NOTICE OF PUBLIC MEETING

Pursuant to A.R.S. §38-431.02, notice is hereby given that the Dysart Governing Board will hold a meeting open to the public on the date and day, at the time, and at the location shown below. A copy of the complete agenda with names and details is posted prior to the scheduled meeting during business hours at the Dysart Education Center at 15802 N. Parkview Place, Surprise, AZ 85374 or at www.dysart.org/public_meetings/.

DYSART UNIFIED SCHOOL DISTRICT
GOVERNING BOARD MEETING AGENDA

REGULAR MEETING

TIME: 6:00 p.m. – Wednesday, April 3, 2013
PLACE: Nathaniel Dysart Education Center, 15802 N. Parkview Place, Surprise, AZ 85374

Individuals wishing to address the Governing Board must fill out a request form available in the Lobby and turn it in to the Board Clerk, Superintendent or Board Secretary prior to the start of the meeting. Those who have asked to speak will be called upon to address the Board at the appropriate time. Persons with a disability or who need an interpreter may request a reasonable accommodation, such as a translator or sign language interpreter, by contacting the Governing Board Secretary at 623-876-7002. Requests should be made at least 48 hours in advance to arrange the service.

1. Call to Order
   (Members of the Dysart Unified School District Governing Board will attend either in person or by telephone conference call.)

2. Pledge of Allegiance

3. Approval of the Agenda Form
   It is recommended the Governing Board approve this Agenda Form consistent with Board Policy and temporarily suspend any Governing Board policy with which this agenda may be inconsistent.
   Motion ____________ Second ____________ Vote ________

4. Summary of Current Events
   - Presentations, Recognitions, Celebrations
   - West Point and Thompson Ranch Band led by James Hamontree
   - Recognition of James Braden for achieving NIAAA Master Athletic Administrator Certification
   - New Century Learner Showcase hosted by Valley Vista, Willow Canyon and Marley Park
   - Superintendent Update
   - Governing Board Update
     - Traci Sawyer-Sinkbeil
     - Jerry Eynon
     - Christine Pritchard
     - Bonnie Schroader
     - Jennifer Tanner

5. Audience with Individuals or Groups
   This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Pursuant to A. R. S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. In order to facilitate accomplishing the business of the District in a timely manner, a time limit of three (3) minutes will be imposed for each individual or group addressing the Board. When you approach the podium, please state your name for the record.
MOTION TO APPROVE CONSENT AGENDA ITEMS

It is recommended the Governing Board approve Consent Agenda items as presented.

Motion __________________ Second __________________ Vote ___________

ACTION/CONSENT

1. Recommendation for Implementation of Governing Board Policy Section 10.12 – Open Enrollment for the 2013-2014 School Year

   Submitted By Dr. Kellis

2. Recommendation for Approval to Award Contract No. 14-4611-001 Supplemental Worksite Individual Insurance to AFLAC for the 2013-2014 Fiscal Year

   Submitted By Mr. Dean

3. Recommendation for Approval to Issue and Release Invitations for Bid for Special Education Tests & Related Materials

   Submitted By Dr. Pletnick


   Submitted By Mr. Dean

5. Request for Release from Contract – Administrative Staff – 2012-2013 School Year

   Submitted By Mr. Dean

6. Recommendation for Approval of Additional FTE for the 2013-2014 School Year

   Submitted By Mr. Dean

7. Recommendation for Approval of Additional FTE for the 2013-2014 School Year

   Submitted By Mr. Dean

8. Recommendation for Approval of New Position for the 2013-2014 School Year

   Submitted By Mr. Dean

9. Approval of the Minutes for Governing Board Meetings and Events for the Period of March 2013

   Submitted By Dr. Pletnick

10. Hearing Officer’s Recommendation(s) Long Term Suspension

    Submitted By Dr. Kellis

11. Request for Board Member to Attend the 2013 Arizona Business Education Coalition (ABEC) Annual Conference in Phoenix, AZ, May 31, 2013

