMBER OF STUDENTS GOING: 7 (List of student names must be provided)

NUMBER OF WHEELCHAIR STUDENTS: 0 NUMBER OF ADULTS GOING: 1

NAMES OF TEACHER S/ADVISOR S GOING: Ms. Ericka Quintero

NAMES OF ADULTS GOING: Male Chaperons-AZ State Board Members

TEACHER /ADVISOR IN CHARGE: Ms. Ericka Quintero

REQUEST FOR SUBSTITUTE (S): NO YES GIVE EXACT DATE (S) FOR COVERAGE: Summer

Specify Number of Certified: 1

Specify Number of Classified: _____

Approved by Assistant Principal/Student Activities

Date Approved by Principal Date

Approved by Chief Financial Officer

Date Approved by Executive Director/Operations Date

VEHICLE REQUEST: BUS _____ VAN CTE CAR _____ NONE OR N/A _____

HARTER _____ (Must have current certificate of insurance on file.) rental vehicle _____

NOTE: Athletic trips on the Governing Board approved calendar require a requisition ONLY. (Submit requisition directly to transportation.) All other athletic and activity events/trips require completion of this form for approval.

#4

SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12 STUDENT TRAVEL REQUEST FORM

BOARD ACTION REQUIRED: YES NO
If yes, event documentation must be attached

Route to: Superintendent's Office (Must be received in the Superintendent's office 21 days prior to trip)

SCHOOL SUBMITTING: Sunnyside High School DATE: 4/28/2014

GROUP: HOSA

DESTINATION & ADDRESS: Orlando, Florida (See attached Itinerary)

ACTIVITY: HOSA National Leadership Conference

RELATIONSHIP TO CURRICULUM: meets state standards co-curricular

DATE OF ACTIVITY: 6/25-28/14 DEPARTURE DATE: 6/24/2014 RETURN DATE 6/29/2014

DEPARTURE TIME FROM SCHOOL: _____ ARRIVAL TIME BACK AT SCHOOL _____

Day trips depart no earlier than 9:00 a.m. and return no later than 1:00 p.m. (Wednesday return time 11:30 a.m.)

OTHER EXPENSES:

COST OF TRIP TO BE PAID BY:

Budget 4/29/14

Private Funding – Name of contact, phone and/or e-mail address: CTE / JTED

SPECIFY 25 DIGIT FUNDING CODE/SOURCE: _____

FOOD: NO YES ESTIMATED COST _____

LODGING: NO YES ESTIMATED COST _____

REGISTRATION FEES: NO YES ESTIMATED COST _____

If yes, indicate source of funds: District Building Student Activity Personal Other

LUNCH STOP REQUIRED: NO YES LOCATION (of lunch stop): _____

NUMBER OF STUDENTS GOING: 54 (List of student names must be provided)

NUMBER OF WHEELCHAIR STUDENTS: 0 NUMBER OF ADULTS GOING: 2

NAMES OF TEACHERS/ADVISORS GOING: Charles Fortson, Barbara MacDonald

NAMES OF ADULTS GOING: _____

TEACHER/ADVISOR IN CHARGE: Mr. Fortson

REQUEST FOR SUBSTITUTE(S): NO YES GIVE EXACT DATE(S) FOR COVERAGE: _____

Specify Number of Certified: _____

Specify Number of Classified: _____

[Signature] 4/28/14
Approved by Assistant Principal/Student Activities Date

[Signature] 4/20/14
Approved by Principal Date

[Signature] 5/19/14
Approved by Chief Financial Officer Date

[Signature] 5-19-14
Approved by Executive Director/Operations Date

VEHICLE REQUEST: BUS _____ VAN _____ CAR _____ NONE OR N/A Airfare

CHARTER _____ (Must have current certificate of insurance on file.) RENTAL VEHICLE _____

SS20-09

DISTRIBUTION: White-School; Yellow-Operations; Pink-Transportation; Gold-Superintendent

(DO NOT SEPARATE COPIES. COPIES WILL BE DISTRIBUTED AFTER FINAL APPROVAL HAS BEEN GRANTED.)

NOTE: Athletic trips on the Governing Board approved calendar require a requisition **ONLY.** (Submit requisition directly to transportation.) **All other athletic and activity events/trips require completion of this form for approval.**

#4

[HOME](#) [NLC INFO](#) [HOTEL/TRAVEL/TOURS](#) [JUDGES](#) [EXHIBIT](#) [DI](#)



[View 2013 National Leadership Conference Sessions](#)

ORLANDO - JUNE 25-28

#4

HOSA National Leadership Conference

Tentative Conference Schedule Orlando 2014

The schedule of events for NLC 2014 has NOT been finalized, therefore, this agenda MUST be considered as tentative. As soon as all activities and events are finalized, a detailed agenda will be published at www.hosa.org. Educational Symposium Workshops are not shown and will be scheduled throughout the day on Thursday and Friday. State meetings are not shown on the following conference schedule and will be scheduled by the State Advisor.

Monday, June 23, 2014

- All Day HOSA Headquarters
- All Day Competitive Events Headquarters
- 8:00 am – 5:00 pm Competitive Events Management Team Meeting

Tuesday, June 24, 2014

- All Day HOSA Headquarters
- All Day Competitive Events Headquarters
- 8:30 am – 12:00 pm HOSA Leadership University
HOSA 301 – State Officers
- 9:00 am – 10:00 am State Advisors' Registration
OR
- 2:00 pm – 3:00 pm State Advisors' Registration
- 6:00 pm – 8:00 pm State Advisors' Dinner Meeting
- 6:00 pm – 8:00 pm National Officer Candidate Orientation and Exam
- 8:00 pm – 9:00 pm CEU Registration
* For advisors planning to earn CEUs
- 8:00 pm – 10:00 pm Nominating Committee Meeting
- 9:00 pm – 11:00 pm State Presidents' Reception
- 11:00 pm Posting of National Officer Interview Schedule
- 12:30 am Curfew



HOSA
ACT UP
NOW

#5

REQUEST INFORMATION

Request Info:

Request ID: 2102	Request Status: Submitted
Request Date: 05/14/2014	Depart: 05/28/2014 Time: 5:00 AM
PO #:	Return: 05/30/2014 Time: 9:00 PM
Recurrency: False	
Frequency:	
Denial Reason:	

Trip passengers:**Trip Origin:**

Wheel Chairs: 0	Origin: DESERT VIEW HS
Buses: 1	Purpose:
Adults: 1	Total Miles: 0.00
Special Needs: 0	Total Time: 4.00
Students: 5	Vehicle Type: Van
Elementary: 0	Estimate Cost: 0.00
Total: 6	UD Label Num: 0 UD Label Char:

Group Serviced:

ID	Group Name	Department	Contact Name	Contact Phone
32	DESERT VIEW HS - ATHLETIC	ATHLETICS - VAN RATE	Pamela Moraga	545-2231

Destination:

ID	Destination Name	Address	City	State
91	DESERT VIEW HS	4101 E VALENCIA RD	TUCSON	AZ
602	Stapley Junior High School	8250 E. Hermosa Vista Drive	Mesa	AZ

Objective: DV Wrestling - Will 2 Win

Instruction: DV Wrestling - Will 2 Win

#6

SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12 STUDENT TRAVEL REQUEST FORM

BOARD ACTION REQUIRED: YES NO
If yes, event documentation must be attached

Route to: Superintendent's Office (Must be received in the Superintendent's office 21 days prior to trip)

SCHOOL SUBMITTING: Sierra Middle School DATE: 4/15/14

GROUP: SWAT Leadership Students (2) Advisor (Kristel Milligan)

DESTINATION & ADDRESS: University of Texas - Arlington, TX

ACTIVITY: 2014 Student Ambassador Summit

RELATIONSHIP TO CURRICULUM: Fuel Up to Play 60 Leadership

DATE OF ACTIVITY: 7/14-7/17 DEPARTURE DATE: 7/14/14 RETURN DATE 7/17/14

DEPARTURE TIME FROM SCHOOL: 7:00 am ARRIVAL TIME BACK AT SCHOOL 5:00 pm

Day trips depart no earlier than 9:00 a.m. and return no later than 1:00 p.m. (Wednesday return time 11:30 a.m.)

OTHER EXPENSES:

COST OF TRIP TO BE PAID BY:

Private Funding - Name of contact, phone and/or e-mail address: PEP Grant Pam Robles - PamelaRo@susd12.org

SPECIFY 25 DIGIT FUNDING CODE/SOURCE: 38014 PEP Grant

FOOD: NO YES ESTIMATED COST _____

LODGING: NO YES ESTIMATED COST _____

REGISTRATION FEES: NO YES ESTIMATED COST _____

If yes, indicate source of funds: District Building Student Activity Personal Other

LUNCH STOP REQUIRED: NO YES LOCATION (of lunch stop): _____

NUMBER OF STUDENTS GOING: 2 (List of student names must be provided)

NUMBER OF WHEELCHAIR STUDENTS: 0 NUMBER OF ADULTS GOING: 1

NAMES OF TEACHERS/ADVISORS GOING: Kristel Milligan

NAMES OF ADULTS GOING: _____

TEACHER/ADVISOR IN CHARGE: Kristel Milligan

REQUEST FOR SUBSTITUTE(S): NO YES GIVE EXACT DATE(S) FOR COVERAGE: _____

Specify Number of Certified: _____

Specify Number of Classified: _____

Donna Samra 4/19/14
Approved by Assistant Principal/Student Activities Date

[Signature] 4/17/14
Approved by Principal Ass. 3/14 Date

[Signature] 4/22/14
Approved by Superintendent CFO Date

[Signature] 5-19-14
Approved by Assistant Superintendent/Operations Date

VEHICLE REQUEST: BUS _____ VAN _____ CAR _____ NONE OR N/A Flight

CHARTER _____ (Must have current certificate of insurance on file.) RENTAL VEHICLE _____

NOTE: Athletic trips on the Governing Board approved calendar require a requisition **ONLY.** (Submit requisition directly to transportation.)
All other athletic and activity events/trips require completion of this form for approval.

#6



Student Ambassador Summit Registration Packet

Pay-To-Attend Option

Arlington, TX • July 14-17, 2014



Are you are ready to attend the 2014 Student Ambassador Summit?

It's as easy as 1 – 2 – 3:

1. **Fill out and sign** all of the forms in this packet (legibly, please! Make sure we can read them!)
2. **Scan** each completed form (PDF is preferred) and keep a copy for your personal records.
3. **Return the scanned forms (PDF), headshot (JPG format), and deposit to** Summit@CustomED.org no later than May 15, 2014.

Pay-To-Attend registration is limited and available on a first come, first serve basis.



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Personnel Travel Requests #0

TITLE OF AGENDA ITEM: Out of District Travel Requests

ACTION TYPE: Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Hector M. Encinas, Chief Financial Officer

DESCRIPTION/JUSTIFICATION:

1. **Cesar Gutierrez**, DVHS Teacher - NIMS Teacher Training - Pueblo Community College - Pueblo, CO - June 15-21, 2014.
 2. **Kathy Prather**, CTE Director - 2014 Best Practices and Innovations Conference - Hyannis, MA - September 15- 20, 2014.
 3. **Eugenia Favela**, Student Services Asst, Superintendent; **Raul Hodgers**, DVHS Asst. Principal; **Caitlyn Campbell**, SSHS Prevention Specialist; **Ricky Torres**, SSHS Asst. Principal - 2014 School Discipline Conference - Chicago, IL - June 28- July 2, 2014.
 4. **Pam Betten**, Executive Director MS Curriculum - AVID 2014 Summer Institute - Sacramento, CA - July 7-10, 2014.
 5. Spark Summer Institutes- San Diego, CA -
Trace Farnum, Craycroft Teacher & **Pamela Robles**, LR Pep Grant Facilitator - July 13- 19 ,2014; **Kristel Millegan**, Sierra MS Teacher- July 27 - July 30, 2014;
Amanda Harris, SSHS Teacher & **Matthew Montoya** - DVHS Teacher - July 30 - August 2, 2014.
 6. **Pamela Robles**, PEP Grant Facilitator- Washington DC 4-H Ropes Course- Washington, DC - June 11- 14, 2014.
- *All travel expenses will be paid by U of A.*

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval as submitted.

ATTACHMENTS:

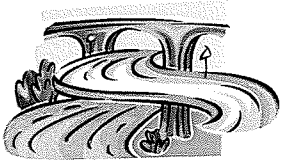
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📄 #1-5.pdf	#1-5 Out of District Travel	Backup Material
📄 #6.pdf	#6 Out of District Travel	Backup Material

CREATION:

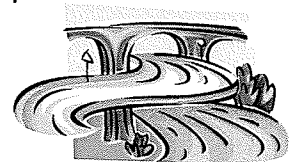
Date/Time:	Department:
5/20/2014 12:12:26 PM	Business and Finance

APPROVALS:

Date/Time:	Approval:	Department:
5/23/2014 3:44 PM	Approved	Superintendent



#1



OUT OF DISTRICT TRAVEL REQUEST FORM

For Professional Learning Opportunities

---THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED---
---PLEASE PRINT CLEARLY AND ATTACH DOCUMENTATION---

All Out of State Travel MUST BE BOARD APPROVED.

Out of District Travel Requests must be submitted to the Business Office 21 days PRIOR to the trip.

Date: 5/24/14 Board Approval Required: YES NO

NAME OF ACTIVITY: NIMS Teacher Training
Documentation Required (Agenda, Itinerary)

DESTINATION (CITY/STATE): Pueblo community College Pueblo, Colorado

DEPARTURE DATE: 06/15/2014 DEPARTURE TIME: 6:00 am RETURN DATE: 06/21/2014 RETURN TIME: 6:00 pm

SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: _____ DATES OF COVERAGE: Summer coverage by Mr. Ivan Rodriguez

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: CTE/JTED

USING PERSONAL VEHICLE: YES NO (Mileage will **only** be reimbursed if documentation is attached (verification from the Transportation Department) indicating that no district OR rental vehicles were available.) If yes, will you be claiming mileage? YES NO

DISTRICT VEHICLE NEEDED YES NO (If yes, submit Vehicle Request Form DIRECTLY to the Operations Department)

NAME: Cesar Gutierrez	TITLE Precision Manufacturing Teacher	SCHOOL/DEPARTMENT Desert View HS / CTE
--------------------------	--	---

SIGNATURE: Cesar Gutierrez

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	
AIRFARE/MILEAGE	319.00	26014-270-2210-6580-211-00-1063	If sharing a room - 2 separate receipts indicating portion of lodging costs must be submitted with name of all travelers. Mark as "Shared Lodging"
LODGING	648.00	26014-270-2210-6580-211-00-1063	
REGISTRATION FEES	750.00	26014-270-2210-6360-211-00-1063	
PER DIEM	41x6=264.00	26014-270-2210-6580-211-00-1063	
MISCELLANEOUS	200.00	26014-270-2210-6580-211-00-1063	
ESTIMATED TOTAL	\$1,181.00		

NAME:	TITLE	SCHOOL/DEPARTMENT
-------	-------	-------------------

SIGNATURE:

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	
AIRFARE/MILEAGE			If sharing a room - 2 separate receipts indicating portion of lodging costs must be submitted with names of all travelers. Mark as "Shared Lodging"
LODGING			
REGISTRATION FEES			
PER DIEM			
MISCELLANEOUS			
ESTIMATED TOTAL	\$0.00		

FOOD PROVIDED AT CONFERENCE: YES NO If more than 2 travelers, please complete an additional form.

BREAKFAST YES NO HOW MANY _____
 LUNCH YES NO HOW MANY _____
 DINNER YES NO HOW MANY _____

FOR BUSINESS OFFICE USE ONLY

BOARD APPROVED ON _____

#1

OUT OF DISTRICT TRAVEL REQUEST FORM


Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*


Training supports the School Improvement Plan. *(Please include description of area of focus.)*


TRAINING SUPPORTS ACADEMY GOALS. CERTIFICATION ALLOWS FOR BETTER INSTRUCTION AND TO HAVE CERTIFIED PROGRAM.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

ALL TRAINING RECEIVED WILL ALLOW TEACHER TO IMPLEMENT RIGOR INTO CLASSROOM WITH INDUSTRY CERTIFICATION AT END OF PROGRAM. THIS ALLOW STUDENT TO HAVE AN OPPORTUNITY TO TEST AT INDUSTRY STANDARD AND HAVE A CERTIFIED PROGRAM

PRINCIPAL'S/SUPERVISOR'S APPROVAL:  DATE: 5/15/14

FUNDING SOURCE SUPERVISOR'S APPROVAL:  DATE: 5/15/14

CHIEF FINANCIAL OFFICER'S APPROVAL:  DATE: 5/15/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

- For Office Use Only:**
- Supervisor
 - Participant
 - Staff Development Office
 - Superintendent's Office
 - Accounting

Five Day Workshop Agenda

Time: 8:00a.m.-4:00p.m.

➤ Day One

- Introductions
- NIMS 101
- Theory Exam (Measurement, Materials and Safety)
- Exam review
- Measurement, Materials and Safety Curriculum alignment

➤ Day Two

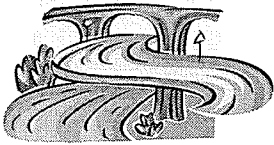
- Review Job Planning, Bench work and Layout (JPBL) study guide
- Review GD & T
- Make parts
- Theory exam JPBL
- Exam review
- Parts review
- Parts production

➤ Day Three

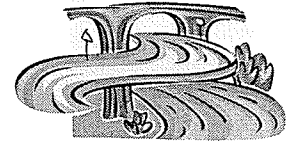
- Parts review
- Parts Production

➤ Day Four and Five

- Individual Parts and Tests
- Split into groups for Peer Review
- Questions and Answers
- Completion of workshop



#2



OUT OF DISTRICT TRAVEL REQUEST FORM

For Professional Learning Opportunities

---THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED---
---PLEASE PRINT CLEARLY AND ATTACH DOCUMENTATION---

All Out of State Travel MUST BE BOARD APPROVED.
Out of District Travel Requests must be submitted to the Business Office 21 days PRIOR to the trip.

Date: 05/08/2014 Board Approval Required: YES NO

NAME OF ACTIVITY: 2014 Best Practices and Innovations Conferences
Documentation Required (Agenda, Itinerary)

DESTINATION (CITY/STATE): Hyannis Massachusetts

DEPARTURE DATE: 09/15/2014 DEPARTURE TIME: 6:00 am RETURN DATE: 09/20/2014 RETURN TIME: 8:00 pm

SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: _____ DATES OF COVERAGE: _____

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: _____

USING PERSONAL VEHICLE: YES NO (Mileage will only be reimbursed if documentation is attached (verification from the Transportation Department) indicating that no district OR rental vehicles were available.) If yes, will you be claiming mileage? YES NO

DISTRICT VEHICLE NEEDED YES NO (If yes, submit Vehicle Request Form DIRECTLY to the Operations Department)

NAME: Kathy Prather	TITLE Director	SCHOOL/DEPARTMENT Administraion-CTE
------------------------	-------------------	--

SIGNATURE: *[Signature]* 5/8/14

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2
AIRFARE/MILEAGE 1,082.00	26014-270-2212-6580-502-00-0000	
LODGING 720.47	26014-270-2212-6580-502-00-0000	
REGISTRATION FEES 285.00	26014-270-2212-6360-502-00-0000	
PER DIEM 231.00	26014-270-2212-6580-502-00-0000	
MISCELLANEOUS 200.00	26014-270-2212-6580-502-00-0000	
ESTIMATED TOTAL \$2,518.47		

If sharing a room – 2 separate receipts indicating portion of lodging costs must be submitted with name of all travelers. Mark as "Shared Lodging"

NAME:	TITLE	SCHOOL/DEPARTMENT
-------	-------	-------------------

SIGNATURE:

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2
AIRFARE/MILEAGE		
LODGING		
REGISTRATION FEES		
PER DIEM		
MISCELLANEOUS		
ESTIMATED TOTAL \$0.00		

If sharing a room – 2 separate receipts indicating portion of lodging costs must be submitted with names of all travelers. Mark as "Shared Lodging"

FOOD PROVIDED AT CONFERENCE: YES NO If more than 2 travelers, please complete an additional form.