    Submitted By Dr. Pletnick

12. Overnight Travel for Twenty-two Countryside Elementary Student Council Members, Two Advisors and Two Teacher Chaperones to Attend the 47th Annual (AAJHSC) Arizona Association of Junior High Student Council State Convention in Fountain Hills, AZ, May 8-9, 2013

    Submitted By Dr. Kellis

13. Overnight Travel for One Willow Canyon High School Band Student, One Advisor and One Chaperone to Attend the All State Band (ABODA) Arizona Band and Orchestra Directors Association in Flagstaff, AZ, April 18-20, 2013

    Submitted By Dr. Kellis


    Submitted By Dr. Miller

15. Out of State Travel for Two District High School Lead Counselors to Attend the Required 2013 ACTE Region V Training Conference in Salt Lake City, UT, April 11-14, 2013

    Submitted By Dr. Miller

16. Out of State Travel for Ten Dysart High School Teachers and One Administrator to Attend the (AVID) Advance Via Individual Determination Summer Conference in Dallas, TX, June 26-28, 2013

    Submitted By Dr. Miller
ACTION/CONSENT

17. Out of State Travel for Two Administrators and Two Teachers from Dysart High School to Attend the Pyramid Response to Intervention Workshop in Centennial, CO, May 7-9, 2013
   Submitted By: Dr. Miller

18. Out of State Travel for Two Yearbook Advisors from Shadow Ridge High School and Valley Vista High School to Attend the 2013 Jostens Printing and Manufacturing Process Training in Visalia, CA, April 17-18, 2013
   Submitted By: Dr. Miller

19. Out of State Travel for One Shadow Ridge High School Advanced Placement Biology Teacher to Attend the (AP) Advanced Placement by the Sea Summer Institute in San Diego, CA, June 24-27, 2013
   Submitted By: Dr. Miller

20. Out of State Travel for One Shadow Ridge High School Band/Music Teacher to Attend the (AP) Advanced Placement Annual Conference in Las Vegas, NV, July 17-21, 2013
   Submitted By: Dr. Miller

   Submitted By: Dr. Kellis

22. Acceptance of Donations, Gifts and Grants
   Submitted By: Dr. Pletnick

23. Approval/Ratification of Payroll Vouchers 7514, 40, 7515, 41, 7516 and 42 in the Amount of $4,924,468.43
   Submitted By: Dr. Pletnick

24. Approval of Expense Vouchers 1039, 1040, 1041 and 1042 in the Amount of $4,078,494.14
   Submitted By: Dr. Pletnick

ACTION/DISCUSSION

25. Recommendation to Approve the Appointment of High School Assistant Principal
   Recommended By: Mr. Dean

26. Recommendation to Approve the Appointment of High School Assistant Principal
   Recommended By: Mr. Dean

27. Recommendation to Approve the Employee Health Benefit Plan for the 2013-2014 School Year
   Recommended By: Mr. Dean

28. Recommendation for Approval of Classified Staff Notices of Employment Language for the 2013-2014 School Year
   Recommended By: Mr. Dean

29. Recommendation to Approve the District Extracurricular/Supplemental Assignment/Contract Addenda Pay Schedule for the 2013-2014 School Year
   Recommended By: Mr. Dean

INFORMATION

30. 2012-2013 Report on the Continuous Improvement Plan (CIP) for Student Support and Athletic Department
   Recommended By: Dr. Kellis

31. Memorandum of Understanding with the Dysart Education Association for the 2013-2014 School Year
   Recommended By: Mr. Dean

32. Recommendation for Revision of Governing Board Policy Section 12.2 – Relations with Education Research Agencies – First Reading
   Recommended By: Dr. Pletnick
REQUESTS FOR FUTURE AGENDA ITEM(S)

ADJOURNMENT

Motion _____________ Second _____________ Vote _____
AGENDA ITEM: *Recommendation for Implementation of Governing Board Policy Section 10.12 – Open Enrollment for the 2013-2014 School Year

Action/Consent __ Action/Discussion X Information __ Supporting Data X

Cost: N/A Funding Source: N/A

EXECUTIVE SUMMARY:

Projected enrollment, staffing considerations and available classroom space are used to determine student capacity at each school. According to Governing Board Policy Section 10.12 – Open Enrollment, the superintendent is required to determine capacity in order to designate those schools in the District that are closed or open to the open enrollment process. When the class size goals for all teachers in a grade level at a school are achieved, the grade level will be closed to the enrollment process.

Transportation is not provided for open enrolled students.

BOARD ACTION REQUESTED:

It is recommended the Governing Board authorize the Superintendent to implement the Open Enrollment Policy as presented for the 2013-2014 school year.

SUBMITTED BY: [Signature] SUPERINTENDENT: [Signature]

ACTION BY BOARD: Motion: ______ Second: ______ Vote: ______ AGENDA ITEM: ______
## Dysart Unified School District No. 89

### Open Enrollment Status / Excess Capacity

**SY 2013-2014**

### Attendance Area

<table>
<thead>
<tr>
<th>School Name</th>
<th>Site No.</th>
<th>Grade Levels Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashton Ranch</td>
<td>111</td>
<td>Wait</td>
</tr>
<tr>
<td>Canyon Ridge</td>
<td>124</td>
<td>Wait, Closed</td>
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<tr>
<td>Cimarron Springs</td>
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<td>Wait</td>
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<tr>
<td>Countryside</td>
<td>109</td>
<td>Wait</td>
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<tr>
<td>Dysart</td>
<td>101</td>
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<tr>
<td>El Mirage</td>
<td>102</td>
<td>Wait</td>
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<tr>
<td>Kingswood</td>
<td>106</td>
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</tr>
<tr>
<td>Luke</td>
<td>103</td>
<td>Wait</td>
</tr>
<tr>
<td>Marley Park</td>
<td>116</td>
<td>Closed</td>
</tr>
<tr>
<td>Mountain View</td>
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<td>Wait</td>
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<tr>
<td>Parkview</td>
<td>122</td>
<td>Closed</td>
</tr>
<tr>
<td>Rancho Gabriela</td>
<td>119</td>
<td>Wait</td>
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<tr>
<td>Riverview</td>
<td>127</td>
<td>Wait</td>
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<tr>
<td>Sonoran Heights</td>
<td>120</td>
<td>Wait</td>
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<tr>
<td>Sunset Hills</td>
<td>118</td>
<td>Wait</td>
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<tr>
<td>Surprise</td>
<td>104</td>
<td>Wait</td>
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<tr>
<td>Thompson Ranch</td>
<td>117</td>
<td>Wait</td>
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<tr>
<td>Western Peaks</td>
<td>121</td>
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### Open Enrollment Capacity by Grade

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<tr>
<th>Grade Levels Available</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
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<tbody>
<tr>
<td>1 Ashtor Ranch</td>
<td>Wait</td>
<td>Wait</td>
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<td>Wait</td>
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<td>Wait</td>
<td>Wait</td>
<td>Wait</td>
<td>Wait</td>
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</tr>
<tr>
<td>2 Canyon Ridge</td>
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<td>1</td>
<td>Wait</td>
<td>4</td>
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<td>Wait</td>
<td>3</td>
<td>Wait</td>
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<td>Closed</td>
<td>6</td>
<td>Wait</td>
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<td>4 Countryside</td>
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<td>15</td>
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<td>11</td>
<td>15</td>
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<td>19</td>
<td>Wait</td>
<td>2</td>
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<td>7 Kingswood</td>
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<td>4</td>
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<td>19</td>
<td>Wait</td>
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<td>Wait</td>
<td></td>
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<tr>
<td>8 Luke</td>
<td>5</td>
<td>5</td>
<td>14</td>
<td>10</td>
<td>3</td>
<td>Wait</td>
<td>7</td>
<td>10</td>
<td>Wait</td>
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<tr>
<td>9 Marley Park</td>
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<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10 Mountain View</td>
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<td>Closed</td>
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</tr>
<tr>
<td>11 Parkview</td>
<td>1</td>
<td>6</td>
<td>13</td>
<td>9</td>
<td>Wait</td>
<td>20</td>
<td>Wait</td>
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<td>13</td>
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<td>12 Rancho Gabriela</td>
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<td>13 Riverview</td>
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<td>18</td>
<td>Wait</td>
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<td>14 Sonoran Heights</td>
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<td>Wait</td>
<td>Wait</td>
<td>1</td>
<td>Wait</td>
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<td></td>
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<tr>
<td>15 Sunset Hills</td>
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<td>16 Surprise</td>
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<td>10</td>
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<tr>
<td>18 West Point</td>
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### High Schools (9-12)