BREAKFAST YES NO HOW MANY _____
LUNCH YES NO HOW MANY 2
DINNER YES NO HOW MANY 1

FOR BUSINESS OFFICE USE ONLY
BOARD APPROVED ON _____

OUT OF DISTRICT TRAVEL REQUEST FORM

#2

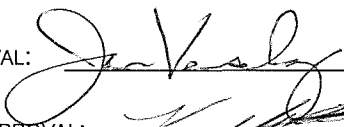
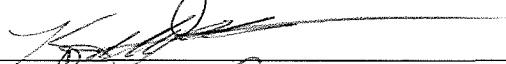

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

Leaders in career and technical education from around the country will bring the newest best practices and innovations in Common Core Standards/academic integration, CTE's role in educational reform, business and education partnerships, credentials/certification/assessments, college-and career-readiness standards, and performance-based, students centered instruction and assessments.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

meet with CTE Teachers and bring up to date on all new information gathered at this conference.

PRINCIPAL'S/SUPERVISOR'S APPROVAL:  DATE: 5-12-14
FUNDING SOURCE SUPERVISOR'S APPROVAL:  DATE: 5/12/14
CHIEF FINANCIAL OFFICER'S APPROVAL:  DATE: 5/16/14

**Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.**

- For Office Use Only:**
- Supervisor
 - Participant
 - Staff Development Office
 - Superintendent's Office
 - Accounting

AGENDA (as of MAY 2014)

TUESDAY, SEPT. 16, 2014

6:30 p.m.-9:00 p.m. **NCLA Board Dinner and Meeting**

WEDNESDAY, SEPT. 17, 2014

8:30 a.m.-11:30 a.m. **How to Significantly Increase Enrollment, Retention And Performance—Now!**

Presenter: Mark Perina • (separate registration required)
Embedding Common Core State or Other Rigorous Standards for Mathematics Into CTE Instruction

Presenter: SREB • (separate registration required)
NCLA Board Meeting

9:30 a.m.-12:00 p.m. **Embedding the Common Core State and Writing Assignments Into CTE Instruction**

Presenter: SREB • (separate registration required)
Cape Cod Regional Technical School (separate registration required)

1:00 p.m.-4:00 p.m.

Upper Cape Cod Regional Technical School (separate registration required)
Traditional New England Clambake at Upper Cape Cod Regional Technical School (separate registration required)

5:00 p.m.-7:30 p.m.

THURSDAY, SEPT. 18, 2014

7:30 a.m.

8:15 a.m.

Continental Breakfast General Session
Sandy Hook: A Parent's Perspective
Presenter: Michele Gay, co-founder of *Safe and Sound*
Break

10:50 a.m.-11:05 a.m.
11:05 p.m.-12:05 p.m.
12:15 p.m.-1:45 p.m.

Breakouts
Lunch and General Session: Reaching All Students Through Career and Technical Education
Presenter: Sheila Hartry, National Principal of the Year, Worcester Technical High School

3:00 p.m.-3:15 p.m.

3:15 p.m.-4:15 p.m.

Breakouts and Roundtable presentations

FRIDAY, SEPT. 19, 2014

7:30 a.m.

8:00 a.m.

Continental Breakfast General Session
Career and Technical Education's Role and Responsibility in Economic Growth and Development
Presenters: Panel of Key Industry Sector Representatives

9:15 a.m.-10:15 a.m.

10:15 a.m.-10:30 a.m.

10:30 a.m.-11:30 a.m.

11:30 a.m.-11:45 a.m.

11:45 a.m.-1:15 p.m.

Breakouts
Hotel Checkout
Lunch and General Session
Managing the Renewed Interest in CTE
Presenter: Jane Oates, Vice President for External Affairs, Apollo Group, Inc.

SCHOOL ADMINISTRATORS, SCHOOL LEADERS AND SUPERINTENDENTS, THIS IS THE EVENT FOR YOU!

Leaders in career and technical education from around the country will bring the newest best practices and innovations in Common Core Standards/academic integration, CTE's role in educational reform, business and education partnerships, credentials/certifications/assessments, college- and career-readiness standards, and performance-based, student-centered instruction and assessment. Bring your own insights, network with decisionmakers just like you, and take excellence home with you!

The pre-conferences on the integration of the Common Core will help you understand the complexities of integrating the Common Core into your CTE classrooms and provide attendees with examples and strategies for their implementation. There is also an exciting pre-conference on CTE's role and responsibility in economic growth and development.

PRE-CONFERENCE TOURS

Tour—Cape Cod Regional Technical School

1:00 p.m.-4:00 p.m.

Come see how we prepare students for success in college, careers and beyond. Discover how we build the professional skills of CCT staff to provide effective leadership, instruction and support services that foster student success.

Tour—Upper Cape Cod Regional Technical School

1:00 p.m.-4:00 p.m.

Experience firsthand how technology accelerates learning. Explore technology in CTE and academic environments, focus on Upper Cape Cod Regional Technical School's digital learning through a 1-1 iPad program. See how technology supports personalized learning to prepare every student, every day and in every class, for a world yet to be imagined. Classroom visits will provide direct interaction with teachers and students.

Tour—Traditional New England Clambake

at Upper Cape Cod Regional Technical School

5:00 p.m.-7:30 p.m.

Come enjoy a delicious dinner with conference attendees prepared by the Culinary Arts students at Upper Cape Tech. This traditional meal includes 1.5-pound New England lobster, clams, mussels and a host of other goodies (chicken for those land lovers). Dinner includes the cost of the meal and transportation to/from the event. Buses board at 5:00 p.m. and return at approximately 7:30 p.m.

ACCOMMODATIONS—The 2014 Best Practices and Innovations Conference will be held at the Cape Coddor Resort & Spa, 1225 Umanough Road, Hyannis, MA 02601. Phone (888) 297-2200. \$129 single/double plus 11.7% tax. The special conference rate is available three days before and three days after the conference. To make your reservation, call (888) 297-2200 and mention the Best Practices Conference. The reservation cut-off date is 9/04/14.

QUESTIONS? For questions about programming and agenda, please call **Tom Applegate** at 512-797-7271 or e-mail tomgobucks@gmail.com. For questions about registration, please call **ACTE** at 800-826-9972 or e-mail registration@acteonline.org.

Best Practices
and Innovations Conference

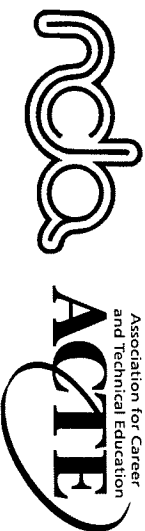
2014

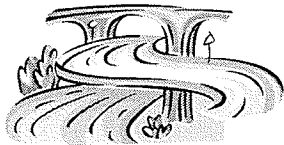
DISCOVERING BEST PRACTICES
AND INNOVATIONS IN CAREER
AND TECHNICAL EDUCATION

YOU'RE
Invited

SEPTEMBER 17-19, 2014

CAPE COD,
MASSACHUSETTS



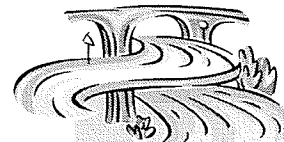


OUT OF DISTRICT TRAVEL REQUEST FORM

For Professional Learning Opportunities

---THIS FORM CAN BE COMPLETED ONLINE AND THEN PRINTED---

---PLEASE PRINT CLEARLY AND ATTACH DOCUMENTATION---



#3

All Out of State Travel MUST BE BOARD APPROVED.
Out of District Travel Requests must be submitted to the Business Office 21 days PRIOR to the trip.

Date: 05/07/2014 Board Approval Required: YES NO

NAME OF ACTIVITY: 2014 School Discipline Conference
Documentation Required (Agenda, Itinerary)

DESTINATION (CITY/STATE): Chicago, Illinois

DEPARTURE DATE: 06/28/2014 DEPARTURE TIME: 6:00 am RETURN DATE: 07/02/2014 RETURN TIME: 10:00 pm

SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: DATES OF COVERAGE:

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE:

USING PERSONAL VEHICLE: YES NO (Mileage will only be reimbursed if documentation is attached (verification from the Transportation Department) indicating that no district OR rental vehicles were available.) If yes, will you be claiming mileage? YES NO

DISTRICT VEHICLE NEEDED YES NO (If yes, submit Vehicle Request Form DIRECTLY to the Operations Department)

NAME: Eugenia Favela TITLE: Assistant Superintendent SCHOOL/DEPARTMENT: Administration

SIGNATURE: *[Signature]*

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	
AIRFARE/MILEAGE	500.00	30014-100-2111-6580-502-00-0000	If sharing a room - 2 separate receipts indicating portion of lodging costs must be submitted with name of all travelers. Mark as "Shared Lodging"
LODGING	500.00	30014-100-2111-6580-502-00-0000	
REGISTRATION FEES	375.00	30014-100-2111-6360-502-00-0000	
PER DIEM	59.00	30014-100-2111-6580-502-00-0000	
MISCELLANEOUS	50.00	30014-100-2111-6580-502-00-0000	
ESTIMATED TOTAL	\$1,484.00		

NAME: Raul Hodgers TITLE: Assistant Principal SCHOOL/DEPARTMENT: Desert View H.S.

SIGNATURE: *[Signature]*

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	
AIRFARE/MILEAGE	500.00	30014-100-2111-6580-211-00-0000	If sharing a room - 2 separate receipts indicating portion of lodging costs must be submitted with names of all travelers. Mark as "Shared Lodging"
LODGING	550.00	30014-100-2111-6580-211-00-0000	
REGISTRATION FEES	375.00	30014-100-2111-6360-211-00-0000	
PER DIEM	59.00	30014-100-2111-6580-211-00-0000	
MISCELLANEOUS	50.00	30014-100-2111-6580-211-00-0000	
ESTIMATED TOTAL	\$1,534.00		

FOOD PROVIDED AT CONFERENCE: YES NO If more than 2 travelers, please complete an additional form.

BREAKFAST YES NO HOW MANY _____
LUNCH YES NO HOW MANY _____
DINNER YES NO HOW MANY _____

FOR BUSINESS OFFICE USE ONLY
BOARD APPROVED ON _____

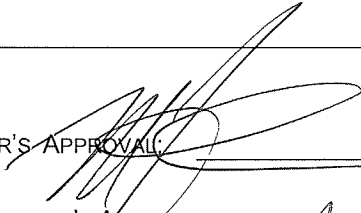
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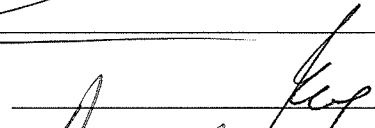
OUT OF DISTRICT TRAVEL REQUEST FORM

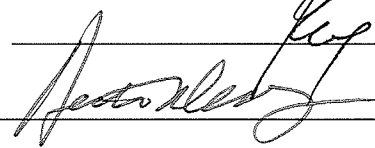
Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*
approved by AOE to use S³ funds

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*
Shared in trainings & admin mtgs

PRINCIPAL'S/SUPERVISOR'S APPROVAL:  DATE: 5/13/14

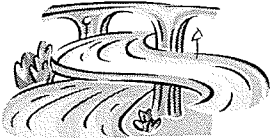
FUNDING SOURCE SUPERVISOR'S APPROVAL:  DATE: 5-7-14

CHIEF FINANCIAL OFFICER'S APPROVAL:  DATE: 5/12/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

- For Office Use Only:**
- Supervisor
 - Participant
 - Staff Development Office
 - Superintendent's Office
 - Accounting

#3

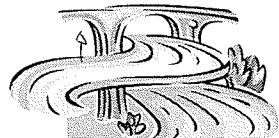


OUT OF DISTRICT TRAVEL REQUEST FORM

For Professional Learning Opportunities

---THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED---

---PLEASE PRINT CLEARLY AND ATTACH DOCUMENTATION---



All Out of State Travel MUST BE BOARD APPROVED.

Out of District Travel Requests must be submitted to the Business Office 21 days PRIOR to the trip.

Date: 5/7/14 Board Approval Required: YES NO

NAME OF ACTIVITY: School Wide Discipline Conference
Documentation Required (Agenda, Itinerary)

DESTINATION (CITY/STATE): Chicago, IL

DEPARTURE DATE: 6/28/14 DEPARTURE TIME: _____ RETURN DATE: 7/2/14 RETURN TIME: _____

SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: _____ DATES OF COVERAGE: _____

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: _____

USING PERSONAL VEHICLE: YES NO (Mileage will only be reimbursed if documentation is attached (verification from the Transportation Department) indicating that no district OR rental vehicles were available.) If yes, will you be claiming mileage? YES NO

DISTRICT VEHICLE NEEDED YES NO (If yes, submit Vehicle Request Form DIRECTLY to the Operations Department)

NAME: <u>Caitlyn Campbell</u>	TITLE: <u>Prin. Spec</u>	SCHOOL/DEPARTMENT: <u>SSHS</u>
-------------------------------	--------------------------	--------------------------------

SIGNATURE: _____

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	
AIRFARE/MILEAGE	500. ⁰⁰	30014-100-2111-6580-502-00-0000	If sharing a room - 2 separate receipts indicating portion of lodging costs must be submitted with name of all travelers. Mark as "Shared Lodging"
LODGING	500. ⁰⁰	" "	
REGISTRATION FEES	375. ⁰⁰	6360	
PER DIEM	59. ⁰⁰	" "	
MISCELLANEOUS	50. ⁰⁰	" "	
ESTIMATED TOTAL	1484. ⁰⁰ \$0.00		

NAME: <u>Ricky Torres</u>	TITLE: <u>Asst. Principal</u>	SCHOOL/DEPARTMENT: <u>SAS</u>
---------------------------	-------------------------------	-------------------------------

SIGNATURE: _____

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	
AIRFARE/MILEAGE	500. ⁰⁰	30014-100-2111-6580-502-00-0000	If sharing a room - 2 separate receipts indicating portion of lodging costs must be submitted with names of all travelers. Mark as "Shared Lodging"
LODGING	550. ⁰⁰	" "	
REGISTRATION FEES	375. ⁰⁰	6360	
PER DIEM	59. ⁰⁰	" "	
MISCELLANEOUS	50. ⁰⁰	" "	
ESTIMATED TOTAL	1534. ⁰⁰ \$0.00		

FOOD PROVIDED AT CONFERENCE: YES NO If more than 2 travelers, please complete an additional form.

BREAKFAST YES NO HOW MANY _____

LUNCH YES NO HOW MANY _____

DINNER YES NO HOW MANY _____

FOR BUSINESS OFFICE USE ONLY

BOARD APPROVED ON _____

OUT OF DISTRICT TRAVEL REQUEST FORM

#3

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

PRINCIPAL'S/SUPERVISOR'S APPROVAL: _____

DATE: 5/7/14

FUNDING SOURCE SUPERVISOR'S APPROVAL: _____

DATE: 5/7/14

CHIEF FINANCIAL OFFICER'S APPROVAL: _____

DATE: 5/21/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

For Office Use Only:

- Supervisor
- Participant
- Staff Development Office
- Superintendent's Office
- Accounting

#3

HOME REGISTER CONTACT SPONSORS EXHIBITORS SPEAKE

KEYNOTES

AGENDA

PRE-CONFERENCE

Sunday, June 29BREAKOUT
SESSIONS**8:00 am – 9:00 am**

Pre-Conference Registration

WHO SHOULD
ATTEND**9:00 am – 12:00 pm**

Pre-Conference Session A: Brian Mendler

*Motivating and Managing Hard-to-Reach, Uninterested and Disruptive Students*CALL FOR
PROGRAMS**12:00 pm – 1:00 pm**

Lunch (on your own)

AGENDA

1:00 pm – 4:00 pm

Pre-Conference Session B: Dr. Dorothy Espelage

Bullying & Relational Aggression: Research-Based Insights & Interventions

C.E.HOURS

6:00 pm – 7:30 pm

Early Registration

FAQ

Monday, June 30

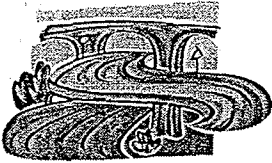
HOTEL

7:00 am – 8:20 am

Registration/Refreshments

TRAVEL

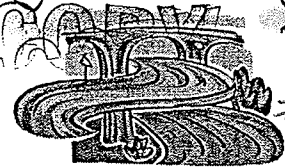
and Exhibits



ECOPY Submitting to Governing Board 2-7

OUT OF DISTRICT TRAVEL REQUEST FORM For Professional Learning Opportunities

--THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED-- --PLEASE PRINT CLEARLY AND ATTACH DOCUMENTATION--



4

All Out of State Travel MUST BE BOARD APPROVED. Out of District Travel Requests must be submitted to the Business Office 21 days PRIOR to the trip.

Date: _____ Board Approval Required: YES NO

NAME OF ACTIVITY: 2014 SUMMER INSTITUTE AVID Documentation Required (Agenda, Itinerary)

DESTINATION (CITY/STATE): Sacramento, California July 8 -10, 2014

DEPARTURE DATE: 07/07/2014 DEPARTURE TIME: 10:am RETURN DATE: 07/10/2014 RETURN TIME: 10pm

SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: _____ DATES OF COVERAGE: _____

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: _____

USING PERSONAL VEHICLE: YES NO (Mileage will only be reimbursed if documentation is attached (verification from the Transportation Department) indicating that no district OR rental vehicles were available.) If yes, will you be claiming mileage? YES NO

DISTRICT VEHICLE NEEDED YES NO (If yes, submit Vehicle Request Form DIRECTLY to the Operations Department)

NAME: Pam Belton TITLE: Exec Dir. Middle School Curriculum SCHOOL/DEPARTMENT: _____

SIGNATURE: Pam Belton

Table with columns: EXPENSE, FUNDING SOURCE 1, FUNDING SOURCE 2. Rows include AIRFARE/MILEAGE (550.00), LODGING (500.00), REGISTRATION FEES (669.00), PER DIEM (240.00), MISCELLANEOUS (100.00), ESTIMATED TOTAL (2,059.00). Includes note about lodging receipts.

NAME: _____ TITLE: _____ SCHOOL/DEPARTMENT: _____

SIGNATURE: _____

Table with columns: EXPENSE, FUNDING SOURCE 1, FUNDING SOURCE 2. Rows include AIRFARE/MILEAGE, LODGING, REGISTRATION FEES, PER DIEM, MISCELLANEOUS, ESTIMATED TOTAL (50.00). Includes note about lodging receipts.

FOOD PROVIDED AT CONFERENCE: YES NO

If more than 2 travelers, please complete an additional form.

BREAKFAST YES NO HOW MANY _____ LUNCH YES NO HOW MANY _____ DINNER YES NO HOW MANY _____

FOR BUSINESS OFFICE USE ONLY BOARD APPROVED ON _____

#4

OUT OF DISTRICT TRAVEL REQUEST FORM

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

PRINCIPAL'S/SUPERVISOR'S APPROVAL: _____

DATE: _____

FUNDING SOURCE SUPERVISOR'S APPROVAL: _____

DATE: 5-16-14

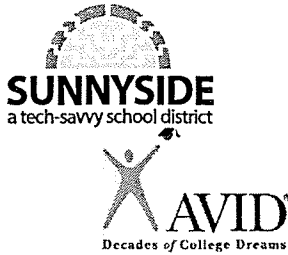
CHIEF FINANCIAL OFFICER'S APPROVAL: _____

DATE: 5/16/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

For Office Use Only:

- Supervisor
- Participant
- Staff Development Office
- Superintendent's Office
- Accounting



AVID Implementation Plan

In order to support and align a clear focus on college and career readiness, Sunnyside Unified School District proudly seeks to implement the AVID elementary program. Through an application process, five elementary schools will be trained to begin the AVID program this fall. The schools are Elvira, Drexel, Santa Clara, Rivera and Summit View. Sierra, who has as a secondary AVID program in grades 7 and 8, will implement elementary AVID in grades 5 and 6.

The elementary AVID system supports students and teachers in four areas: school leadership, school systems, school culture, and instructional strategies. As SUSD transitions to the K-6 model, AVID will help develop a school system that prepares students for a more rigorous middle school and high school experience, and supports the focus on college and career graduates. In the first year of school implementation the AVID contract requires that grade level teams, accompanied by their principal, attend the AVID Summer Institute training. These teams of 4 - 6 people will work collectively with Elementary Director Roxana Rico and Assistant Superintendent Dr. Jan Vesely to design high performing elementary schools to serve students in grades K-6.

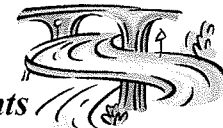
AVID continues to yield positive data at the middle and high schools as well. Accomplishments in SUSD for last year's AVID students include the following:

- Nearly 60% of AVID 8th graders completed high school algebra before enrolling in high school
- 80% of AVID seniors were admitted to a four-year university
- 63% of AVID seniors enrolled in a four year university
- 100% of AVID seniors graduated from high school

AVID Summer Institute provides over thirty "path" trainings for educators. In order to maintain the positive momentum, the secondary schools will each send a small team to AVID Summer Institute for professional development. Participants will attend a variety of sessions including Leadership for Schoolwide College Readiness, Implementing the AVID elective, Culturally Relevant Teaching, and various content sessions including math, science, and writing. In addition, the school teams will work together on an implementation plan to increase the impact of the AVID program for all students.