<table>
<thead>
<tr>
<th>School Name</th>
<th>Site No.</th>
<th>Grade Levels Available</th>
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</thead>
<tbody>
<tr>
<td>Dysart</td>
<td>205</td>
<td>Wait</td>
</tr>
<tr>
<td>Willow Canyon</td>
<td>210</td>
<td>Wait</td>
</tr>
<tr>
<td>Valley Vista</td>
<td>220</td>
<td>Wait</td>
</tr>
<tr>
<td>Shadow Ridge</td>
<td>225</td>
<td>Wait</td>
</tr>
</tbody>
</table>

### Notes:

- Open to enrollment in designated grade levels.
- 1st Capacity - Governing Board Approved
- 10th Day Capacity ("Wait") - Governing Board NOT Approved

---

Revised 03/30/2013

Sub Total: 735 |

Total: 735 | 98 | 24 | 86 | 55 | 119 | 110 | 117 | 79 | 47 |

Notes:

- Open to enrollment in designated grade levels.
- 1st Capacity - Governing Board Approved
- 10th Day Capacity ("Wait") - Governing Board NOT Approved

---

Governing Board Approved xx/xx/xxxx

Copy of Copy of SY 13-14 Open Enrollment Capacity COPY-1-1.xlsx, OECapacityGB13-14
"Exceeding standards, future ready"

GOVERNING BOARD ITEM

AGENDA ITEM: *Recommendation for Approval to Award Contract No. 14-4611-001 Supplemental Worksite Individual Insurance to AFLAC for the 2013-2014 Fiscal Year

<table>
<thead>
<tr>
<th>Action/Consent</th>
<th>Action/Discussion</th>
<th>Information</th>
<th>Supporting Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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<td></td>
<td></td>
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</table>

Cost: $53,000 Est.  
Funding Source: Non District Funds-Employee Paid

EXECUTIVE SUMMARY:

It is recommended the Governing Board approve the recommendation for Award of Supplemental Worksite Individual Insurance to AFLAC for the 2013-2014 fiscal year.

Relevant Data:
1. The Governing Board approved the release of Request for Proposal on November 7, 2012.
2. Solicitation notifications were emailed to 228 vendors on January 7, 2013; however, 61 of the responses were “No Bid”.
3. Responses were downloaded by 70 vendors. The District received 11 proposals from vendors; three (3) were rejected.
4. The evaluation committee consisted of Jim Dean, Assistant Superintendent, Employee and Community Relations, Kimberly Mihelich, Benefits Supervisor, Jennifer Coker, Personnel Coordinator, and Cynthia Walter, Vice President Account Management, The Bagnall Company.
5. The initial evaluation took place on February 26, 2013.
6. After evaluations, the committee determined that AFLAC would offer the best program.
7. The committee’s recommendation is based on the evaluation criteria set forth in the solicitation document. The RFP is awarded to the least number of offerors necessary and in the best interest of the District to meet the District’s needs.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the award of Contact No. 14-4611-001 Supplemental Worksite Individual Insurance to AFLAC for the 2013-2014 fiscal year.