#5



OUT OF DISTRICT TRAVEL REQUEST FORM

Required Travel to Meet Compliance with Federal/State/Local Grants

--- THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED. ---

All Out of State Travel **MUST BE BOARD APPROVED.**
Out of District Travel Request Form must be submitted **21 days PRIOR** to the trip.

Date: 4/9/2014 **BOARD APPROVAL REQUIRED:** YES NO

NAME OF ACTIVITY: SPARK Summer Institutes - K-2 & 3-6 Institutes
(ATTACH COPY OF ACTIVITY INFORMATION)

DESTINATION: (CITY/STATE) The Dana on Mission Bay 1710 West Mission Bay Drive, San Diego, CA 92109

DEPARTURE DATE: 7/13/2014 **DEPARTURE TIME:** 8:00 am **RETURN DATE:** 7/19/2014 **RETURN TIME:** 5:00 pm
SUBSTITUTE NEEDED: YES NO **IF YES, INDICATE NUMBER OF DAYS:** 0 **DATES OF COVERAGE:** _____
IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: _____

DISTRICT VEHICLE NEEDED: YES NO
(If YES, SUBMIT VEHICLE REQUEST FORM TO OPERATIONS DEPARTMENT)

NAME: Trace Farnum **TITLE:** Physical Education Teacher **School/Department:** Cracycroft

SIGNATURE: Trace Farnum

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE	\$250.00	<u>38014-100-1000-</u>	<u>6580-108-00-0000</u>	
LODGING	\$1,810.00			
REGISTRATION FEES	\$399.00		<u>6360</u>	
PER DIEM	\$462.00			
MISCELLANEOUS				
ESTIMATED TOTAL	\$2,921.00			

NAME: _____ **TITLE:** _____ **School/Department:** _____

SIGNATURE: _____

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

NAME: _____ **TITLE:** _____ **School/Department:** _____

SIGNATURE: _____

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

If more than 3 travelers, please complete an additional form.

TOTAL OF ESTIMATED EXPENSES **\$2,921.00**

OUT OF DISTRICT TRAVEL REQUEST FORM

#5

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

Teachers will attend a two day training on SPARK curriculum. SPARK curriculum is a research-based organization that disseminates evidence-based Physical Education, After School, Early Childhood, and Coordinated School Health programs to teachers and recreation leaders serving Pre-K through 12th grade students.

SPARK curriculum strives to foster environmental and behavioral change by providing a coordinated package of evidence-based curriculum, on-site staff development, lifetime follow-up consultation, and content-matched equipment.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

The PEP grant will pay for teachers to attend the training and when teachers return to the district they demonstrate how to utilize the curriculum in their classrooms through a collaborative sessions with their peers.

PRINCIPAL'S/SUPERVISOR'S APPROVAL: _____

DATE: 4-10-14

FUNDING SOURCE SUPERVISOR'S APPROVAL: _____

DATE: 5-20-14

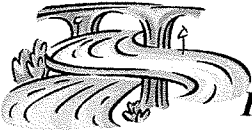
~~SUPERINTENDENT'S APPROVAL:~~ _____

DATE: 5/21/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

For Office Use Only:

- Supervisor
- Participant
- Superintendent's Office
- Accounting



#5



OUT OF DISTRICT TRAVEL REQUEST FORM

Required Travel to Meet Compliance with Federal/State/Local Grants

--- THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED. ---

All Out of State Travel **MUST BE BOARD APPROVED.**
 Out of District Travel Request Form must be submitted **21 days PRIOR** to the trip.

Date: 4/9/2014 **BOARD APPROVAL REQUIRED:** YES NO

NAME OF ACTIVITY: (ATTACH COPY OF ACTIVITY INFORMATION) SPARK Summer Institutes - K2 & 3-6 Institutes

DESTINATION: (CITY/STATE) The Dana on Mission Bay 1710 West Mission Bay Drive, San Diego, CA 92109

DEPARTURE DATE: 7/13/2014	DEPARTURE TIME: 8:00 am	RETURN DATE: 7/19/2014	RETURN TIME: 5:00 pm
SUBSTITUTE NEEDED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IF YES, INDICATE DATES OF COVERAGE:	
IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: _____		NUMBER OF DAYS: 0	

DISTRICT VEHICLE NEEDED: YES NO
 (IF YES, SUBMIT VEHICLE REQUEST FORM TO OPERATIONS DEPARTMENT)

NAME: Pamela Robles	TITLE: PEP Grant Facilitator	School/Department: Los Ranchitos
-------------------------------	--	--

SIGNATURE:				
	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE	\$250.00	38014-100-1000-	6580-501-00-0000	
LODGING	\$1,810.00	,,	,,	
REGISTRATION FEES	\$399.00			
PER DIEM	\$462.00			
MISCELLANEOUS				
ESTIMATED TOTAL	\$2,921.00			

NAME:	TITLE:	School/Department:
--------------	---------------	---------------------------

SIGNATURE:				
	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

NAME:	TITLE:	School/Department:
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SIGNATURE:				
	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

TOTAL OF ESTIMATED EXPENSES \$2,921.00

If more than 3 travelers, please complete an additional form.

OUT OF DISTRICT TRAVEL REQUEST FORM

#5

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

Teachers will attend a two day training on SPARK curriculum. SPARK curriculum is a research-based organization that disseminates evidence-based Physical Education, After School, Early Childhood, and Coordinated School Health programs to teachers and recreation leaders serving Pre-K through 12th grade students.

SPARK curriculum strives to foster environmental and behavioral change by providing a coordinated package of evidence-based curriculum, on-site staff development, lifetime follow-up consultation, and content-matched equipment.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

The PEP grant will pay for teachers to attend the training and when teachers return to the district they demonstrate how to utilize the curriculum in their classrooms through a collaborative sessions with their peers.

PRINCIPAL'S/SUPERVISOR'S APPROVAL: _____

DATE: _____

FUNDING SOURCE SUPERVISOR'S APPROVAL: _____

DATE: _____

^{@FO}
SUPERINTENDENT'S APPROVAL: _____

DATE: _____

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

For Office Use Only:

- Supervisor
- Participant
- Superintendent's Office
- Accounting



#5



OUT OF DISTRICT TRAVEL REQUEST FORM

Required Travel to Meet Compliance with Federal/State/Local Grants

--- THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED. ---

All Out of State Travel **MUST BE BOARD APPROVED**.
Out of District Travel Request Form must be submitted **21 days PRIOR** to the trip.

Date: 4/9/2014 BOARD APPROVAL REQUIRED: YES NO

NAME OF ACTIVITY: (ATTACH COPY OF ACTIVITY INFORMATION) SPARK Summer Institutes - Middle School Institute

DESTINATION: (CITY/STATE) The Dana on Mission Bay 1710 West Mission Bay Drive, San Diego, CA 92109

DEPARTURE DATE: 7/27/2014 DEPARTURE TIME: 8:00 am RETURN DATE: 7/30/2014 RETURN TIME: 5:00 pm

SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: 0 DATES OF COVERAGE: _____

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: _____

DISTRICT VEHICLE NEEDED: YES NO
(IF YES, SUBMIT VEHICLE REQUEST FORM TO OPERATIONS DEPARTMENT)

NAME: Kristel Milligan TITLE: Physical Education Teacher School/Department: Sierra Middle School

SIGNATURE: [Signature]

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE	\$400.00	<u>38014-1000-1000-6580-131-00-0000</u>		
LODGING	\$500.00			
REGISTRATION FEES	\$399.00		<u>6360</u>	
PER DIEM	\$195.00			
MISCELLANEOUS				
ESTIMATED TOTAL	\$1,494.00			

NAME: _____ TITLE: _____ School/Department: _____

SIGNATURE: _____

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

NAME: _____ TITLE: _____ School/Department: _____

SIGNATURE: _____

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

If more than 3 travelers, please complete an additional form.

TOTAL OF ESTIMATED EXPENSES **\$1,494.00**

#5

OUT OF DISTRICT TRAVEL REQUEST FORM

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

Teachers will attend a two day training on SPARK curriculum. SPARK curriculum is a research-based organization that disseminates evidence-based Physical Education, After School, Early Childhood, and Coordinated School Health programs to teachers and recreation leaders serving Pre-K through 12th grade students.

SPARK curriculum strives to foster environmental and behavioral change by providing a coordinated package of evidence-based curriculum, on-site staff development, lifetime follow-up consultation, and content-matched equipment.

This will be beneficial for Kristel Milligan to attend with the changes of Sierra going to a 2nd grade through 8th grade. This training will target all those grade levels.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

The PEP grant will pay for teachers to attend the training and when teachers return to the district they demonstrate how to utilize the curriculum in their classrooms through a collaborative sessions with their peers.

PRINCIPAL'S/SUPERVISOR'S APPROVAL: *Dorina Samson* DATE: *4/28/14*

FUNDING SOURCE SUPERVISOR'S APPROVAL: _____ DATE: *5-20-14*

SUPERINTENDENT'S APPROVAL: *[Signature]* DATE: *5/21/14*

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

- For Office Use Only:**
- Supervisor
 - Participant
 - Superintendent's Office
 - Accounting

#5



OUT OF DISTRICT TRAVEL REQUEST FORM



Required Travel to Meet Compliance with Federal/State/Local Grants

--- THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED. ---

All Out of State Travel **MUST BE BOARD APPROVED**.
Out of District Travel Request Form must be submitted **21 days PRIOR** to the trip.

Date: 4/9/2014 BOARD APPROVAL REQUIRED: YES NO

NAME OF ACTIVITY: (ATTACH COPY OF ACTIVITY INFORMATION) SPARK Summer Institutes - High School

DESTINATION: (CITY/STATE) The Dana on Mission Bay 1710 West Mission Bay Drive, San Diego, CA 92109

DEPARTURE DATE: 7/30/2014 DEPARTURE TIME: 8:00 am RETURN DATE: 8/2/2014 RETURN TIME: 5:00 pm
SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: 0 DATES OF COVERAGE:

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE:

DISTRICT VEHICLE NEEDED: YES NO
(IF YES, SUBMIT VEHICLE REQUEST FORM TO OPERATIONS DEPARTMENT)

NAME: Amanda Harris *Amanda* TITLE: Physical Education Teacher School/Department: Sunnyside

SIGNATURE: *Amanda Harris*

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE	\$250.00	88014-100-1000	6580-230-00-0000	
LODGING	\$950.00	"	"	
REGISTRATION FEES	\$399.00	"	6360	"
PER DIEM	\$264.00	"	"	"
MISCELLANEOUS				
ESTIMATED TOTAL	\$1,863.00			

NAME: TITLE: School/Department

SIGNATURE:

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE	\$250.00			
LODGING	\$950.00			
REGISTRATION FEES	\$399.00			
PER DIEM	\$264.00			
MISCELLANEOUS				
ESTIMATED TOTAL	\$1,863.00			

NAME: TITLE: School/Department

SIGNATURE:

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

If more than 3 travelers, please complete an additional form.

TOTAL OF ESTIMATED EXPENSES **\$3,726.00**

OUT OF DISTRICT TRAVEL REQUEST FORM

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

Teachers will attend a two day training on SPARK curriculum. SPARK curriculum is a research-based organization that disseminates evidence-based Physical Education, After School, Early Childhood, and Coordinated School Health programs to teachers and recreation leaders serving Pre-K through 12th grade students.

SPARK curriculum strives to foster environmental and behavioral change by providing a coordinated package of evidence-based curriculum, on-site staff development, lifetime follow-up consultation, and content-matched equipment.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

The PEP grant will pay for teachers to attend the training and when teachers return to the district they demonstrate how to utilize the curriculum in their classrooms through a collaborative sessions with their peers.

PRINCIPAL'S/SUPERVISOR'S APPROVAL:

DATE:

4/16/14

FUNDING SOURCE SUPERVISOR'S APPROVAL:

DATE:

5-20-14

SUPERINTENDENT'S APPROVAL:

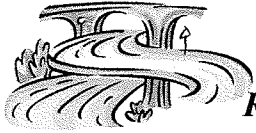
DATE:

5/21/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

For Office Use Only:

- Supervisor
- Participant
- Superintendent's Office
- Accounting



#5



OUT OF DISTRICT TRAVEL REQUEST FORM

Required Travel to Meet Compliance with Federal/State/Local Grants

--- THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED. ---

All Out of State Travel **MUST BE BOARD APPROVED.**
Out of District Travel Request Form must be submitted 21 days PRIOR to the trip.

Date: 4/9/2014 BOARD APPROVAL REQUIRED: YES NO

NAME OF ACTIVITY: (ATTACH COPY OF ACTIVITY INFORMATION) SPARK Summer Institutes - High School

DESTINATION: (CITY/STATE) The Dana on Mission Bay 1710 West Mission Bay Drive, San Diego, CA 92109

DEPARTURE DATE: 7/30/2014 DEPARTURE TIME: 8:00 am RETURN DATE: 8/2/2014 RETURN TIME: 5:00 pm

SUBSTITUTE IF YES, INDICATE DATES OF COVERAGE: NEEDED: YES NO NUMBER OF DAYS: 0

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE: _____

DISTRICT VEHICLE NEEDED: YES NO
(IF YES, SUBMIT VEHICLE REQUEST FORM TO OPERATIONS DEPARTMENT)

NAME: _____ TITLE: _____ School/Department: _____

SIGNATURE: _____

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE \$250.00			
LODGING \$950.00			
REGISTRATION FEES \$399.00			
PER DIEM \$264.00			
MISCELLANEOUS			
ESTIMATED TOTAL \$1,863.00			

NAME: Matthew Montoya TITLE: Physical Education Teacher School/Department: Desert View

SIGNATURE: _____

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE \$250.00	<u>38014-100-1000</u>	<u>6580-211-00-0000</u>	
LODGING \$950.00			
REGISTRATION FEES \$399.00		<u>6260</u>	
PER DIEM \$264.00			
MISCELLANEOUS			
ESTIMATED TOTAL \$1,863.00			

NAME: _____ TITLE: _____ School/Department: _____

SIGNATURE: _____

EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE			
LODGING			
REGISTRATION FEES			
PER DIEM			
MISCELLANEOUS			
ESTIMATED TOTAL \$0.00			

If more than 3 travelers, please complete an additional form.

TOTAL OF ESTIMATED EXPENSES **\$3,726.00**

#5

OUT OF DISTRICT TRAVEL REQUEST FORM

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

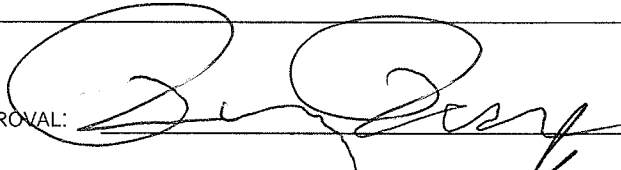
Training supports the School Improvement Plan. *(Please include description of area of focus.)*

Teachers will attend a two day training on SPARK curriculum. SPARK curriculum is a research-based organization that disseminates evidence-based Physical Education, After School, Early Childhood, and Coordinated School Health programs to teachers and recreation leaders serving Pre-K through 12th grade students.


SPARK curriculum strives to foster environmental and behavioral change by providing a coordinated package of evidence-based curriculum, on-site staff development, lifetime follow-up consultation, and content-matched equipment.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

The PEP grant will pay for teachers to attend the training and when teachers return to the district they demonstrate how to utilize the curriculum in their classrooms through a collaborative sessions with their peers.

PRINCIPAL'S/SUPERVISOR'S APPROVAL:  DATE: 4-10-14

FUNDING SOURCE SUPERVISOR'S APPROVAL: _____ DATE: 5-30-14

ofo SUPERINTENDENT'S APPROVAL:  DATE: 5/21/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

- For Office Use Only:**
- Supervisor
 - Participant
 - Superintendent's Office
 - Accounting

#5



SPARK has received registration and payment for the following:

Name: Amanda Harris

Institute(s): High School Institute

Manual(s) purchased: No

Method of payment: Credit Card/PO



*If you paid by credit card, your transaction will appear as "School Specialty" on your credit card statement.

Please note: No refunds for cancellations will be given AFTER July 14, 2014.

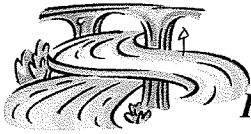
On behalf of the entire SPARK team, we are looking forward to learning from and playing with you during the institute.

Date: Thursday, July 31st, 2014 & Friday, August 1st, 2014

Time: 8:00am-3:00pm each day
First day: Please arrive between 7:30am-8:00am to sign-in/receive materials

Location: The Dana on Mission Bay (Mission Bay Ballroom)
1710 Mission Bay Drive
San Diego, CA 92109

Food: Coffee/tea will be provided in the morning
Lunch provided (11am/12noon each day)



#6



OUT OF DISTRICT TRAVEL REQUEST FORM

Required Travel to Meet Compliance with Federal/State/Local Grants

--- THIS FORM CAN BE COMPLETED ON LINE AND THEN PRINTED. ---

All Out of State Travel **MUST BE BOARD APPROVED**.
Out of District Travel Request Form must be submitted **21 days PRIOR** to the trip.

Date: 5/19/2014 BOARD APPROVAL REQUIRED: YES NO

NAME OF ACTIVITY: Washington DC 4 H Ropes Course
(ATTACH COPY OF ACTIVITY INFORMATION)

DESTINATION: (CITY/STATE) Washington, DC

DEPARTURE DATE: 6/11/2014 DEPARTURE TIME: 1:00 pm RETURN DATE: 6/14/2014 RETURN TIME: 5:00 pm

SUBSTITUTE NEEDED: YES NO IF YES, INDICATE NUMBER OF DAYS: DATES OF COVERAGE:

IDENTIFY FUNDING SOURCE FOR SUBSTITUTE:

DISTRICT VEHICLE NEEDED: YES NO
(IF YES, SUBMIT VEHICLE REQUEST FORM TO OPERATIONS DEPARTMENT)

NAME: Pamela Robles TITLE: PEP Grant Facilitator School/Department: Administration

SIGNATURE:

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE	\$0.00	<i>all expenses paid by U of A</i>		
LODGING	\$0.00			
REGISTRATION FEES	\$0.00			
PER DIEM	\$0.00			
MISCELLANEOUS	\$0.00			
ESTIMATED TOTAL	\$0.00			

NAME: TITLE: School/Department:

SIGNATURE:

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

NAME: TITLE: School/Department:

SIGNATURE:

	EXPENSE	FUNDING SOURCE 1	FUNDING SOURCE 2	FUNDING SOURCE 3
TRAVEL/AIRFARE				
LODGING				
REGISTRATION FEES				
PER DIEM				
MISCELLANEOUS				
ESTIMATED TOTAL	\$0.00			

If more than 3 travelers, please complete an additional form.

TOTAL OF ESTIMATED EXPENSES \$0.00

#6

OUT OF DISTRICT TRAVEL REQUEST FORM

Training is not available through in-district resources/trainers. SUSD is not planning to bring this resource/training to the district. *(Please consult with the Office of Professional Development.)*

Training supports the School Improvement Plan. *(Please include description of area of focus.)*

From June 11-14, 2014 I was invited to attend a 4-H Ropes training in Washington DC with the University of Arizona. All cost are being paid through the University of Arizona and all travel arrangements are being made by the University of Arizona. There will be no cost from our district.

The 4-H Ropes Course Training in Washington DC coincides with our focuses of student leadership with our Student Wellness Advocacy Teams.

How will you ensure that the ideas/practices learned will be shared at your school? *(Please include the definition of this process along with a description of opportunities for follow-up, discussion, practice, coaching and reflection of training.)*

Upon completion of the training I will be able to help train all Student Wellness Advocacy Teams in our district through trainings, meetings, wellness weeks, health fairs and our community events.

PRINCIPAL'S/SUPERVISOR'S APPROVAL: _____

DATE: 5-23-14

FUNDING SOURCE SUPERVISOR'S APPROVAL: _____

DATE: 5-23-14

SUPERINTENDENT'S APPROVAL: _____

DATE: 5/23/14

Please complete this two page form and send by fax/inter-office mail to funding source department.
Please be sure to send Vehicle requests to Operations Department if vehicle is required.

- For Office Use Only:**
- Supervisor
 - Participant
 - Superintendent's Office
 - Accounting

#6

Gomez, Gina (DO)

From: Robles, Pamela (LR)
Sent: Thursday, May 22, 2014 3:01 PM
To: Favela, Eugenia (DO)
Cc: Gomez, Gina (DO)
Subject: FW: CYFAR Conference in Washington, DC

Hello Genie,

This is what I received from the University of Arizona. Will this work for the event? Thanks.

Pamela Robles
PEP Grant Facilitator
Sunnyside Unified School District
(520)262-9393
pamelaro@susd12.org

From: Daniel McDonald <mcdonaldaz@gmail.com>
Sent: Thursday, May 22, 2014 2:58 PM
To: Robles, Pamela (LR)
Cc: Jen Reeves; Melissa Jahnke
Subject: CYFAR Conference in Washington, DC

Pamela,

I am excited that you will be able to participate in the Children, Youth and Families at risk (CYFAR) Grantee Professional Development workshops in Washington, DC, June 12 and 13, 2014. These workshops are intended to help local CYFAR projects like ours examine and refine our programs and celebrate our successes. The speakers and breakout sessions provide opportunities for building our capacity to deliver quality programs. In addition, I find it tremendously useful to have our community partners participate in these activities, enabling us to strengthen our working relationship. I am please that we have the funding to pay for your registration, travel, lodging and per diem expenses. I think this is a worthwhile use of our funds and appreciate your willingness to attend.

Best wishes,

Dan McDonald
CYFAR Grant PI

Daniel A. McDonald, Ph.D.
Area Associate Agent/Associate Regional Specialist
Pima County Cooperative Extension
Family and Consumer Sciences
The University of Arizona
4210 North Campbell Avenue
Tucson, AZ 85719
520-626-5161 (ext. 106)
520-626-5849 (fax)
mcdonald@cals.arizona.edu/mcdonaldaz@gmail.com



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Contract With Outside Agency #0

TITLE OF AGENDA ITEM: Amendment to the Intergovernmental Agreement (IGA) between Sunnyside Unified School District (SUSD) and the Pima County Juvenile Court Center (PCJCC) for On-site Probation Officers

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Eugenia Favela, Ph.D., Assistant Superintendent of Student Services

DESCRIPTION/JUSTIFICATION:

Respectfully requesting Governing Board approval of Amendment #2 IGA between SUSD and PCJCC for on-site probation officers. For several years, SUSD and the PCJCC have shared the cost of two probation officers; each organization pays for one FTE. The cost to the District is \$74,240 (salary and benefits). Two probation officers are housed in each of the high schools and work with all students in the District feeder pattern for each high school who are on probation; they also communicate and provide support to families and serve as liaisons between the school and the court.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

This document has been reviewed and approved by legal counsel.

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval

ATTACHMENTS:

Name:	Description:	Type:
IGA - On-Site Probation Officers Amendment #2 5-27-14.doc	Amendment #2 to IGA for On-site Probation Officers	Cover Memo

CREATION:

Date/Time: 5/23/2014 12:09:41 PM
Department: Student Services

APPROVALS:

Date/Time: 5/23/2014 3:44 PM
Approval: Approved
Department: Superintendent

**INTERGOVERNMENTAL AGREEMENT
FOR ON-SITE PROBATION OFFICER(S)
Amendment #2**

THIS IS AN AMENDMENT NO. 2 to that certain Intergovernmental Agreement (hereinafter "IGA") by and between Arizona Superior Court in Pima County on behalf of the Juvenile Court Center, (hereinafter called PCJCC), and the Sunnyside Unified School District (hereinafter called "SUSD").

WHEREAS PCJCC and SUSD have entered into a IGA effective July 1, 2012 whereby, PCJCC and SUSD work collaboratively to establish a program to provide increased access to probation supervision services at designated SUSD schools, and

WHEREAS PCJCC and SUSD desire to amend said IGA; and

NOW, THEREFORE, it is agreed as follows:

ARTICLE #3: DURATION AND EFFECTIVE DATES shall be amended as follows:

This IGA shall commence on July 1, 2014 and shall terminate on June 30, 2015, unless terminated, canceled or extended. Any modification or extension shall be by formal written amendment executed by the parties hereto.

ARTICLE #7: CONSIDERATION AND COSTS shall be amended as follows:

The Sunnyside School District Governing Board has approved funding for one FTE probation officer to be on-site at SUSD schools. \$74,240.00 (Salary & ERE) has been allocated to provide the equivalent of one FTE probation officer.

SUSD shall submit quarterly advance payments for estimated expenditures. The Court will invoice the District no later than 15 days prior to the payment due dates. The Court will submit reconciliation reports no later than 30 days following the end of each quarter.

All other provisions of this IGA, including Amendment # 1 to the IGA, not specifically changed by this amendment, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties hereto have executed this
Amendment on the dates cited below.

Sunnyside Unified School District

Pima County Superior Court

Eva Carrillo Dong, President
Governing Board President

Sarah Simmons
Presiding Judge

Date: _____

Date: _____

Pima County Juvenile Court Center

Karen S. Adam
Presiding Judge

Date

**INTERGOVERNMENTAL AGREEMENTS
REVIEWED AND APPROVED AS TO FORM**

The foregoing Intergovernmental Agreement between Pima County Juvenile Court, and the Sunnyside Unified School District has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who have determined that it is in the proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Intergovernmental Agreement represented by the undersigned.

PIMA COUNTY JUVENILE COURT

**SUNNYSIDE UNIFIED SCHOOL
DISTRICT**

Assistant Attorney General Date

Attorney for SUSD Date



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014 **BOARD AGENDA NO.:** CA - Contract With Outside Agency #0

TITLE OF AGENDA ITEM: Sun-Tran Non-profit Program Agreement

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Eugenia Favela, Ph.D., Assistant Superintendent for Student Services

DESCRIPTION/JUSTIFICATION:

Respectfully requesting Governing Board approval of the program agreement with Sun-Tran. The non-profit program agreement allows the district to obtain discounted fares for students for transportation services provided by Sun-Tran.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

This document has been reviewed and approved by legal counsel.

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval

ATTACHMENTS:

Name:	Description:	Type:
MOU - Sun-Tran Non-Profit Program Agreement 5-27-14.pdf	Sun-Tran Program Agreement	Cover Memo

CREATION:

Date/Time:	Department:
5/21/2014 1:52:25 PM	Student Services

APPROVALS:

Date/Time:	Approval:	Department:
5/21/2014 3:07 PM	Approved	Superintendent



SUN TRAN NON-PROFIT PROGRAM AGREEMENT

The Sun Tran Non-Profit Agreement (“**Agreement**”) is entered into this 14th day of May, 2014, by and between Professional Transit Management of Tucson, Inc., an Arizona corporation, (“**Sun Tran**”), of 3920 N. Sun Tran Boulevard, Tucson, AZ 85705 and Sunnyside Unified School District, CTE Programs, of 2238 E. Ginter Road, Tucson, AZ 85706 (“**Agency**”).

Agreement

In consideration of the mutual promises and the terms and conditions set forth herein, Sun Tran and Agency agree as follows:

I. Definitions

For the purposes of this Agreement, capitalized terms not defined elsewhere herein shall have the following meanings ascribed to below:

“**Limited Use Tickets**” means Discounted One Day Ticket, One Day Ticket, Economy 30 Day Limited Use Ticket and 30 Day Limited Use Ticket.

“**Non-Profit Pass Program**” means Sun Tran’s program to enable Qualified Agencies to acquire, process, load stored transit values and distribute, among other things, Program Economy Passes to Qualified Clients utilizing the Online System or RPASS.

“**Participating Transit Systems**” means Sun Tran, Sun Shuttle, Ajo Sun Shuttle, Oro Valley Sun Shuttle DAR, Sun Link, the City of Tucson, the Town of Oro Valley, the Regional Transportation Authority and other contracted providers.

“**Economy Passes**” means the Economy 30 Day Pass, Economy 30 Day Limited Use Ticket, Discounted One Day Ticket, and Discounted One Day Pass.

“**Qualified Agencies**” means those non-profit entities that, among other things, are organized and operated exclusively for exempt purposes as set forth in section 501(c)(3) of the Internal Revenue Code and which are approved by Sun Tran to participate in the Non-Profit Pass Program.

“**Qualified Clients**” means those persons who are clients of a Qualifying Agency that would otherwise qualify to participate in Sun Tran’s Economy Non-Profit Pass Program by virtue of certain criteria, including, but not limited to, low income, age and disability.

“**RPASS Unit**” means RPASS, training and operating materials, and all related hardware, software apparatus and documentation owned by Sun Tran necessary to operate RPASS.

“**RPASS**” means the retail pass authorization smart system owned by Sun Tran which is a terminal encoding device comprised of, among other things, VeriFone equipment and paddle. RPASS

facilitates for Agencies the adding and storing of cash value and/or SunGO Products for Qualified Clients' SunGO Cards and SunGO ID & Cards and to recharge SunGO Tickets.

“**SunGO Card**” means the smart card for full fare transit customers, which may be presented for fare payment on a Participating Transit System.

“**SunGO ID & Card**” means the smart card and identification available for Qualified Clients to acquire, among other things, Program Economy Passes for fare payment on Participating Transit Systems.

“**SunGO Online Payment System**” or “**Online System**” means the Sun Tran web based system that allows Qualified Agencies to, among other things, manage, acquire, process, load stored transit values and distribute Program Economy Passes to Qualified Clients.

“**SunGO Products Price List**” means the price list for SunGO Products in effect as of the date hereof attached as Attachment C hereto.

“**SunGO Products**” are any transit fare payment option offered under the Sun Tran Non-Profit Pass Program.

“**SunGO Tickets**” are the limited use smart tickets which may be presented for fare payment on Participating Transit Systems. SunGO Tickets may only be recharged with the pass originally purchased on the ticket for up to ninety (90) days from first use.

II. Purpose of Agreement

The purpose of this Agreement is to establish the respective rights and obligations of each party to this Agreement in connection with the Non-Profit Pass Program. The Non-Profit Pass Program allows Qualified Agencies to assist Qualified Clients in obtaining discounted fares for transportation services provided by Participating Transit Systems.

III. General Requirements

- A. Agency shall review, approve and verify to Sun Tran from time to time that all Qualified Clients are eligible to receive Program Economy Passes and otherwise participate in the Non-Profit Pass Program.
- B. Subject to the provisions of Section V.B, Agency shall ensure that Program Economy Passes shall only be provided to a Qualified Clients and at no cost to Qualified Client.
- C. Agency agrees to comply with all Sun Tran reporting requirements which may be provided to Agency from time to time relating to the use of the Program Economy Passes, including without limitation, submitting to Sun Tran on a monthly basis a distribution log relating to the issuance and recharging of stored transit values for Economy 30 Day Limited Use Ticket in the form attached as Attachment A hereto.
- D. Sun Tran, at its own cost, reserves the right to: (1) audit any and all records of Agency pertaining to its performance of this Agreement, and (2) conduct during regular business hours, with reasonable prior notice, an inspection of such records.

- E. In the event that Sun Tran determines that Agency has distributed Economy Passes to individuals who do not meet the criteria for a Qualified Client, Sun Tran may, upon written notice to Agency, suspend performance of or terminate this Agreement. In the event that Sun Tran suspends performance pursuant hereto, Sun Tran may cease supplying Economy Passes and other Sun Tran Products offered under the Non-Profit Pass Program to Agency and prohibit Agency's use and access to the Online System or RPASS Unit, as applicable, until final resolution of outstanding issues to Sun Tran's sole satisfaction. Such suspension shall in no way affect Sun Tran's right to terminate this Agreement in accordance with the provisions of Section IX.B.(1)(c) and to pursue all other remedies available to Sun Tran at law or in equity.

IV. SunGO Online System

- A. Agency will be provided with an Online Account upon receiving notification by Sun Tran that it can commence processing and distributing Program Economy Passes. Agency shall use the Online Account for the sole purpose of managing, acquiring, processing, loading stored transit values and distributing Program Economy Passes and other SunGO Products to Qualified Clients. In the event that access to the Online Account is temporarily disrupted, Agency may contact Sun Tran to facilitate interim purchases of Program Economy Passes and other SunGO Products.
- B. Sun Tran will provide Agency with a unique user name and password to access the Online Account. The user name will serve as Agency's primary user name for the Online Account and will for all purposes of the Non-Profit Pass Program serve as the Agency's account number.
- C. Agency will select a person to be the primary administrator ("**Primary Administrator**"). The Primary Administrator shall serve as Agency's principal contact for the performance and administration of this Agreement. Agency shall notify Sun Tran within ten (10) days of designating a substitute Primary Administrator.
- D. The Primary Administrator may add representatives of Agency as authorized users for the Online Account. Agency representatives shall be granted such access rights to the Online Account as determined by the Primary Administrator. The Primary Administrator shall supervise and oversee authorized users' passwords, access and use of the Online Account and termination thereof to such rights as appropriate.
- E. Agency shall be responsible for the actions of all authorized users of the Online Account.
- F. Agency shall be liable to Sun Tran for errors in connection with loading stored transit values to Program Economy Passes and other SunGO Products. Agency shall notify Sun Tran immediately of any errors in processing a transaction. Sun Tran will use reasonable commercial efforts to assist Agency in the event of Agency errors but cannot guarantee that it can reverse a processed transaction.

V. SunGO Tickets

- A. Agency may purchase Economy 30 Day Limited Use Tickets for distribution to Qualified Clients. Each new ticket includes a \$0.40 fee ("**Ticket Fee**") and a \$0.20

administrative fee (“**Administrative Processing Fee**”) in addition to the face value of the preloaded stored transit value. Agency shall advise Qualified Clients that they are required to present a valid SunGO ID & Card when using an Economy 30 Day Limited Use Ticket for transit fare.

- B. Participants shall ensure that Economy Passes shall only be provided to Clients who have a SunGO ID & Card and that the Economy Passes are provided to Clients at no cost. Participant shall advise Clients that they are required to present a valid SunGO ID & Card when using an [Economy 30 Day Limited Use Ticket] for transit fare.
- C. Agency may purchase discounted One Day Limited Use Tickets for distribution to Qualified Clients and persons who are not Qualified Clients.
- D. If Agency chooses to lease an RPASS Unit, which requires entry into a separate agreement, there shall be no Ticket Fee or Administrative Processing Fee associated with the recharge of any Limited Use Ticket.

VI. Agency Payment Related Obligations

- A. Agency shall be liable to Sun Tran for payment of the full dollar value of all SunGO Products offered under the Non-Profit Pass Program including, but not limited to, the value of initial or reloaded stored transit values as applicable, all Program Economy Passes, Ticket Fees and Administrative Processing Fees as applicable.
- B. Sun Tran will establish a credit limit for Agency which may be reviewed and amended by Sun Tran from time to time to ensure adequate purchase capability for Agency and appropriate credit risk for Sun Tran. Agency may request a review for an increase or decrease in the credit limit at any time. Sun Tran will review credit worthiness based primarily upon purchase and payment history of Agency.
- C. Agency may pay for all orders placed through the Online Account or RPASS with an approved credit or debit card or alternatively request that Sun Tran invoice Agency for such purchases at the time of Agency placing an order on the Online System or RPASS.
- D. Sun Tran will invoice Agency on the fifth (5th) business day following the last day of each month during the term of this Agreement and transmit the invoice to Agency via Agency’s preferred method (mail, e-mail, or facsimile). Payment will be due net thirty (30) days of invoice date.
- E. Agency may pay invoice by check or money order or may contact Sun Tran’s Accounts Receivable department to pay by credit or debit card. The Online System is not able to accommodate payment of an invoice by a credit or debit card as of the date of this Agreement but Sun Tran will notify Agency in the event that the capabilities of the Online System are changed.
- F. In the event the Agency submits a dishonored payment to Sun Tran, Agency shall incur and pay a service charge of \$29.00. A dishonored payment constitutes failure to timely remit proceeds and Sun Tran may require that future payments required under this Agreement be made by cashier’s check or other means acceptable to Sun Tran.

- G. Dishonored checks not made whole within thirty (30) days of notice will be submitted to the Pima County Dishonored Checks Unit of the Pima County Attorney's Office for collection.
- H. If Agency learns that a payment will be delayed for any reason it shall contact Sun Tran's Finance Department at (520) 206-8828, or at such other number as provided to Agency from time to time in accordance with Section XV.A hereto.
- I. Sun Tran shall not retain any of Agency's credit or debit card information.

VII. Training

Sun Tran shall provide Agency with initial training for use of the Online System at either Sun Tran's premises or at Agency's location as agreed to by Sun Tran and Agency. Sun Tran may also provide Agency with training materials for its intended use in training Agency's staff. Additional training at Sun Tran premises will be on an as-needed basis as determined and performed by Sun Tran or its designee.

VIII. Records and Privacy.

- A. Agency shall only collect the serial numbers from SunGO ID & Card and other applicable SunGO Products offered under the Non-Profit Pass Program from Qualified Clients when processing requests for loading transit value onto such applicable SunGO Products. Agency shall not share or distribute, by any means client information with third parties unless otherwise required by law.
- B. Personal information acquired by Agency in connection with an application of a prospective Qualified Client shall be kept separate and apart from documents and information relating to specific SunGO Products except for that information requested by Sun Tran in accordance with Section III.C to ensure client eligibility for participation in the Non-Profit Pass Program. Agency shall be solely responsible for the collection, retention, security, use, dissemination or loss of any personal information. Agency represents and warrants to Sun Tran that its privacy practices are in accordance with state and federal laws. Agency will at all times comply with applicable laws and regulations in connection with the performance of this Agreement.
- C. Each party shall retain all records related to this Agreement for seven (7) years after creation of the document. This requirement shall survive termination of this Agreement. Such records shall include, but not be limited to, records relating to the processing of transactions on the Online System or RPASS, as applicable, and records of payments provided for herein.
- D. Sun Tran reserves the right to: (1) audit any and all records of Agency pertaining to its performance of this Agreement; and (2) to conduct during regular business hours with reasonable prior notice an inspection of the Agency's premises, documents and materials in possession or under control of Agency that relate to this Agreement or the Non-Profit Pass Program.
- E. Unless otherwise agreed, this Agreement, and all other related documents, and all information including customer information and proprietary information becoming

available or coming into the possession or knowledge of either party by virtue of this Agreement and all related documents and information shall at all times be treated by the parties as confidential (“**Confidential Information**”) and shall not be disclosed or circulated except in connection with the performance by the parties of their obligations under this Agreement or otherwise as required by law.

IX. Duration of Agreement; Termination

A. This Agreement shall commence upon its signing by both parties and shall continue on a month to month basis and shall remain in effect until terminated by either party in accordance with the terms herein.

B. Termination:

(1) Either party may terminate this Agreement, without cause and for convenience, by giving thirty (30) days prior written notice to the other party.

Sun Tran may terminate this Agreement immediately by written notice to Agency if:

(a) Agency becomes, threatens or resolves to become or is in jeopardy of becoming subject to any form of insolvency or bankruptcy;

(b) Agency, being a corporation or similar entity, dissolves, threatens or resolves to dissolve or is in jeopardy of dissolving; or

(c) Agency, its employees, contractors or agents commit, or attempt to commit, an act which constitutes theft, fraud or any unlawful act in connection with the administration of this Agreement or otherwise commits a material breach of this Agreement.

(2) Upon termination of this Agreement, Agency shall immediately:

(a) Return to Sun Tran all documents containing any Confidential Information or copies thereof, which are conceived or generated by Agency or documents of Sun Tran which come into Agency’s possession during the term of this Agreement;

(b) Cease using the Online System and RPASS Unit, as applicable;

(c) Cease holding itself out as a participant in the Non-Profit Pass Program or otherwise attempt to participate in the Non-Profit Pass Program in any matter whatsoever; and

(d) Reconcile accounts and pay to Sun Tran all amounts owing under this Agreement.

(3) Upon termination, this Agreement shall be of no further force or effect, except for provisions that are to survive termination, and except that each party shall remain liable for any rights, obligations or liabilities arising from activities carried out by it under this Agreement prior to the effective date of termination.

X. Limitations

This is not a contract for transportation service and Sun Tran shall have no obligation to Agency or any other party to provide any particular level, frequency, or routing of transportation service. Each party shall be excused from performance of any obligations under this Agreement and shall not be liable for damages due to failure to perform resulting directly or indirectly from circumstances beyond its control, including but not limited to, late delivery or nonperformance by vendors of materials or supplies, acts of God, acts of war or civil disturbances, riots, strikes, labor actions, terrorism, accident, fire and water damage.