SUBMITTED BY:  
SUPERINTENDENT:  
ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: _____
AGENDA ITEM: *Recommendation for Approval to Issue and Release Invitations for Bid for Special Education Tests & Related Materials

Action/Consent X Action/Discussion _____ Information _____ Supporting Data _____

Cost: $134,000 estimate Funding Source: M&O, Grants, Capital

EXECUTIVE SUMMARY:

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.C.C.) put into operation by the State Board of Education pursuant to A.R.S. §15-213, the Purchasing Department is recommending the Governing Board approve the use of bids to procure Special Education Tests & Related Materials for the 2013-2014 fiscal year, with option to renew annually for up to 5 total fiscal years.

The decision to require sealed offers was determined by analyzing the anticipated needs for the 2013-2014 fiscal year. The Purchasing department has estimated the Dysart Unified School District annual cost for these items to be $134,000.

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.C.C. R7-2-1191 through R7-2-1195) Cooperative Purchasing, the Dysart Unified School District will act as lead in this procurement for The Greater Phoenix Purchasing Consortium of Schools (GPPCS). After surveying anticipated volume from GPPCS members, the estimated GPPCS annual cost for these items is $596,000. By issuing this IFB as a cooperative it will allow all member districts the benefits of the buying power of combining volume and will benefit smaller Districts, whom may not have the administrative capabilities to issue on their own.

A.R.S. §15-213 specifies that the procurement rules shall apply to purchases that exceed $50,000 for the procurement of construction, materials or services. That being the case, the District is required to solicit formal sealed offers. If approved as recommended, the Invitation for Bid will be released March 2013. Once the evaluations are complete, the Purchasing Department will prepare recommendations for award resulting from the IFB process for the Governing Board to approve.

Pursuant to R7-2-1093 it is hereby resolved that a multi-term contract is appropriate because:

a. Estimated requirements cover the period of the contract and are reasonable and continuing.
b. Such a contract will serve the best interest of the District by encouraging effective competition or otherwise promoting economies in school district procurement.
c. If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor may only be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the materials or services delivered under the contract or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the issue and release multi-term invitations for bid for Special Education Tests & Related Materials for the 2013-2014 fiscal year.

Action/Consent X Action/Discussion Information Supporting Data X

Cost: ______________________ Funding Source: Grants, IDEA

EXECUTIVE SUMMARY:

It is recommended the Governing Board approve personnel action items which may include new hires, leaves of absence, resignations, terminations and supplemental compensation. Information regarding the personnel action items is attached.
NEW HIRE

CERTIFIED STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
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<tbody>
<tr>
<td>James, Robin Marie</td>
<td>Teacher for 2013-2014 School Year</td>
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<td>Moore, Roberta</td>
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<tr>
<td>Nevers, Stephen</td>
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<td>Russo-Prunier, Josephine</td>
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CLASSIFIED STAFF

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<tr>
<th>NAME</th>
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<tr>
<td>Adragna, John</td>
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<td>Anderlohr, Mary</td>
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<tr>
<td>Dabney, Michelle</td>
<td>Instructional Assistant SPED</td>
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<td>Entorf, Mary</td>
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<td>Johnson, Elizabeth</td>
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<td>Rabbach, Tracy</td>
<td>Instructional Assistant SPED</td>
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<tr>
<td>Tomlinson, Dean</td>
<td>Bus Aide</td>
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<td>Waters, Robert</td>
<td>Bus Aide</td>
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<tr>
<td>Williams, Adriana</td>
<td>Instructional Assistant 1:1</td>
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CLASSIFIED SUBSTITUTE STAFF

The following Classified Staff Subs will be paid by M&O per Board Policy.