XI. Collection

Each party agrees to pay costs, reasonable attorney fees and collection fees incurred by the other party in collecting funds owed to it by the other party and as otherwise determined in accordance with Section XII herein.

XII. Arbitration

In the event of a dispute regarding any aspect of this Agreement, including any Attachment hereto, the parties hereby agree to resolve the dispute through mandatory binding arbitration under the appropriate rules of the American Arbitration Association. Either party may initiate arbitration by serving a demand for arbitration (“**Demand**”) upon the other party. The parties shall mutually agree upon the appointment of a single neutral arbitrator to conduct the arbitration proceeding. The arbitration proceeding shall be conducted in Pima County, Arizona. The findings and award of the arbitrator shall be governed by applicable Arizona State and federal laws, shall be binding upon the parties and shall replace the parties’ right to a court trial. The parties shall equally share the cost for conducting the arbitration, including the arbitrator’s fees, however, the arbitrator may, in its sole discretion, award the prevailing party in the arbitration reimbursement for its costs, including reasonable attorney’s fees and expert witness fees, incurred in the arbitration proceeding.

XIII. Notices

Any notice required for or permitted by this Agreement shall be in writing and shall be delivered as follows with notice deemed given as indicated: (1) by personal delivery when delivered personally, (2) by overnight courier upon written verification of receipt, (3) by certified or registered mail, return receipt requested, upon verification of receipt. All notices must be sent to the following appointed individuals.

If to Agent:

Sunnyside School District: CTE Programs
2238 E. Ginter Rd.
Tucson, AZ 85706
Attn: Kathy Prather
Tel: (520) 545-2163
Email: kathypr@susd12.org

If to Sun Tran:

Professional Transit Management of Tucson, Inc.
3920 N. Sun Tran Boulevard, Inc.
Tucson, AZ 85705
Attn: Pat Richter
Tel: (520) 206-8859
Email: pat.richter@tucsonaz.gov

XIV. Indemnity

Agency will defend, indemnify and hold harmless Sun Tran, and its directors, officers, employees and agents, from and against any claims, damages, or penalties, including reasonable attorneys' fees and costs, arising out of or relating to any breach of this Agreement by Agency or its employees or agents, or any acts or omissions of Agency or its employees or agents.

XV. Miscellaneous

- A. Responsible Persons. For purposes of notifying responsible persons under this Agreement, the addresses and contacts particulars for responsible persons for each party shall be as identified on Attachment B hereto. A party may change its address and contact particulars by written notice to the other party in accordance with Section XIII above.
- B. Transit Fare Products. This Agreement pertains only to the Sun Tran Non-Profit Pass Program and does not apply to any other transit fare products that may be offered for sale by Sun Tran.
- C. Amendment and Waiver. No modification, amendment or waiver of any provision of this Agreement will be effective unless such modification, amendment or waiver is approved in writing by each party. The failure of any party to enforce any of the provisions of this Agreement will in no way be construed as a waiver of such provisions and will not affect the right of such party thereafter to enforce each and every provision of this Agreement in accordance with its terms.
- D. Severability. Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other provision or any other jurisdiction, but this Agreement will be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision had never been contained herein.
- E. Entire Agreement. Except as otherwise expressly set forth herein, this document and the Attachments hereto, which are made part of this Agreement embodies the complete agreement and understanding among the parties hereto with respect to the subject matter hereof and supersedes and preempts any prior understandings, agreements or representations by or among the parties, written or oral, which may have related to the subject matter hereof in any way.
- F. Successors and Assigns. This Agreement and all terms, provisions, conditions and covenants hereof shall be binding upon the parties hereto and their respective successors and permitted assigns. Agent, however, agrees that it will not assign or delegate the duties performed under this Agreement without prior written approval from Sun Tran. Sun Tran may assign this Agreement upon written notice to Agent.

- G. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same document. Signature pages may be detached from the counterparts and attached to a single copy of the Agreement to physically form one document. Signatures by facsimile, portable document format (.pdf), or electronic signature are as binding and valid as an original signature. A copy of this Agreement shall be deemed as binding and valid as an original.
- H. Further Assurances. Each of the parties shall execute and deliver such additional documents, instruments and assurances and take such further actions as may be required to carry out the provisions hereof and give effect to the provisions contemplated hereby.
- I. Time of the Essence. Time shall be of the essence in this Agreement.
- J. Governing Law. The parties agree that this Agreement and all Attachments hereto or subsequently executed by the parties shall be governed by and interpreted according to the substantive laws of the State of Arizona without regard to its conflict of laws principles.
- K. Relationship of the Parties. Nothing in this Agreement shall be construed or interpreted to create a joint venture, partnership, principal-agency or employer-employee relationship between the parties. Each party shall at all times act and perform its obligations hereunder as an independent contractor.
- L. Non-Exclusive Relationship. Nothing contained in this Agreement or any Attachment attached hereto shall create an exclusive relationship between the parties.

[The remainder of this page is intentionally left blank.]

WITNESS WHEREOF, the parties hereto have executed and delivered this Agreement as of the date first written above.

(Please Print or Type)

Agency: _____

Authorized Name (Printed): _____

Title: _____

Authorized Signature: _____

Address: _____

Telephone: _____

Date: _____

Sun Tran Authorized Name (Printed): Kate Riley _____

Sun Tran Authorized Signature: _____

Title: General Manager _____

Date: _____

Office Use Only:

Account Number: _____
Entered by: _____
Date: _____

**Attachment A
Form of Distribution Log**

Use when distributing 30-Day Economy Tickets

Please complete the Log and return to Sun Tran Finance Department each month at 3920 N. Sun Tran Blvd., Tucson, AZ 85705. Indicate the SunGO ID & Card serial number on the front and back of the Card and 30 -Day Economy Ticket serial number.

#	SunGO ID & Card Serial Number on front of Card	SunGO ID & Card Serial Number on back of Card in lower right corner	30-Day Economy Ticket Serial Number on back of Ticket in lower right corner
1			
2			
3			
4			
5			
6			
7			
8			
9			
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Attachment B

Contacts – Responsible Persons

Sun Tran: Marketing

Pat Richter

Pass Program Manager
3920 N Sun Tran Blvd
Tucson, AZ 85705
Office: 520-206-8859
Pat.Richter@tucsonaz.gov

Kandi Young

Director of Marketing & Communications
3920 N Sun Tran Blvd
Tucson, AZ 85705
Office: 520-206-8810
Kandi.Young@tucsonaz.gov

Sun Tran: Finance Department

Troy E. Pelaar

Smart Card Program Manager
3920 N Sun Tran Blvd
Tucson, AZ 85705
Office: 520-206-8880
FAX: 520.206.8957
Troy.Pelaar@tucsonaz.gov

Rhonda Lugo

Director of Finance
3920 N Sun Tran Blvd
Tucson, AZ 85705
Office: 520-206-8808
FAX: 520.206.8957
Rhonda.Lugo@tucsonaz.gov

Shelby Holter

Budget Manager
3920 N Sun Tran Blvd
Tucson, AZ 85705
Office: 520-206-8837
FAX: 520.206.8957
Shelby.Holter@tucsonaz.gov

Vanessa Ayup

Finance Analyst
3920 N Sun Tran Blvd
Tucson, AZ 85705
Office: 520-206-8828
FAX: 520.206.8957
Vanessa.Ayup@tucsonaz.gov

**Attachment C SunGO
Products Price List**

Full Fare Products

SunGO Card (new blank cards) \$2.00

Period Passes (loaded to SunGO Card):

30-Day Full Fare	\$42.00
30-Day Express	\$56.00
1-Day Pass	\$ 3.50
Fall Semester Pass	\$173.00
Fall Semester Express Pass	\$230.00
Spring Semester Pass	\$173.00
Spring Semester Express Pass	\$230.00

**Value added to card
(up to a maximum of \$50.00):**

\$ 5.00
\$10.00
\$20.00
\$30.00
\$40.00
\$50.00

**SunGO Tickets (new tickets include Ticket
Fee and Administrative Processing Fee)**

30-Day Full Fare	$\$42.00+0.40+0.20=\42.60
1-Day	$\$3.50+0.40+0.20=\4.10

Economy Fare Products

Period Passes (loaded to SunGO ID & Card):

30-Day Economy	\$15.00
30-Day Express (no discount)	\$56.00
1-Day Pass (discounted)	\$1.75

**Value added to card
(up to a maximum of \$50.00):**

\$ 5.00
\$10.00
\$20.00
\$30.00
\$40.00
\$50.00

**SunGO Tickets (new tickets include Ticket
Fee and Administrative Processing Fee)**

30-Day Economy	$\$15.00+0.40+0.20=\15.60
1-Day Discounted	$\$ 1.75+0.40+0.20=\2.35

Office Use Only:
Account Number: «T»



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Contract With Outside Agency #0

TITLE OF AGENDA ITEM: Use of Premises Agreement for Pima County Department of Public Health

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Eugenia Favela, Ph.D., Assistant Superintendent of Student Services

DESCRIPTION/JUSTIFICATION:

Respectfully requesting Governing Board approval of the renewal of the Use of Premises agreement for the Pima County Department of Public Health to use a space on each of the high school campuses to operate a mobile health care clinic for the provision of services through Project CONTACT (Community Outreach Network Teaching Adolescents Contraceptive Techniques).

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

This document has been reviewed and approved by legal counsel.

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval

ATTACHMENTS:

Name:	Description:	Type:
Use of Premises - Project CONTACT 5-27-14.pdf	Project CONTACT agreement	Cover Memo

CREATION:

Date/Time: 5/20/2014 5:36:49 PM	Department: Student Services
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APPROVALS:

Date/Time: 5/21/2014 3:07 PM	Approval: Approved	Department: Superintendent
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PIMA COUNTY DEPARTMENT OF Public Health PROJECT: Project CONTACT Use of Premises Agreement CONTRACTOR: Sunnyside Unified School District 2238 E. Ginter Road Tucson, Arizona 85706 CONTRACT NO: CTN-HD-14-0021 AMENDMENT NO: 01	
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ORIGINAL CONTRACT TERM:	07/01/13-06/30/14	ORIGINAL CONTRACT AMOUNT:	\$0.00
TERM PRIOR AMENDMENT:	N/A	AMOUNT PRIOR AMENDMENTS:	\$0.00
TERM THIS AMENDMENT:	06/30/15	AMOUNT THIS AMENDMENT:	\$0.00
RENEWALS LEFT:	03	REVISED CONTRACT AMOUNT:	\$ 0.00

CONTRACT AMENDMENT

WHEREAS, Pima County, a body politic and corporate of the State of Arizona, (“the County”), and Sunnyside Unified School District, (“the District”), have entered into a Contract relating to the use of space by the County to operate a mobile health care clinic for the provision of Project Community Outreach Network Teaching Adolescents Contraceptive Techniques (“CONTACT”) services; and

WHEREAS, the County and the District desire to extend the Contract for an additional 12 month period through June 30, 2015.

NOW THEREFORE, it is agreed as follows:

I. Replace Section 4 – Term of Agreement, as follows:

“The term of this Agreement shall commence on July 1, 2013 and terminate on June 30, 2015, unless sooner terminated, The Parties, upon mutual consent, shall have the option to extend this Agreement for up to three (3) additional one (1) year periods or any portion thereof. Any modification, termination, or extension shall be made by formal written amendment executed by the Parties.”

II. The effective date of this Amendment is June 30, 2014.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

All other provisions of this Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment.

PIMA COUNTY

DISTRICT

By: _____
Procurement Director Date

By: _____
Superintendent Date

APPROVED AS TO CONTENT

By: _____
Department Head Date

By: _____
President Date
District Governing Board

APPROVED AS TO FORM

By: *Paul J. Rivera* 4.15.14
Deputy County Attorney Date



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: CA - Business and Finance #0

TITLE OF AGENDA ITEM: Gifts & Donations

ACTION TYPE: Info/Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Hector M. Encinas, Chief Financial Officer

DESCRIPTION/JUSTIFICATION:

Respectfully request Governing Board approval to accept donations received as referenced on the attached listing.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend acceptance of gifts and donations as presented.

ATTACHMENTS:

Name:	Description:	Type:
G_D_(032114_thru_052214).xls	Gifts & Donations	Cover Memo

CREATION:

Date/Time: 5/21/2014 12:03:32 PM	Department: Business and Finance
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APPROVALS:

Date/Time: 5/23/2014 3:44 PM	Approval: Approved	Department: Superintendent
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Donation Listing (March 21, 2014 thru May 22, 2014)

Classroom/Department	Fund Number	Donation Amount	Donor	Purpose
Apollo	53000	\$ 300.00	Tucson Festival of Books	Transportation to Festival of Books
Challenger	53010	\$ 250.00 \$ 1,500.00 Value	SUSD Foundation Challenger Students for Ben's Bells	Back to Basics -Nutritional Snack/ Kits to Classrooms - Mural
Craycroft	53097	\$ 4,000.00	Parent Teacher Organization	FUTP 60
Drexel	53000	\$ 175.00	Tucson Festival of Books	Transportation to Festival of Books
Liberty	53000 53086 53150	\$ 25.00 \$ 50.00 \$ 100.00	Westat Bernard J & Susan R. Cohn Sharon K. Hooker	School Supplies & Materials Bernie Cohn Scholarship Sharon Hooker Scholarship
Los Amigos	53000	\$ 200.00	Tucson Festival of Books	Transportation to Festival of Books
Ocotillo	53000	\$ 275.58	Linda & Arturo Velasquez	Transportation (bus) to Agua Linda Farms
Parents As Teachers	53018 53018 53018 53018	\$ 100.00 \$ 50.00 \$ 25.00 \$ 25.00	Thomas E. & Caren F. Newman Thomas A. & Arlene R. Webster Dr. & Mrs. Mark Blew Dr. & Mrs. Melvin D. Roberts	School Supplies & Materials Raffle Tickets School Supplies & Materials School Supplies & Materials
STAR	53010	\$ 500.00	SUSD Foundation	Purchase of Graduation Caps & Gowns
Summit View	53044	\$ 300.00	United Way of Tucson & Southern AZ	Community Connector
SSHS	53010	\$ 200.00	SUSD Foundation	Women's Basketball Program
District Wide	53000	\$ 300.00 Value \$ 1,700.00 Value \$ 192.00 Value \$ 1,000.00	Darla McIntyre Quick Cash CBIZ Alice O. Ritter	Leblanc Trumpet with Case 11- 4 Drawer Filing Cabinets & 1 Cabinet 4 Diamondbacks Tickets Peace Partnership Awards



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014 **BOARD AGENDA NO.:** CA - Revisions of Governing Board Policies, Regulations, Exhibits #0

TITLE OF AGENDA ITEM: First Reading: Policy JLF: Reporting Child Abuse/Child Protection

ACTION TYPE: Information

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Eugenia Favela, Ph.D., Assistant Superintendent for Student Services

DESCRIPTION/JUSTIFICATION:

Policy JLF is submitted to the Governing Board for first reading. A policy advisory (#498) has been received by the Arizona School Boards Association (ASBA) for policy JLF: Reporting Child Abuse/Child Protection.

The revisions to JLF reflect Senate Bill 1291, which amended the Arizona Revised Statutes (ARS) section 13-1620 during the most recent legislative session. The changes (see underlined language) allow mandated reporters to file reports electronically for non-emergency incidents of child abuse, neglect, and abandonment. In addition, reports that were previously required to be submitted within seventy-two hours of the reports called in to the Child Abuse Hotline are no longer required.

Non-emergency reports are those in which the child is not at immediate risk of abuse or neglect that would result in serious harm. All emergency situations in which a child faces an immediate risk of abuse or neglect that could result in serious harm MUST still be reported by calling 911 or 1-889-767-2445.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

ASBA Policy Advisory 498

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Information item--first reading for policy JLF

ATTACHMENTS:

Name:	Description:	Type:
JLF - Reporting Child Abuse Child Protection.pdf	Policy JLF: Reporting Child Abuse/Child Protection	Cover Memo

CREATION:

Date/Time:
5/21/2014 2:06:03 PM

Department:
Student Services

APPROVALS:

Date/Time:
5/21/2014 3:08 PM

Approval:
Approved

Department:
Superintendent

[^] & ^{^5417} J-6250 ©
REPORTING CHILD ABUSE /
CHILD PROTECTION

JLF

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who⁵⁴¹⁸ reasonably believes that a minor is or has been the victim of physical injury, abuse⁵⁴¹⁹, child abuse, a reportable offense⁵⁴²⁰ or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Pursuant to A.R.S. 13-3620, such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14),

fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).⁵⁴²¹

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Adopted: date of ~~manual~~⁵⁴²² Manual⁵⁴²³ adoption

LEGAL REF.: A.R.S. 8-201
13-1404 *et seq.*
13-1410
13-3019
13-3212
13-3506
13-3506.01
13-3552
13-3553
13-3608
13-3619
13-3620
13-3623
15-514

46-451

46-454

CROSS REF.: GBEB - Staff Conduct
GBEBB - Staff Conduct With Students
JKA - Corporal Punishment

REGULATION**REGULATION**

REPORTING CHILD ABUSE / CHILD PROTECTION

Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to A.R.S. 8-821, and which is caused by the acts or omissions of an individual having care, custody, and control of a child. *Abuse* shall include inflicting or allowing sexual abuse pursuant to A.R.S. 13-1404, sexual conduct with a minor pursuant to A.R.S. 13-1405, sexual assault pursuant to A.R.S. 13-1406, molestation of a child pursuant to A.R.S. 13-1410, commercial sexual exploitation of a minor pursuant to A.R.S. 13-3552, sexual exploitation of a minor pursuant to A.R.S. 13-3553, incest pursuant to A.R.S. 13-3608, or child prostitution pursuant to A.R.S. 13-3212.

Child, youth, or juvenile means an individual who is under the age of eighteen (18) years.

Abuses classified by statute as "reportable offenses" are:

- Indecent exposure [A.R.S. 13-1402]
- Public sexual indecency to a minor [A.R.S. 13-1403]
- Sexual abuse [A.R.S. 13-1404]
- Sexual conduct with a minor [A.R.S. 13-1405]
- Sexual assault [A.R.S. 13-1406]
- Molestation of a child [A.R.S. 13-1410]
- Furnishing items that are harmful to a minor via the ~~internet~~⁵⁴²⁴ Internet⁵⁴²⁵ [A.R.S. 13-3506.01]
- Surreptitious photographing, videotaping, filming, or digitally recording or viewing⁵⁴²⁶ of a minor [A.R.S. 13-3019]
- Incest [A.R.S. 13-3608]
- Child prostitution [A.R.S. 13-3212]
- Commercial sexual exploitation of a minor [A.R.S. 13-3552]

- Sexual exploitation of a minor (concerning visual depiction of a minor engaged in exploitive exhibition or other sexual conduct) [A.R.S. 13-3553]
- Luring a minor for sexual exploitation [A.R.S. 13-3554]
- Admitting a minor to public displays of sexual conduct [A.R.S. 13-3558]

EXHIBIT **EXHIBIT**

**REPORTING CHILD ABUSE /
CHILD PROTECTION**

~~(Suspected Abuse, Physical Injury, Child Abuse,
Reportable Offense or Neglect)~~⁵⁴²⁷

SUSPECTED ABUSE, PHYSICAL INJURY, CHILD ABUSE,
REPORTABLE OFFENSE OR NEGLECT⁵⁴²⁸

To: Child Protective Services, D.E.S. (or law enforcement agency)

Student's name _____ Birth date _____ Sex ____

Address _____

Names of parents/guardians _____

E-mail address ⁵⁴²⁹ _____

School _____ Grade ____ Teacher _____

Description of suspected present or prior abuse, child abuse, physical injury,
or neglect (use additional page if necessary) _____

Symbols:

Severity:

- A =
- Bl =
- Bu =
- Br =
- La =
- Le =
- S =

- Abrasion
- Blister
- Burn
- Bruise
- Laceration
- Lesions
- Scar

- (1) = Mild
- (2) = Moderate
- (3) = Severe

R = Rash
V = Vermin
O = Other (describe)

Signature and Title of Person Making the Report
Date

Oral Report to: Name _____

Agency _____ Position _____

Date _____ Time _____

Written report to _____ Date _____

Copy filed in school nurse's office

REPORTING CHILD ABUSE / CHILD PROTECTION

Any school personnel or any other person who has responsibility for the care or treatment of a minor and who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone ~~or in person and shall be followed by a written report within seventy-two (72) hours.~~

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports 24 hours a day without wait times.