Clancy, Marie

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY

CERTIFIED STAFF

<table>
<thead>
<tr>
<th>NAME</th>
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<th>ASSIGNMENT</th>
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<td>Gonzalez, Liliana</td>
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REQUEST FOR EXTENDED LEAVE

CERTIFIED STAFF

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<th>NAME</th>
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<tbody>
<tr>
<td>Salazar, Michelle</td>
<td>01/18/2013 – 05/13/2013</td>
<td>Teacher</td>
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</table>
**CHANGE IN FTE**

### CLASSIFIED STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>OLD FTE</th>
<th>NEW FTE</th>
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<tbody>
<tr>
<td>Tinder, Michele</td>
<td>.025</td>
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**RESIGNATION**

### CERTIFIED STAFF

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<tr>
<td>Boren, Amanda</td>
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### CLASSIFIED STAFF

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<td>Weathersby, Janice</td>
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RESCISSION OF NOTICE OF EMPLOYMENT

CLASSIFIED STAFF

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<tr>
<td>Costet-Hay, Jennifer</td>
<td>Unable to Provide Required Documents for Employment</td>
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SUPPLEMENTAL COMPENSATION

Staff will be paid through Community Education for Child Care Aide for Spring Break Camp.

Gallegos, Lisa
Harris, Kianna
Lomeli, Mary
Paschal, Angela
Sudberry, Daniqueka

Staff will be paid through Community Education for Assistant Child Care Facilitators for Spring Break Camp.

Carranza, Maria
Mendoza, Irma
Ragan, Sheralynn

Staff will be paid for Additional Hours Classified.

Izaguirre, Juan

Staff will be paid per MOU for Teaching and Tutoring.

Arismendez, Lorena
Barkley, Sarah
Bedolla, Torrie
Blanco, Lucy
Boren, Amanda
Buicher, Cheryl
Carrasco, Celia
Donajkowski, Amanda
Durlak, Susan
Ehret, Kathryn
Haden, Ruth
Hall, Starlah
Hewitt, Richard
Hirmis, Caroline
Hout, Susan
Klumb, Amy
Kutcherman, Ronda
Lovata, Amanda
Miranda, Anahi
Ockenfels, Rebecca
Rose, Denella
Schrader, Susan
Sehr, Trevor
Suidinski, Lynne
Suljic, Armina
Zimmerli, Jacqueline

Staff will be paid per MOU for Additional Hours Certified.

Buikema, Ellen
Robitaille, Debbie
Trevillion, Ami

Staff will be paid per MOU for AIA District Athletic Tournaments.

Carleton, Jennifer
Elton, Veronica
Kramer, Mary
Woodward, Courtney
Staff will be paid per MOU for K-8 Athletics Spring.

<table>
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<tr>
<th>Altamirano, Annette</th>
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<th>Puryear, Ciara</th>
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<tr>
<td>Barteski, Karen</td>
<td>Graczyk, Jason</td>
<td>Roberts, Kasey</td>
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<td>Benicki, Amy Jo</td>
<td>Hein, Jessica</td>
<td>Rose, Becky</td>
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<td>Jorgensen, Kaitlin</td>
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AGENDA ITEM: *Request for Release from Contract – Administrative Staff – 2012-2013 School Year

Action/Consent X Action/Discussion ___ Information ___ Supporting Data ___

Cost: N/A Funding Source: ____________________

EXECUTIVE SUMMARY:

Tanya Gabrick, assistant principal at Ashton Ranch Elementary School, requests to be released from her 2012-2013 contract.

The administration recommends that the Governing Board not release Ms. Gabrick from her 2012-2013 Administrative Employee Contract.

BOARD ACTION REQUESTED:

It is recommended the Governing Board not release Tanya Gabrick from her 2012-2013 Administrative Employee Contract.

SUBMITTED BY: __________ SUPERINTENDENT: __________

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: _____
AGENDA ITEM: *Recommendation for Approval of Additional FTE for the 2013-2014 School Year

**EXECUTIVE SUMMARY:**

This agenda item provides a recommendation for adding a 1.0 FTE Behavior Analyst for the 2013-2014 school year. The Behavior Analyst will be a district-wide assignment.