All reports made via the online website will require the person making the report (reporting source) to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm **must** still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, **must be reported, by:**

Calling 1-888-SOS-CHILD (1-888-767-2445),

TDD: 602-530-1831 (1-800-530-1831), or

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Submitting non-emergency concerns via the Online Reporting Service for Mandated Reporters at <https://www.azdes.gov/dcyf/cps/mandated-reporters/> (effective November 2013).

Pursuant to A.R.S. 13-3620, such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 8-201	13-3553
13-1404 <i>et seq.</i>	13-3608
13-1410	13-3619
13-3019	13-3620
13-3212	13-3623
13-3506	15-514
13-3506.01	46-451
13-3552	46-454

CROSS REF.: GBEB - Staff Conduct
GBEBB - Staff Conduct With Students
JKA - Corporal Punishment

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 503 Exhibits JLF-EB; JLF-EC; JLF-ED — Reporting Child Abuse/Child Protection. This advisory provides districts and charter schools with new exhibits JLF-EB, JLF-EC, and JLF-ED as additional documents related to interviews and access to records of students by CPS. The exhibits are reproductions of forms provided by CPS – CPS-1047A, CPS-1048A, and CPS-1061A . The code for JLF-E, which is an unchanged exhibit, now becomes JLF-EA.

JLF-EB is a copy of a letter to be provided by a Child Protective Services Specialist to interview a child at school (Request for Interview at School, CPS-1047A.) Several provisions related to the specialist’s authorization are included for school staff to review, including statutory and rule provisions related to an interview without notice to or consent of the parent, guardian or custodian; limitations on those who may attend the interview and confidentiality; and potential temporary custody determination to protect the child(ren) from abuse or neglect. If it is determined that temporary custody is necessary, the specialist will provide a Notice of Removal (PS-058) and a Temporary Custody Notice (CPS-1000A) in accordance with A.R.S. Section 8-823.

Confidentiality is referenced in CPS-1047A (JLF-EB) in this statement: “under state and federal law, any information you have or may obtain during this investigation is confidential, including this form and the fact that the above-named child(ren) have been contacted regarding allegations of abuse or neglect. Do not disseminate this information to any person unless specifically authorized by applicable law or court order.”

JLF-EC and JLF-ED are forms generated by the Department of Economic Security (DES), Division of Children, Youth, and Families, Child Protective Services (CPS), for CPS Specialists employed by DES as case workers/investigators for Child Protective Services to obtain access to education records. CPS is mandated by law to investigate allegations of child abuse and neglect.

JLF-EC is a Request for Release of Education Records (Use only for CPS Investigations, CPS-1048A), A.R.S. Sections 8-800 and 8-802. This form references Title 34 of the Code of Federal Regulations (C.F.R.) Section 99.31(a)(10) which provides that a school may disclose personally identifiable information from an education record of a student without the consent of the parent, guardian or custodian if “(t)he disclosure is in connection with a health or safety emergency, under the conditions described in Section 99.36.” Further, “34 C.F.R. Section 99.36(a) provides that an educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.”

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Confidentiality is emphasized in CPS-1048A (JLF-EC): “under state and federal law, any information you have or may obtain during this investigation of allegations of abuse and neglect, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order.”

JLF-ED is a Request for Release of Education Records (Child/Youth is a ward of the Court in the legal care, custody and control of the Arizona Department of Economic Security, CPS-1061A). This form is a more comprehensive request from a Child Protective Services (CPS) Specialist or a Unit Supervisor employed by DES and an assigned CPS representative for the named child(ren) whom DES is legally responsible to care for and protect under Title 8 of A.R.S, including Sections 8-806 and 8-825. The use of this form was authorized by the Uninterrupted Scholars Act, an amendment to the Family Educational Rights and Privacy Act (FERPA). It is codified at 20 USC Section 12332g(b)(1)(L).

The confidentiality emphasis in CPS-1061A (JLF-ED) is as follows: “under state and federal law, any information you have or may obtain from CPS, including the fact that the above-named children may have been contacted or that this Request for Education Records is being made is confidential. Do not inform anyone without a need to know of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order.”

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



**REPORTING CHILD ABUSE /
CHILD PROTECTION**

**REQUEST FOR INTERVIEW AT SCHOOL
(CPS-1047A)**

Date

Name of School

Address (No., Street, Ste. No., City, State, ZIP)

RE: _____
(Child(ren) 's Name(s))

I am a Child Protective Services Specialist employed by the Arizona Department of Economic Security. Child Protective Services (CPS) is mandated by law to investigate allegations of child abuse and neglect. Arizona Revised Statutes (A.R.S.) § 8-800 and § 8-802. As part of my investigation, I need to speak with one or more children at this school. Please provide me with immediate access to the above-named child(ren).

I am authorized by A.R.S. § 8-802(C)(4) and A.A.C. R6-5-5508(C) to interview a child without notice to or consent of the parent, guardian or custodian. See Arizona Attorney General Opinions (AG Opinions) 175-219, 175-234, 188-062, 104-003. Do not contact, directly or indirectly, the parents, guardians or custodians of the above-named child(ren) unless specifically requested or authorized by me, the assigned CPS Specialist.

Because of the sensitive and confidential nature of a CPS investigation, school personnel and others are not permitted to be present during the interview(s) of the child(ren) nor can they be informed of what was discussed. See A.R.S. § 8-807, AG Opinion 198-008.

If at any time I determine, pursuant to A.R.S. § 8-821, that temporary custody is clearly necessary to protect the child(ren) from abuse or neglect, I will provide you with a Notice of Removal (PS-058) and provide the parents, guardians, or custodians a Temporary Custody Notice (CPS-1000A) in accordance with A.R.S. § 8-823.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Under state and federal law, any information you have or may obtain during this investigation is confidential, including this form and the fact that the above-named child(ren) have been contacted regarding allegations of abuse or neglect. DO NOT disseminate this information to any person unless specifically authorized by applicable law or court order.

Thank you for your cooperation.

CPS Specialist's Name		Address (No., Street, Ste. No., City, State, ZIP)	
Phone No.	Fax No.	E-mail Address	
CPS Specialist's Name			

EOE/ADA/LEP/GINA Disclosures

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



REPORTING CHILD ABUSE / CHILD PROTECTION

REQUEST FOR RELEASE OF EDUCATION RECORDS (Use only for CPS Investigations - CPS-1048A)

Date

To:

Fax No.:

Address: (No., Street, City, State, ZIP)

RE: (Child[ren]'s Names and DOB[s])

I am a Child Protective Services (CPS) Specialist employed by the Arizona Department of Economic Security (DES) as a case worker/investigator for Child Protective Services (CPS). CPS is mandated by law to investigate allegations of child abuse and neglect. See Arizona Revised Statutes (A.R.S.) § 8-800 and § 8-802. As part of my investigation, I need to review and/or have copies of the education records of the above-named child(ren). Please provide me with immediate access to the records requested below. If a portion of the records are not immediately available, please provide me with all available records and provide the remaining records to me as soon as possible.

Title 34 of the Code of Federal Regulations (C.F.R.) § 99.31(a)(10) provides that a school may disclose personally identifiable information from an education record of a student without the consent of the parent, guardian or custodian if "[t]he disclosure is in connection with a health or safety emergency, under the conditions described in § 99.36." 34 C.F.R. § 99.36(a) provides that an educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Pursuant to 34 C.F.R. § 99.31 and § 99.36, please provide me the education records of the above-named child(ren).

This request is being made to protect this child/others from possible imminent danger.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Under state and federal law, any information you have or may obtain during this investigation of allegations of abuse and neglect, including the fact that the above-named child(ren) may have been contacted or that this Request for Education Records is being made is CONFIDENTIAL. DO NOT inform anyone of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order.

Please provide the records to me as soon as possible by:

- Mailing them to me at: _____
- Calling me at: _____ to pick them up when they are ready. Please specify the hours you are open when you leave a message.
- Other: _____

Thank you for your cooperation.

CPS Specialist's Name (*Print or Type*)

CPS Specialist's Signature

EOE/ADA/LEP/GINA Disclosures

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



REPORTING CHILD ABUSE / CHILD PROTECTION

**REQUEST FOR RELEASE OF EDUCATION RECORDS
(Child/Youth is a ward of the Court in the legal care, custody and control of the Arizona Department of Economic Security - CPS-1061A)**

_____ *Date*

To: _____
(School or the Arizona Early Intervention Program Provider [DES/AZEIP, DES/DDD, or ASDB, and their contractors])

Fax No.: _____

Address: _____
(No., Street, City, State, ZIP)

RE: _____
(Child[ren]'s Names and DOB[s])

I am a Child Protective Services (CPS) Specialist or a Unit Supervisor employed by the Arizona Department of Economic Security (DES) and am an assigned CPS representative for the above named child(ren) whom DES is legally responsible to care for and protect under Title 8 of A.R.S., including § 8-806 and § 8-825.

Pursuant to amendments made to the Family Educational Rights and Privacy Act (FERPA) in 2013 (20 U.S.C. § 1232g (b)(1)(L)), I am entitled to receive copies of education records in your possession or control for the above named child(ren). Records sought include: special education (includes early intervention evaluations, IFSPs, service logs, and comparable IDEA Part B records), discipline, attendance, assessments, medical, speech-language, academic, state or district mandated testing, immunization, birth certificate, Section 504 plans, social, psychological, and achievement records. Records you provide will not be disclosed by DES except to an authorized individual or entity engaged in addressing the child(ren)'s educational needs, or as directed by a court.

Under state and federal law, any information you have or may obtain from CPS, including the fact that the above-named child(ren) may have been contacted or that this Request for Education Records is being made is CONFIDENTIAL. DO NOT inform anyone without a need to know of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Please provide the records to me as soon as possible by:

Mailing them to me at: _____

Calling me at: _____ to pick them up when they are ready. Please specify the hours you are open when you leave a message.

Other: _____

Thank you for your cooperation.

CPS Specialist's Name (*Print or Type*)

CPS Specialist's Signature

EOE/ADA/LEP/GINA Disclosures

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014 **BOARD AGENDA NO.:** CA - Revisions of Governing Board Policies, Regulations, Exhibits #0
TITLE OF AGENDA ITEM: Response to Policy Advisories from the Arizona School Boards Associations (ASBA) for policies BCB, BE, BEDB, CBCA and CBI
ACTION TYPE: Action
PREVIOUS ACTION OF AGENDA ITEM:
SUBMITTED BY: Dr. Manuel L. Isquierdo, Superintendent

DESCRIPTION/JUSTIFICATION:

Policies Advisories are sent out on a regular basis by ASBA, with updated language to policies because of new regulations or legislation. In response to policy advisories recently received by ASBA. The Governing Board Office is presenting the following policies for Governing Board information and approval. There are no additional changes recommended to the policies, because all the changes and additions indicated on the policy advisories are already present in the current Manual, adopted by the Governing Board on March 25, 2014.

- 1. BCB: Board Member Conflict of Interest
- 2. BE: School Board Meeting
- 3. BEDB: Agenda
- 4. CBCA: Delegated Authority
- 5. CBI: Evaluation of Superintendent

Respectfully requesting Governing Board approval of the recommendation for no additional changes to the aforementioned policies.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval of the recommendation of no additional changes to policies, BCB, BE, BEDB, CBCA and CBI, which appear in the Policy Manual adopted by the Governing Board on March 25, 2014.

ATTACHMENTS:

Name:	Description:	Type:
📄 BOARD_MEMBER_CONFLICT.pdf	BCB Board Member Conflict of Interest	Cover Memo
📄 SCHOOL_BOARD_MEETINGS.pdf	BE - School Board Meetings	Cover Memo

[BEDB - Agenda.pdf](#)

BEDB - Agenda

Cover Memo

[DELEGATED_AUTHORITY.pdf](#)

CBCA - Delegated Authority

Cover Memo

[EVALUATION_OF_SUPERINTENDENT.pdf](#) CBI - Evaluation of Superintendent

Cover Memo

CREATION:

Date/Time:

5/21/2014 11:45:37 AM

Department:

Superintendent

APPROVALS:

Date/Time:

5/21/2014 3:08 PM

Approval:

Approved

Department:

Superintendent

Policy Advisory No. 499 Policy BCB — Board Member Conflict of Interest.

Board Members are forbidden from supplying school districts with equipment, material, supplies or services unless pursuant to an award or contract let after public competitive bidding. An exception exists for equipment, material, and supplies under certain dollar amounts. Policy BCB is revised to clarify that the exception for Board Member purchases applies only to equipment, materials, and supplies, and NOT services.

For a more extensive discussion on this rule see A.G.O. I87-035 discussing Arizona Revised Statutes 38-503(C) and 15-323.

B-0800

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BCB

**BOARD MEMBER CONFLICT
OF INTEREST**

Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. 43-1001. [LEGAL REF.: A.R.S. 15-323]

Employment Limitation

No dependent, as defined in Section 43-1001, of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. 15-502]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. 15-421]

Conflict of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. 38-503]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S. 38-503]

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**Purchases from Governing Board
Members for Districts with
3,000 or More Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for supplies may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- Purchases for supplies, materials, and equipment ~~goods or services~~ are limited to three hundred dollars (\$300) per transaction;
- Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);
- The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. 38-503; 15-323; A.G.O. I84-012; I06-002]

**Purchases from Governing Board
Members for Districts with
Fewer than 3,000 Students**

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases for supplies may only be made after public competitive bidding. Purchases of supplies, materials, and equipment from Board members are subject to the following:

- Purchases less than one hundred thousand dollars (\$100,000) comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations;
- Purchases of one hundred thousand dollars (\$100,000) and above comply with the school district procurement rules for public competitive bidding;
- Each purchase is approved by the Governing Board;
- The amount of the purchase is included in the Board's meeting minutes.

[LEGAL REF.: A.R.S. 15-323; A.G.O. I06-002]

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. 38-509]

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-213
15-323
15-421
15-502
38-481
38-503
38-509
43-1001
A.G.O. I84-012
I87-035
I88-013
I06-002

CROSS REF.: BBBA - Board Member Qualifications
DJE - Bidding/Purchasing Procedures

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Policy Advisory No. 500 Policy BE — School Board Meetings. Arizona Revised Statute 15-321(D) states, “The board shall prescribe rules for its own government. It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual board members.” ASBA Policy Services has determined that an adjustment to meet the minimum standard stated in A.R.S. 15-321(D) is appropriate for the document model. Governing Boards “may hold other meetings as often as called.” Thus, should a local Governing Board schedule regular meetings on a more frequent basis than the minimum of once each month, the Policy Manual may reflect this schedule.

Choose one (1) of the two (2) options for placement in Policy BE.

B-1400

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BE

SCHOOL BOARD MEETINGS

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.02 and described in Board Policy BEDA.

Regular Board Meetings

The Governing Board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. If action has been taken and documents approved at a meeting, they may be signed subsequently by individual Board members.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Choose this:

The _____ and _____ of each calendar month during the regular school year are designated as the regular Board meeting dates. The Board may hold other meetings as often as called.

Or choose this:

The _____ of each month during the regular school year is designated as the regular Board meeting date. The Board may hold other meetings as often as called.

A regular meeting may be rescheduled or canceled:

- By majority vote of the Board when noticed as a meeting agenda item.
- By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 - Significantly inclement weather conditions, or
 - A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Adopted: date of Manual adoption

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

LEGAL REF.: A.R.S. 15-321
15-843
38-431 *et seq.*
A.G.O. I79-45

CROSS REF.: BEC - Executive Sessions/Open Meetings
BEDA - Notification of Board Meetings
BEDB - Agenda
BEDC - Quorum

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. 38-431.02*)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular meetings:

- Call to order
- Adoption of the agenda (*discussion of items is not in order*)
- Pledge of allegiance
- Board Meeting minutes not previously approved
- Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)
 - Summary of current events
 - ▲ Superintendent
 - ◆ Celebrations and recognitions
 - ▲ Governing Board members
 - Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report*)
- Public comments (*Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*)
- Action items (*Matters on which the Governing Board may take legal action during the meeting.*)
 - Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained.*)
 - Specific items of District business (*As listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action.*)

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting.*)
- Information items (*The Board will not propose, discuss, or take legal action during the meeting.*)
 - Requests for future agenda items
- Adjournment

Special meetings:

- Call to order
- Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings.*)
- Announcements
- Adjournment

Executive sessions:

- An executive session may be scheduled, as necessary, during either a regular or special meeting. (*See Arizona Attorney General Agency Handbook Section 7.6.7*)
 - When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.
 - The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. 38-431.03(A)(3).

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. 38-431.02. The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by 38-431.02. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

<p><i>Note:</i> This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.</p>

DELEGATED AUTHORITY

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts:

- To give notice to teachers, pursuant to A.R.S. 15-536, of the Board's intention not to offer a teaching contract.
- To give notice to teachers, pursuant to A.R.S. 15-538.01, of the Board's intention not to offer a teaching contract and to dismiss the teacher.
- To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. 15-503, of the Board's intention not to offer a new contract.
- To issue to teachers, pursuant to A.R.S. 15-536, 15-538, and 15-539, written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ~~five (5)~~ ten (10) school days.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-503
15-536
15-538
15-538.01
15-539

EVALUATION OF SUPERINTENDENT

The Governing Board shall evaluate the Superintendent at least once each year.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

The Superintendent shall provide each member of the Board a copy of the evaluation instrument not later than November 10. The Board President shall schedule a meeting not later than December 18, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until May of the year preceding the final year of the contract.

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

If the Superintendent's contract with the School District is for more than one (1) year, but not exceeding three (3) years, ~~on or before May 15 of the last year of the contract~~ no earlier than fifteen (15) months before the expiration of the contract, the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-503

CROSS REF.: CBA - Qualifications and Duties of Superintendent

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: Consent Agenda #0

TITLE OF AGENDA ITEM: 2014 Summer Laptop Program

ACTION TYPE: Info/Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Javier Baca, Executive Director of Information Technologies

DESCRIPTION/JUSTIFICATION:

As discussed and the most recent District Parent Council meeting the district will initiate, pending approval of this request, a Summer Laptop checkout program.

The laptop program will provide laptops to students for a \$25 facilities usage fee as prescribed by Governing Board Policy. The purpose of this program is to provide current SUSD students the opportunity to continue to participate in Literacy programs (such as Big Universe), to participate in high school online summer school programs and to provide an opportunity for students to have access to high-quality open-source digital content known as Ubermix throughout the summer.

The devices to be used for the purpose are previous student devices that are still usable and in good shape for this purpose (netbooks of 4 years in age), and with the Ubermix OS(<http://ubermix.org/>), still very functional. These devices are not from the allotment to be used for student one-to-one devices next year.

Laptops must be returned by July 25 and multiple measures of accountability are being implemented to ensure tracking and return of all devices. A signed summer laptop contract as well as payment will be required in advance in order to participate.

Supporting overview and documentation are attached.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

All revenue received to be deposited into civic fund.

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend approval of the 2014 Summer Laptop program as submitted.

ATTACHMENTS:

Name:	Description:	Type:
CopyofSummerCollectionProgramStatement.pdf	2014 Summer Laptop Program Scope and Vision	Backup Material
SUMMER2014_Latop_Contract.pdf	2014 Summer Laptop Contract	Backup Material

CREATION:

Date/Time:

5/23/2014 3:18:57 PM

Department:

Information Technologies

APPROVALS:

Date/Time:

5/23/2014 3:45 PM

Approval:

Approved

Department:

Superintendent



Sunnyside Summer Laptop Checkout Program

- **Program Statement-** In an effort to bridge the digital divide for our students as well as promoting learning and literacy during the critical summer months, the Sunnyside Unified School District (SUSD) will be providing opportunities for families to check out laptops during the summer. The main goals of this initiative are:
 - Allow students to access a variety of district literacy and reading sites during the summer.
 - Design a program with the end-goal of promoting “year-round” family literacy and love of reading.
 - Support an “anytime, anywhere” learning model for students at all grade levels to extend their learning beyond the traditional end of the school calendar.

- **Scope-** SUSD has made 500 netbook devices available for our Elementary School families for the sake of this program. In addition we will also be providing up to 50 laptops for our High School students and families to support summer school programs for 2014. Laptops will be issued via the District I.T. Office from May 29th to June 3rd. All district laptops checked out to families must be returned by no later than Friday, July 25th 2014.

- **Program Goals-**
 - Provide as many students and families as possible with access to digital curriculum and literature resources over the summer.
 - Provide opportunities for teachers to extend teaching opportunities beyond the last instructional date.
 - Help families learn the value of having digital content and literature in the home.