**BOARD ACTION REQUESTED:**

It is recommended the Governing Board approve adding a 1.0 FTE Behavior Analyst for the 2013-2014 school year.

**SUBMITTED BY:**

**SUPERINTENDENT:**

**ACTION BY BOARD:** Motion: Second: Vote: AGENDA ITEM:
AGENDA ITEM: *Recommendation for Approval of Additional FTE for the 2013-2014 School Year

Action/Consent X  Action/Discussion  Information  Supporting Data

Cost: __________  Funding Source: M&O

EXECUTIVE SUMMARY:

This agenda item provides a recommendation for adding a 1.0 FTE School Monitor for the 2013-2014 school year. The School Monitor would be assigned to the Mountain View Elementary satellite location as a safety measure for the 7th-8th grade students.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve adding a 1.0 FTE School Monitor for the 2013-2014 school year.
AGENDA ITEM: *Recommendation for Approval of New Position for the 2013-2014 School Year

EXECUTIVE SUMMARY:

This agenda item provides a recommendation for a new position of Records Specialist to be assigned to District Records for the 2013-2014 school year. This position would provide support in the management of all district records. A copy of the job description is attached for review and consideration.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the new position of Records Specialist for the 2013-2014 school year.

SUBMITTED BY:  

SUPERINTENDENT:  

ACTION BY BOARD:  

AGENDA ITEM:  

JOB DESCRIPTION – RECORDS SPECIALIST

**SUMMARY:** To facilitate implementation and maintenance of appropriate procedures, software application packages, and projects to support district's compliance with local, state and federal compliance requirements in managing district records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Ensure compliance with federal, state and district policies and procedures regarding school district records
2. Assist in managing the electronic content management software system, providing training, documentation of process and procedure, trouble-shooting and technical maintenance for all district records
3. Manage all records, archives, databases and inventories both paper and electronically
4. Assist departments and school sites in preparing records for transfer, retention and disposition
5. Manage scanning, retention and disposal of records in accordance with Arizona State Library Archives and Public Record guidelines and schedules
6. Perform quality control in reviewing district records in all formats
7. Assist in review, identification and classification of critical and essential records, and the development of essential record plans with departments and school sites
8. Recommend policies, procedures and/or actions for the purpose of providing direction for meeting district goals and objectives
9. Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
10. Serve as point of contact for accessing archive records
11. Process record/verification requests in a timely manner
12. Establish and maintain good rapport with students, employees, community members and vendors
13. Maintain a high level of ethical behavior and confidentiality
14. Other job related duties as assigned
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education
1. High school diploma or G.E.D.
2. Associate's degree preferred

Experience
Three (3) years of clerical recordkeeping experience, including one (1) year of experience in working with centralized records
1. Demonstrated ability to work with others to problem solve, analyze issues and create plans of action and reach solutions
2. Excellent organizational skills
3. Work independently and as part of a team
4. Maintain confidentiality

Computer Skills
1. Demonstrate competency in computer applications such as MS Word, Excel, e-mail and related computer software
2. Ability to learn and utilize pertinent software applications
3. Operating knowledge of Electronic Content Management (ECM) or similar systems

Communication Skills
1. Ability to read and interpret general documents effectively
2. Ability to write correspondence using correct grammar and punctuation
3. Excellent interpersonal communication skills

Math Ability
1. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Reasoning Ability
1. Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagram or schedule form
2. Must be detail oriented and accurate
3. Ability to gather, collate, and/or classify data

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee will frequently stand and walk. The employee is frequently required to reach with hand and arms. Employee will frequently be required to move and lift boxes of records. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, except for scheduled shredding of documents.