- **Program Guidelines**
 - Parents or guardians checking out laptops must show a photo I.D. as part of the check-out process.
 - As part of this process, parents agree to comply with the terms of the Summer Laptop Contract and SUSD Acceptable Use Policy.
 - Family payment plan options for the \$25 process fee include cash, checks or money orders.
 - Device type is subject to program enrollment and availability.



2014 SUMMER LAPTOP CONTRACT

I, _____, am participating in the One-to-One Computing program, and, as a result, the Sunnyside Unified School District will be issuing me a laptop computer case and charger, subject to the following conditions, to which I hereby agree:

1. I understand that the computer, computer charger and case are the property of **Sunnyside Unified School District** and as such, I may be asked to return this property at any time.
2. I understand that I am responsible for backing up all files. Sunnyside Unified School District is not responsible for any lost data.
3. I will not loan my computer out to others at any time during the summer.
4. I will follow the District's Acceptable Use Policy (AUP) and all directions issued by the District concerning use of the computer. I will follow all relevant state and national laws and regulations respecting the downloading of materials from the Internet.
5. I understand that the laptop is equipped with CompuTrace LoJack which will allow the computer to be tracked in the event of theft or loss, and that I am required to notify my school as soon as possible should a theft occur.
6. I agree that the District may search the contents of the computer at any time and that I will surrender the computer for such purposes upon request.
7. I recognize that all laptops checked out over the summer must be returned by no later than August 1st, 2014 in order to avoid any financial and/or legal penalties.
8. I acknowledge that my failure to fulfill the requirements of this Contract may result in disciplinary action which could include me having to return the computer or, in the event the computer has been lost or damaged, reimbursing the District for the replacement cost of the computer.
9. I acknowledge that in the event this laptop is damaged due to any negligent action on the part of my child, a library damage fee of \$25 will be assessed **for each damage incident**. Furthermore, as in the case of destruction to school property, the student is subject to the discipline matrix.
10. As a parent or guardian, I agree to review the laptop orientation video with my child. I further agree to be responsible for and indemnify the District against any financial liability that my child incurs under this Contract or from use of the computer.
11. As a parent I agree to be responsible for my child's Internet use and activities when not at school. I hereby release the District of any liability in my child's access to Internet websites while away from school that may be considered by the District as inappropriate for my child.
12. I recognize that in order to get full use out of the computer, I will be required to access the Internet both during and outside of school hours.

Any students who have unresolved damage fines incurred from the prior school year may be limited to using their district laptop on site only. **Please note with an "X", as well as a description, any pre-existing damage to the laptop at the date of issue in the box below.**



Parent signature

Date

Student Signature

Date

Parent Name (Please Print)

Date

Staff Signature
Verification of Pre-Existing Damage

Date



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: Consent Agenda #0

TITLE OF AGENDA ITEM: Bond Advisory Committee-Reapplication Request

ACTION TYPE: Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Bernie Cohn, Assistant Superintendent of Operations & Security

DESCRIPTION/JUSTIFICATION:

Respectfully submitting for Governing Board approval are the Bond Committee members that have termed out. Maria Tomaine and Rene Duarte were approved two years prior by their application request to the Governing Board and as the Bond Advisory bylaws state they can reapply for their continuation on the committee. Ms. Tomaine and Mr. Duarte had received the recommendation of the Bond Advisory Committee approval at their May 14, 2014 meeting.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommendation of Governing Board approval as requested for both Maria Tomaine and Rene Duarte's continuation on the Bond Advisory Committee.

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

CREATION:

Date/Time: 5/21/2014 8:27:35 AM	Department: Curriculum and Instruction
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APPROVALS:

Date/Time: 5/21/2014 3:08 PM	Approval: Approved	Department: Superintendent
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SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #1

TITLE OF AGENDA ITEM: SUSD 2014-2015 School Transformation

ACTION TYPE: Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Jan Vesely, Assistant Superintendent Curriculum & Instruction

DESCRIPTION/JUSTIFICATION:

Dr. Jan Vesely, Assistant Superintendent Curriculum & Instruction will present information on the School Transformation Model for the Governing Board members information.

Sunnyside Unified School District (SUSD) was notified that Challenger Middle School was designated as a priority school and eligible to apply for a School Improvement Grant. Based on the identified models (turnaround, transformation, restart, closure), SUSD selected school transformation for Challenger. The theory of action underlying the transformation model is that the existing configuration of leadership and instructional personnel has not created a learning environment in which students are succeeding. As a result, to dramatically change the environment for the benefit of the children currently enrolled in the school, the adults must change. Under transformation, change entails literal change of leadership as well as behavioral change by instructional personnel.

Changes required to occur under the transformation model, as outlined by the U.S. Department of Education, are

- Replace principal
 - Implement new evaluation system developed with staff
 - Use student growth as a significant factor
 - Identify and reward staff who are increasing student outcomes; support and then remove those who are not
 - Implement strategies to recruit, place, and retain staff
 - Select and implement an instructional model based on student needs
 - Provide job-embedded professional development designed to build capacity and support staff
 - Ensure continuous use of data to inform and differentiate instruction
 - Provide increased learning time
 - Provide an ongoing mechanism for community and family engagement
 - Partner to provide social-emotional and community-oriented services and supports • Provide sufficient operating flexibility to implement reform
- Ensure ongoing technical assistance

As a component of the transformation plan, SUSD will establish district supports to benefit Challenger and other low performing schools. The recommended positions include:

- District Math Coach to support an embedded model of math coaching and professional development at Challenger along with our other middle schools and targeted elementary schools.
- Coordinator of Secondary School Services. Under the supervision of the Director of College and Career, and in coordination with the Assistant Superintendent of Curriculum and Instruction and the Assistant Superintendent of Student Services the Secondary School Coordinator responsible for providing support for SUSD secondary programs. Please see attached job description.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend to approve the district Math Coach and Coordinator of Secondary High School Services positions.

ATTACHMENTS:

Name:	Description:	Type:
Priority_Label_School.pdf	Challenger Priority Labeled School	Cover Memo
SECONDARYCoordinator.docx	Secondary Coordinator	Cover Memo

CREATION:

Date/Time:	Department:
5/23/2014 2:30:34 PM	K-8 Curriculum

APPROVALS:

Date/Time:	Approval:	Department:
5/23/2014 4:26 PM	Approved	Curriculum and Instruction
5/23/2014 4:47 PM	Approved	Superintendent

Jones, Margie (DO)

From: Gray, Robert <Robert.Gray@azed.gov>
Sent: Saturday, April 19, 2014 10:16 AM
To: Isquierdo, Manuel (DO)
Cc: Brown, Dan
Subject: Notification of New Priority Label for Challenger Middle School
Attachments: Priority Mitigating Factors 2014.doc

Dear Superintendent/Charter Holder:

This letter is a follow up to the phone conversation we had regarding the new Priority status of your school(s), Challenger Middle School. The reasons for the new labels and their consequences are explained below.

The state's original list of Priority schools was created in response to the approval of our request for flexibility from certain parts of No Child Left Behind. Our request was approved July 19th, 2012. This request required Arizona to identify the bottom 5% of Title I schools and grant them a Priority label. Essentially, the bottom 5% was determined by ranking schools based on their letter grade points as posted during the summer of 2012.

Since that time nearly 20 of the original Priority schools have closed. The United States Department of Education notified us recently that we would have to replace those schools and allowed us to do so using the most current letter grade points. When we ranked all Title I schools according to 2013 letter grade points, your school(s) fell into the bottom 5%.

Here is a list of the most important consequences of the Priority label.

1. All newly identified Priority schools will eligible to apply for a School Improvement Grant (SIG). These will be a three year grant for the purposes of substantial and fast turnaround efforts. Estimated award amounts per year are between \$50,000 and \$400,000 per school. Applications will be made available very shortly. ADE will hold a webinar explaining all the details surrounding the application process. This will be a GoToWebinar on Wednesday, April 23rd at 3:30, and you will receive an invitation via a separate email.
2. Your school(s) will be placed on a revised list of all Priority schools in the state for the 2013-2014 school year. Without doing this your school(s) would not be eligible to apply for the SIG grant mentioned above.
3. Those Priority Schools not awarded a SIG grant may have an opportunity to apply for a regular Priority grant. These grants have different requirements and also smaller in amount.
4. All Priority schools (funded or not) are required to implement all seven federally mandated Turnaround Principles. The principles are: Effective Leadership, Effective Teachers, Use of Data to Inform Instruction, Family/Community Engagement, School Environment Focused on Achievement, Additional Instruction Time and Strengthening Instruction Programs Based on Student Need.
5. The Priority label will be in place for a minimum of three years from the start of the first year of full implementation of all Turnaround Principles. Your school(s) will count the 2014-2015 school year as the first year of implementation.

You have until April 25th, 2014 to appeal the label based on any mitigating factors you think may be pertinent. We do have a set of guiding questions that you may use. It is attached to this letter. Final determinations will be completed on or before April 30th, 2014. Public release of the list will be made on April 30th.

If you have any questions, please do not hesitate to call Robert Gray at 602-364-2202. Please direct all correspondence directly to Robert (robert.gray@azed.gov), including your appeal if you chose to submit one.

On behalf of Dan Brown

Deputy Associate Superintendent, School Improvement and Intervention
Arizona Department of Education

Robert Gray III

Director of Operations, LEA and School Improvement
Arizona Department of Education
School Improvement & Intervention
1535 W. Jefferson. St., Bin #10
Phoenix, AZ 85007
Phone: (602) 364-2202
Fax: (602) 364-0556

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COORDINATOR OF SECONDARY SCHOOL SERVICES

DEFINITION:

Under the supervision of the Director of College and Career, and in coordination with the Assistant Superintendent of Curriculum and Instruction and the Assistant Superintendent of Student Services, the Secondary School Coordinator is responsible for providing support for SUSD secondary programs.

REPORTS TO: Director of College and Career

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS:

- Assist with student management systems at the secondary level on attendance and transition to alternative programs
- Facilitate support and communication for drop-out recovery programs
- Support enrollment in credit recovery programs at the high school level
- Analyze student progress data to support credit recovery initiatives
- Analyze safe and orderly data to support school systems
- Support secondary school Academic Interventionists and other staff in the implementation of district programs such as PBIS and Student Assistance Programs
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of District policies and procedures, state and federal labor laws including child labor laws

Knowledge of evidence based practices to improve systems in schools and the district

Ability to serve as a team player

Ability to facilitate groups

Skill in oral and written communication

Skill in establishing and maintaining working relationships

Skill in problem solving and conflict resolution skills

Skill in leading a group

PHYSICAL REQUIREMENTS:

Work is performed mostly in an indoor environment, but on occasion attend and work out outdoor events. Work requires frequent sitting, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

- Valid Arizona Department of Education Secondary Certificate in teaching, administration or a related field
- Three or more years of high school teaching or support position experience preferred
- Valid Arizona Drivers License and access to a vehicle

Depending on the needs of the District, some incumbents in this class must be able to demonstrate fluency in both Spanish and English as a condition of employment.



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #2

TITLE OF AGENDA ITEM: 2014-15 Digital Curriculum and Technology Bond Budget

ACTION TYPE: Info/Action

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Javier Baca, Executive Director of Information Technologies

DESCRIPTION/JUSTIFICATION:

We will provide the Governing Board an overview of the following:

- the operational and digital curricula plans developed by the Technology Executive Committee, C&I and IT Departments in alignment with the 2014-17 Technology Plan
- next year's Digital Curriculum priorities and plans for next year (including core digital curricula 2-year licensing to reduced next year's bond costs, coding and computational thinking curriculum, etc.)
- the recommended 2014-15 Digital Curriculum and Technology Bond budget

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

Proposed budget to be funded from 2014-15 bond funds, Title, unrestricted capital and repair funds as presented.

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend the Governing Board approve the 2014-15 Technology FF&E Operational and Digital Curriculum budget (line items A-AE) as presented.

ATTACHMENTS:

Name:	Description:	Type:
Digital_Curriculum_and_Technology_Bond_Purchases_2014-15_052714.pdf	Digital Curriculum and Technology Bond Budget presentation	Backup Material
Technology_Bond_Projects_Budget_052714.pdf	2014-15 Technology Bond Projects Budget	Backup Material

CREATION:

Date/Time:

5/23/2014 3:01:33 PM

Department:

Information Technologies

APPROVALS:

Date/Time:

5/23/2014 3:27 PM

Approval:

Approved

Department:

Superintendent

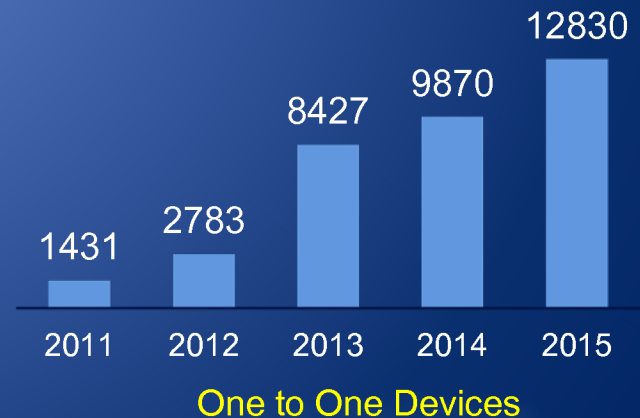
Digital Curriculum and
Technology Bond Budget for
2014-15

Background and Purpose

- Provide an overview of the Operational and Digital Curricula plans developed by the Technology Executive Committee, C&I and IT Departments in alignment with the 2014-17 Technology Plan
- Provide an overview of next year's Digital Curriculum priorities and plans for next year (including Core Digital Curricula 2-Year licensing to reduced next year's Bond costs, Coding and computational thinking curriculum, etc.)
- Provide an overview of the 2014-15 Digital Curriculum and Technology Bond budget

Operational Readiness Overview

- WLAN / Wi-Fi build-up
- WAN and Internet bandwidth
- Server virtualization, maintenance
- CIPA compliance, content filtering scalability
- Cloud-based computing and storage
- Classroom readiness / 21st Century Standard
- Device selection / refresh sustainability
- Hardware self-maintenance
- Asset tracking and management
- Digital Curriculum Systems Integration



2014-15 Scope

One-to-One
Implementation Grade
Levels

K-2

iPads for IFL, Labs

3rd

Los Amigos Tech Academy

Craycroft Elementary

4th, 5th

Asus Netbooks

Chromebooks

6th, 7th, 8th

Chromebooks

9th, 10th, 11th, 12th

HP ProBook Laptops

11th, 12th Grade Expansion

2014-15 One-to-One Hardware Plan

K-1

- Innovations for Learning Implementation - tablet devices for K-1

2nd Grade

- Refurbished Lenovo laptops to elementary schools to provide a quality 30 station lab upgrade (quantity 360 Lenovo X100e)

3rd Grade

- 2 carts of 30 Lenovo netbooks per school (quantity 720 Lenovo S10-3)

4th, 5th, 6th, 7th, 8th Grade

- Chromebooks Implemented at 5th - 8th Grade
- 4th Grade students will use Asus netbooks
- Loaner Device Pool: 20 Lenovo netbooks allocated to each library

9th, 10th, 11th, 12th Grade

- HP ProBook 4440s Laptops standard at all levels
- Expansion of One-to-One program to 11th and 12th grade
- Loaner device pool: 50 Lenovo netbooks allocated to each library

Teachers

- New Teacher Laptops implemented
- Repurpose former devices to serve as teacher replacement pool, SUN Program set, school lab upgrades and other instructional needs as reviewed by the Technology Executive Committee

Infrastructure Readiness

VDI Implementation

- Office Staff to received a new workstation
- School Library Labs to be upgraded

21st Century Classroom Standard

- Projectors being installed to provide all One-to-One classrooms with standard document camera and network-capable projector

Imaging Infrastructure

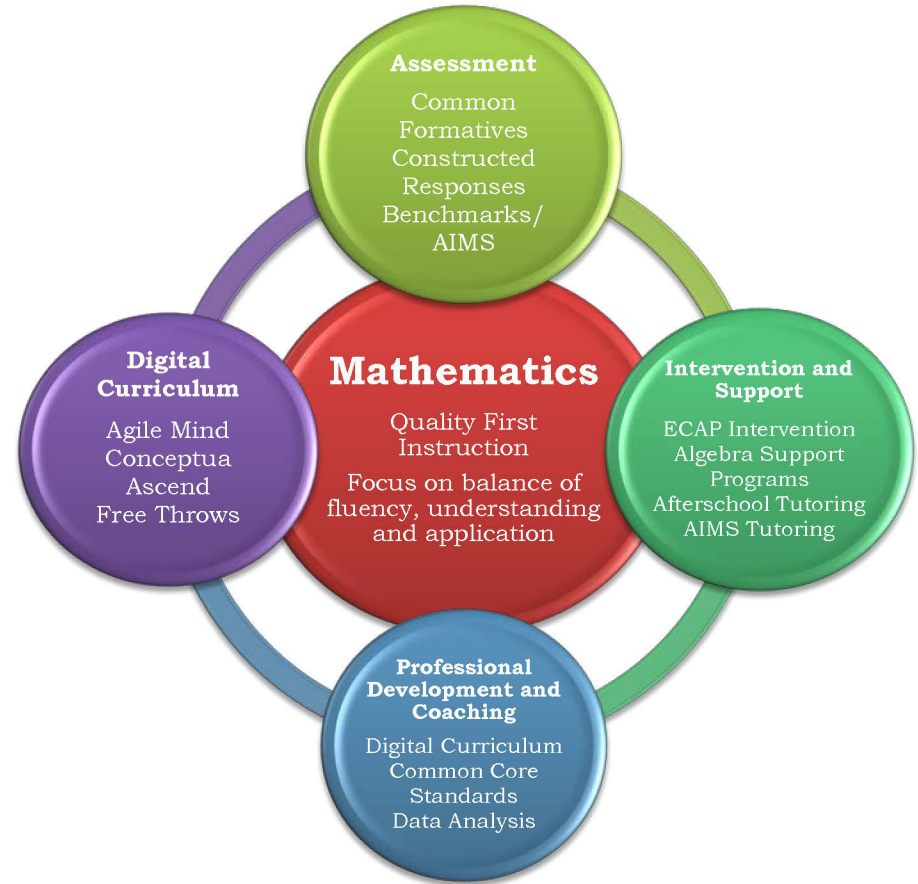
- Developed a new hardware, software (open-source) and storage/security system for our high-volume imaging needs
- Expansion of Chromebooks adoption will reduce imagine and IT management overhead

Destiny Asset Manager

- Laptop inventory and tracking system built into existing Library checkout system
- Expand and enhance GFA Inventory and Asset management through this adoption

Systems Planning

- One-to-One Device and Hardware Deployment Planning



Continued Curriculum	New Curriculum	In Evaluation Process
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Math Digital Curriculum Budget Proposal

2014-2015

Curriculum	Program	Detail	Grades	# of licenses	Years	Discount	Cost	Projected Funding Source
Math Core	Conceptua	Core Instruction	3 rd -5 th	4,160	2	10% with one free extended year	Year 1: \$58,680 for Licenses support Licenses funded through spring of 2016	BAC
	Agile Mind	Core Instruction and algebra double block, academic youth development which is a summer bridge boost program	6 th -9 th	5,600	2	5% of complete order including PD cost	Year 1: \$144,837 Year 2: \$144,837 Cost per student: \$26 Includes 20 PD sessions	BAC
	Pearson	Core Instruction	10 th -12 th	2,870	2	~\$15,000 off complete order	Year 1: \$101,709 Year 2: \$101,709 Cost per student: \$35 Includes 10 PD sessions \$3500 for 2 PD sessions	BAC Title II
Math Intervention	iReady Math	Math intervention for skill gaps and diagnostic	3 rd -8 th	6,746	2	15% with 2 year contract	Year 1: \$134,906 Year2: \$134,906 Cost per student: \$20 \$32,435 26 sessions of PD (2 trainings for teachers, 1 for admin)	Title I Title II
	iReady Math	Math intervention for skill gaps and diagnostics for Drexel, Mission Manor and Santa Clara	3 rd -5 th 3 rd -6 th	1,250	2	15% with 2 year contract	Year 1: \$24,671 Year2: \$24,671 Cost per student: \$19.74 \$36,420.00 16 on site PD and 9 webinars (math and reading training)	Year 1: Title I Blended Learning Grant Year 2: Title I
	ALEKS	Comprehensive High School: an intervention and credit recovery for algebra and support classes	9 th -12 th	600	2	\$5,250 off complete order	Year 1: \$39,726 Year 2: \$39,726 Cost per Student: \$34.68	Title I
	ALEKS	Blended Learning model using technology to support instruction and intervention at STAR	9 th -12 th	525	2	\$3,645 off complete order	Year 1: \$37,835 Year 2: \$37,835 Cost per student: \$36.03 8 on site PD sessions: \$13,265	Year 1: Title I Blended Learning Grant Year 2: Title I
	Free Throws	Math Fluency	3 rd -6 th	X	X	X	District Hosted	IT Support



ELA Digital Curriculum Budget Proposal

2014-2015

Curriculum	Program	Detail	Grades	# of licenses	Years	Discount	Cost	Projected Funding Source
ELA Core	Innovations for Learning	Listening Centers partnerships fees, mini iPads @Craycroft, Elvira, Esperanza, Los Amigos, & Ocotillo	K-1 st	1,148	1	X	\$375,000.00 this includes cost for equipment Per classroom program: \$250 Partner fee per classroom: \$500	BAC \$36,000 for classroom the rest is for equipment
	Ready Reading	Walk to Read Foundations @ Craycroft, Elvira, Esperanza & Los Amigos	3 rd -5 th	Site Licenses 1,325	2	15% with 2 year contract	Year 1: \$33,286.00 Year 2: \$33,286.00 Cost per student: \$25	BAC
	Ready Reading	Foundations @ Drexel, Mission Manor, and Santa Clara	3 rd -5 th	Site license 1,250	2	15% with 2 year contract	Year 1: \$19,021.90 Year 2: \$19,021.90 Cost per student: \$15.22	Year 1: Title I Blended Learning Grant Year 2: Title I
	TBA	Walk to Read Phonics @ Craycroft, Elvira, Esperanza & Los Amigos	K-2 nd	Projected 1,360	2	X	Projected cost: \$10,000 Projected cost per teacher: \$250	Move On When Reading
	Big Universe	e-Library resource	K-8 th	All schools	1	Pilot	No Cost-Pilot	Pilot
	Springboard	Core Instruction	9 th -12 th	4,270	1	X	Year 1: \$66,900 Year 2: \$54,000 Cost per student: \$15.67	BAC
	Follet Shelf	e-Readers	K-8 th	All School	1	X	Year 1: \$50,000	BAC

ELA Intervention	Lexia	Phonemic awareness intervention	2 nd -3 rd	728	1	X	Year 1: \$5,998 Cost per student: \$8.23	Move On When Reading
	iReady Reading	Diagnostic and Intervention @ Craycroft, Elvira, Esperanza, Los Amigos, Rivera, Gallego, Liberty, Los Ninos, Summit View, Sierra	2 nd -8 th	Site Licenses ~7,347	2	15% with 2 year contract and 2 nd subject discount	Year 1: \$89,387 Year 2: \$89,387 Cost per student: \$12.24	Year 1: BAC Year 2: Title I
	iReady Reading	Diagnostic and Intervention @ Drexel, Mission Manor, and Santa Clara	2 nd -5 th 2 nd -6 th	1,250	2	15% with 2 year contract	Year 1: \$24,671 Year2: \$24,671 Cost per student: \$19.74	Year 1: Title I Blended Learning Grant Year 2: Title I
	Reading Plus	Reading fluency and comprehension intervention	6 th -9 th	2,769	1	X	Year 1: \$35,300 Cost per student: \$12.75	Title I
	Imagine Learning	ELL and SpEd Interventions - Individualize language and literacy tech based intervention @ Elvira, Esperanza, Ocotillo, Mission Manor, Rivera, Sierra	K-5 th	Site licenses ~2,509	1	With the purchase of 3 schools, we receive 3 schools free	Year 1: \$60,000 Cost per student: \$23.92	Title III
	DynEd	ELA Intervention for ELL and SpEd students	6 th -12 th	75 Concurrent License	1	X	Year 1: \$25,875 Cost per license: \$345.00	Title III
Assessment	RAPS 360	Computerized diagnostic reading assessment program that automatically tests and diagnoses basic reading skills. Student progress can be automatically monitored.	K-9 th	All Schools	1	Pilot	Pilot	Pilot



Science/Social Studies/ODL Digital Curriculum Budget Proposal

2014-2015

Curriculum	Program	Detail	Grades	# of licenses	Years	Discount	Cost	Projected Funding Source
	Discovery Education	Discovery Education Science Techbook and Streaming Plus for all schools	K-12 th ; Streaming 6 th -12 th : Techbook	All students	3	X	1 year: \$200,734.20 2 year: \$171,034.20 3 year: 155,434.20 Cost per student: \$10	BAC
	Social Studies	This program will be used for middle and high school	6 th -12 th	7870	1	X	Projected: \$117,00 Projected cost per student: \$15	BAC
	Online Distance Learning	This program will be used for high school and credit recovery	9 th -12 th	~140 Current licenses	1	X	Projected: \$76,000	
	My Access	Web-based, cross-curricular program that transforms writing instruction	9 th -12 th	1327	1	X	Year 1: \$100,000	BAC



ELA Digital Curriculum Budget Proposal

2014-2015

Curriculum	Program	Detail	Grades	# of licenses	Years	Discount	Cost	Projected Funding Source
CTE	Automotive Technology	CDX Online Automotive Technical Skill, ASE Automotive Service Industry Certification-SSHS	9 th -12 th	State/County Licenses	1	X	No Charge to SUSD	ADE, PCJTED Central
	Business Management & Administrative Services (BMAS)	Certiport-Microsoft Office Training and Certification: Word, Excel, PowerPoint, etc.-SSHS	10 th -12 th	Site License	1	X	Year 1: \$5000	Perkins CTE Grant
	Business Operations Support Administrative Services(BOSAS)-	Certiport-Microsoft Office Training and Certification: Word, Excel, PowerPoint, etc.-DVHS	10 th -12 th	Site License	1	X	Year 1: \$5000	Perkins CTE Grant
	Computer Maintenance & Repair-SSHS & DVHS	Certiport-HP ATA Computer Authorized Technical Associate Training and Certification	10 th -12 th	2 Site Licenses	1	X	Year 1: \$10,000	Perkins CTE Grant
	Digital Photo, Digital Printing, Film/TV Production	Certiport-Adobe Software Training & Certification-SSHS & DVHS	10 th -12 th	2 Site Licenses	1	X	Year 1: \$10,000	Perkins CTE Grant
	Drafting, Precision Machining & Engineering	SolidWorks 3-D Design Training and Certification-DVHS	10 th -12 th	30 Seat License	1	X	Year 1: \$7,000	Perkins CTE Grant
	Automotive Technology	CDX Online Automotive Technical Skill, ASE Automotive Service Industry Certification-SSHS	9 th -12 th	State/County Licenses	1	X	No Charge to SUSD	ADE, PCJTED Central
	Business Management & Administrative Services (BMAS)	Certiport-Microsoft Office Training and Certification: Word, Excel, PowerPoint, etc.-SSHS	10 th -12 th	Site License	1	X	Year 1: \$5000	Perkins CTE Grant

Board Action

- Recommend the Governing Board approve the 2014-15 Technology FF&E Operational and Digital Curriculum budget (line items A-AE) as presented.



**Board Meeting - 5/27/2014
Bond Technology Purchases**

Project	YEAR 3 2014-2015	Category	Recommended Funding Source				
			Bond	Title	Unresrtic. Capital	Repair Fund	
Operational							
A	21st Cent Classrooms	Projectors	B.I.	\$ 120,000.00			
B	21st Cent Classrooms	Document Cameras	FF&E	\$ 17,440.00			
C	Network Equip. -- Switches and WAP's for expanded 1:1 Classrooms				\$ 40,000.00		
D	2Gbps Edge Equipment Upgrade				\$ 250,000.00		
E	VMWare licensing -- Server infrastructure				\$ 32,000.00		
F	Veeam Licensing -- DR Replication and Backup software				\$ 30,000.00		
G	PS Database Server DAS shelf				\$ 13,000.00		
H	Laptop Engraver				\$ 32,000.00		
I	Erate CiscoBase Maintenance on Eligible Network Equipment				\$ 108,250.86		
J	Edulog Hosting (Bus routing software)			FF&E	\$ 46,000.00		
K	Microsoft EES Agreement (Microsoft Office, Windows, CALs)			FF&E	\$ 146,000.00		
L	ParentLink (parent communication, App, TeacherReach, etc.)			FF&E	\$ 52,059.00		
M	HealthMaster (Nurses health mgmt. software)			FF&E	\$ 34,700.00		
N	Pearson Licensing (PowerSchool, SchoolNET)			FF&E	\$ 330,000.00		
O	MoodleRooms (LEARN.susd12.org)			FF&E	\$ 71,500.00		
P	Chrome Classroom Management Software			FF&E	\$ 20,000.00		
Q	4th, 5th Device Replenish					\$ 69,124.80	
Digital Curriculum							
R	ELA	2 Yr	Springboard/Collegeboard	FF&E	\$ 121,000.00		
S	ELA	2 Yr	Ready Reading	FF&E	\$ 72,631.00		
T	MA	2 Yr	AgileMind (6-9)	FF&E	\$ 316,035.00		
U	MA	2 Yr	Pearson (10-12)	FF&E	\$ 221,930.00		
V	MA	2 Yr	Conceptua (3-6)	FF&E	\$ 64,020.00		
W	MA	1 Yr	iReady Intervention (K-8)		\$ 134,906.00		
X	ELA	1 Yr	iReady Diag and Intervention		\$ 89,387.00		
Y	SCI	1 Yr	DiscoveryEd (K-12)	FF&E	\$ 219,000.00		
Z	SS	1 Yr	Social Studies (6-12) <pending RFP award>	FF&E	\$ 127,647.00		
AA	WRI	1 Yr	Writing Curr. (9-12) <pending RFP award>	FF&E	\$ 10,000.00		
AB	CODE	1 Yr	Coding Curriculum <pending RFP award>	FF&E	\$ 35,000.00		
AC	ELA	Perpetual	Ereader (FollettShelf, Overdrive, etc.)	FF&E	\$ 50,000.00		
AD	ELA	1 Yr	Innovations for Learning Curriculum	FF&E	\$ 38,500.00		
AE	MISC	1 Yr	Anatomy, Astronomy AP Content, Fine Arts, etc.	FF&E	\$ 50,000.00		
Year Total				\$ 2,043,462.00	\$ 224,293.00	\$ 502,250.86	\$ 69,124.80
Previously Board Approved							
Innovations for Learning hardware for K-1			FF&E	\$ 200,000.00			
6th - 8th Grade 1:1 Hardware			FF&E	\$ 1,943,581.29			
Library Renovations (DV, SHS, LATA)			FF&E	\$ 750,000.00			
Subtotal of All FF&E				\$ 4,937,043.29			
2014-15 Bond Capacity -- FF&E Allocation				\$ 5,820,000.00			

* FF&E - Furniture, Fixtures and Equipment
* B.I. - Building/Facilities Improvement



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #3

TITLE OF AGENDA ITEM: Award of RFP for Digital Content for Secondary Students

ACTION TYPE: Info/Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Ken Kmak, Director of Business Operations

DESCRIPTION/JUSTIFICATION:

Request for Proposals (RFPs) were solicited for Digital Content for secondary students in English and Language Arts. This is a comprehensive web-based technology-integrated delivery system with software programs that incorporate interactive software and differentiated curriculum. Nine proposals were received: McGraw Hill: Study Sync, McGraw Hill: T2K, Houghton Mifflin, Pearson, Compass Learning, Achieve 3000, Edmentum, Edgenuity and The College Board. All proposals were evaluated by a committee made up of N.J. Utter, Carmen Fernandez and Stephanie Ponce. The evaluation criteria was based on the following factors: qualifications, ability to meet the needs of the school district, cost, past performance, references and responsiveness. Based on the review by the committee, the recommendation for award is The College Board. It will be a one-year contract (\$72,000) with the option to renew each anniversary, not to exceed a period of five years. The company and district RFP regulations allow pre-payment cost for more than one year. Payment of a two-contract results in a significant savings. The cost for the second year will be \$49,000, with a total two-year cost of \$121,000. Because the total cost of the project is in excess of \$100,000, Governing Board approval is required. This project will be paid from bond funds. Administration is respectfully requesting Governing Board approval to award this RFP to The College Board. Since bond fund monies are being used, this project will also be taken to the Bond Advisory Committee (BAC) for approval at their next meeting.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

Bond funds

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend to approve The College Board for award of the RFP as presented.

ATTACHMENTS:

Name:	Description:	Type:
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No Attachments Available

CREATION:

Date/Time:

5/21/2014 3:44:08 PM

Department:

Business and Finance

APPROVALS:

Date/Time:

5/23/2014 3:05 PM

Approval:

Approved

Department:

Superintendent



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #4

TITLE OF AGENDA ITEM: Renaming of Sunnyside Park to Command Sergeant Major Martin R. Barreras Park

ACTION TYPE: Info/Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Mary Veres, Director of Public Information

DESCRIPTION/JUSTIFICATION:

On May 6, 2014, the Sunnyside community lost a highly decorated Sunnyside High School graduate from the class of 1982. Command Sergeant Major Martin R. Barreras died of wounds sustained while supporting Operation Enduring Freedom in Afghanistan. Command Sergeant Major Barreras served his country since 1983 as a U.S. Marine, Army infantryman, and 22 years as a member of the 75th Ranger Regiment. Following his assignment with the 75th Ranger Regiment, he served as the senior enlisted advisor of the United States Army Marksmanship Unit from August 2009 to August 2012. In March 2013, Major Barreras was assigned as the senior enlisted advisor for the 2nd Battalion, 5th Infantry Regiment and deployed to Afghanistan.

Command Sergeant Major Martin R. Barreras earned numerous awards and decorations for his meritorious service while serving his country. He is the finest example of our community's youth and the life of honor, courage and dedication we strive for in all our children.

The Governing Board is honored to rename the Sunnyside Park located at located between Sunnyside High School and Sierra Middle School to the Command Sergeant Major Martin R. Barreras Park.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend to approve the renaming of the Sunnyside Park to the Command Sergeant Major Martin R. Barreras Park.

ATTACHMENTS:

Name:	Description:	Type:
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No Attachments Available

CREATION:

Date/Time:
5/23/2014 5:11:15 PM

Department:
Public Relations

APPROVALS:

Date/Time:
5/23/2014 5:19 PM

Approval:
Approved

Department:
Superintendent



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #5

TITLE OF AGENDA ITEM: Update on the Governing Board's Request for an Apology and Correction of Statements on Graduation Data made by Mr. Crouch.

ACTION TYPE: Information

PREVIOUS ACTION OF AGENDA ITEM:

SUBMITTED BY: Ms. Eva Carrillo-Dong, Governing Board President

DESCRIPTION/JUSTIFICATION:

As a result of the comments to the integrity of graduation and community's trust of District employees and their graduation data made at the May 13, 2014 Regular Governing Board Meeting. The Board requested at the May 16, 2014 Special Governing Board meeting that Mr. Crouch, Governing Board member correct his statements and submit a public apology for his comments. A request will be made for an update on the apology to the District from Mr. Crouch for his actions.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Information Item

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

CREATION:

Date/Time: 5/23/2014 4:05:28 PM	Department: Public Relations
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APPROVALS:

Date/Time: 5/23/2014 4:56 PM	Approval: Approved	Department: Superintendent
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SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #6

TITLE OF AGENDA ITEM: Filing of an Open Meeting Law Complaint with Arizona Attorney General's Office

ACTION TYPE: Information

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Ms. Eva Carrillo-Dong, Governing Board President

DESCRIPTION/JUSTIFICATION:

At the May 16, 2014 Governing Board Meeting, the Governing Board requested the Superintendent to pursue filing a complaint with the Arizona Attorney General's Office regarding Opening Meeting Law violations at the May 13 Governing Board Meeting. A letter has been drafted with the concerns identified for the Board's approval.

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Information Item.

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

CREATION:

Date/Time: 5/23/2014 4:12:05 PM	Department: Public Relations
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APPROVALS:

Date/Time: 5/23/2014 5:14 PM	Approval: Approved	Department: Superintendent
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SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #7

TITLE OF AGENDA ITEM: Request for Executive Session

ACTION TYPE: Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Dr. Manuel L. Isquierdo, Superintendent

DESCRIPTION/JUSTIFICATION:

Personnel, Pursuant to A.R.S. 38-431.03(A)(1). Discussion or consideration or appointment and/or employment, and/or salary of a public appointee and/or employee, employment assignment, appointment, promotion; This personnel executive session may include discussion concerning; (a) Reassignment/transfer of certain Central office and Non-Central Office Administrators; (b) Discussion of salaries/fringe benefits of certain Central Office and Non-Central Office Administrators, (c) Discussion of Superintendent's 2013-2014 Performance Compensation Goal.

(The employees who may be discussed during the personnel executive session set out about have received individual written notices informing them that their employment might be discussed at the executive session.)

Legal Advice, Pursuant to A.R.S. 38-431.03(A)(3) and (A) (4). Discussion or consultation for legal advise with the attorney or attorneys of the school district related to the Superintendent's Contract and items referenced in personnel Executive Session about mentioned in A.R.S. 38-431.03(A)(1).

ADDITIONAL ITEM INFORMATION:

Personnel, Pursuant to A.R.S. 38-431.03(A)(1). Discussion or consideration or appointment and/or employment, and/or salary of a public appointee and/or employee, employment assignment, appointment, promotion; This personnel executive session may include discussion concerning; (a) Reassignment/transfer of certain Central Office and Non-Central Office Administrators; (b) Discussion of salaries/fringe benefits of certain Central Office and Non-Central Office Administrators, (c) Discussion of Superintendent's 2013-2014 Performance Compensation Goal.

(The employees who may be discussed during the personnel executive session set out about have received individual written notices informing them that their employment might be discussed at the executive session.)

Legal Advice, Pursuant to A.R.S. 38-431.03(A)(3) and (A) (4). Discussion or consultation for legal advise with the attorney or attorneys of the school district related to the Superintendent's Contract and items referenced in personnel Executive Session

about mentioned in A.R.S. 38-431.03(A)(1).

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

Recommend to approve the Governing Board Members recess into Executive Session for discussion of Personnel, Pursuant to A.R.S. 38-431.03(A)(1) and Legal Advice, Pursuant to A.R.S. 38-431.03(A)(3) and (A) (4).

ATTACHMENTS:

Name:	Description:	Type:
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CREATION:

Date/Time:	Department:
5/21/2014 11:55:05 AM	Superintendent

APPROVALS:

Date/Time:	Approval:	Department:
5/23/2014 3:17 PM	Approved	Superintendent



SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12
2238 East Ginter Road
Tucson, Arizona 85706

BOARD ACTION ITEM

MEETING OF: May 27, 2014

BOARD AGENDA NO.: General Functions #8

TITLE OF AGENDA ITEM: Results of Executive Session

ACTION TYPE: Action

**PREVIOUS ACTION OF
AGENDA ITEM:**

SUBMITTED BY: Dr. Manuel L. Isquierdo, Superintendent

DESCRIPTION/JUSTIFICATION:

This item is placed on the agenda to give the Governing Board Members the option, if needed, of taking action as a result of discussion held in Executive Session.

1. Possible approval of the 2013-2014 Superintendent's Performance Pay of Compensation Goals.
2. Possible appointment of Interim Principal at Craycroft Elementary School.
3. Possible appointment for replacement of Sierra Assistant Principal.
4. Possible approval for salary adjustment for Post-Retirement Principals.
5. Possible approval for salary/or fringe benefits adjustment for Central District Administrators.

* Names and detail available in the Governing Board office during regular working hours.

ADDITIONAL ITEM INFORMATION:

This item is placed on the agenda to give the Governing Board Members the option, if needed, of taking action as a result of discussion held in Executive Session.

1. Possible approval of the 2013-2014 Superintendent's Performance Pay of Compensation Goals.
2. Possible appointment of Interim Principal at Craycroft Elementary School.
3. Possible appointment for replacement of Sierra Assistant Principal.
4. Possible approval for salary adjustment for Post-Retirement Principals.
5. Possible approval for salary/or fringe benefits adjustment for Central District Administrators.

* Names and detail available in the Governing Board office during regular working

POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

BUDGET INFORMATION:

REVIEWED BY: Dr. Manuel L. Isquierdo, Superintendent

SUPERINTENDENT'S RECOMMENDATION/MOTION:

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

CREATION:

Date/Time:	Department:
5/21/2014 11:57:14 AM	Superintendent

APPROVALS:

Date/Time:	Approval:	Department:
5/23/2014 3:18 PM	Approved	Superintendent