The information contained in this job description is for compliance with the American’s with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Dysart Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Dysart Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.
AGENDA ITEM: *Approval of the Minutes for Governing Board Meetings and Events for the Period of March 2013

Action/Consent X Action/Discussion ___ Information ___ Supporting Data X

Cost: N/A _______ Funding Source: N/A _______

EXECUTIVE SUMMARY:

It is recommended the Governing Board approve the minutes of the March 6, 2013 Executive Session, Dysart Heroes School Presentations and the March 20, 2013 Governing Board meeting.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the minutes of the March 6, 2013 Executive Session, Dysart Heroes School Presentation Event and the March 20, 2013 Governing Board meeting.

SUBMITTED BY: 

SUPERINTENDENT: 

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: 9
I. EVENT MINUTES

1. Ms. Jennifer Tanner, Ms. Traci Sawyer-Sinkbeil and Ms. Christine Pritchard attended the events at various schools. A quorum did occur at Shadow Ridge High School on March 6, 2013. Board members observed the presentations and offered congratulations to staff notified. No district business was discussed and no action was taken.

Signed: Date:

_____________________________ April 3, 2013
I. REGULAR MEETING - GENERAL FUNCTION

1. Ms. Traci Sawyer-Sinkbeil, Governing Board President, called the regular meeting to order at 6:00 p.m. Governing Board members constituting a quorum were present; Ms. Traci Sawyer-Sinkbeil, Ms. Christine Pritchard, Mr. Jerry Eynon, Ms. Jennifer Tanner, and Mrs. Bonnie Schroader.

2. Ms. Traci Sawyer-Sinkbeil led the Pledge of Allegiance.

3. A motion by Sawyer-Sinkbeil/Pritchard was entered to approve the Agenda Form consistent with Board Policy as amended to move information item 26 to be presented before action/discussion item 19 and temporarily suspend any Governing Board Policy with which this agenda may be inconsistent. UNANIMOUS

4. Summary of Current Events
   - Presentations, Recognitions, Celebrations
     - The Spotlight Video, Common Core: The Path of Assessment was presented.
     - Superintendent Update – Our Board President, Traci Sawyer-Sinkbeil, has been appointed to serve on the Arizona School Facilities Board. After the prescribed application and vetting process, Traci was notified by the Governor's office she was being nominated for this position. She will be sworn in at the Arizona Senate Chambers this week. This is an honor and speaks volumes about the caliber of leadership in Dysart. The Spring K-8 parent conferences this week mark the end of the 3rd quarter and the beginning of the 4th and final quarter of the school year. During spring break, I was filmed for two hours in Washington D.C., first as part of a webinar and then as the Alliance for Excellent Education captured some video for the equivalent of an FAQ video resource to provide planning and implementation advice to districts on Digital Learning. My next contribution will be a blog submission on implementation. Jill Gadd was introduced to the Board and audience. Mr. Gadd is working on a part-time consulting basis providing extra support in business services. He has a few decades of experience as a cabinet-level business department leader.
   - Governing Board Update – Governing Board members congratulated Ms. Sawyer-Sinkbeil on her appointment to the Arizona School Facilities Board.
   - Traci Sawyer-Sinkbeil participated in the application and vetting process for nomination to the Arizona Schools Facilities Board.
   - Christine Pritchard attended the ASBA Spring Legal Seminar on March 8th where she heard about concerns the state has regarding the weighting of the A-F labels for graduation rates. She learned the state is looking at possibly increasing graduation credits. In light of the recent school attacks, information was shared emphasizing school safety and the importance of threat assessments. Also shared was information regarding SB1325 and provisions to allow teachers to be armed. Also of interest was the Teacher and Principal Evaluation piece. And, information about boards developing policies to provide protection for teachers and well performing schools or teachers evaluated by low performing principals.
   - Bonnie Schroader – Recognized and welcomed Scouts in the audience.
5. Audience with Individuals or Groups
Deborah Luder, a Desert Moon parent, expressed her disappointment in the recommendation to close the school. Ms. Luder believes the presence of the alternative program students at Desert Moon is detrimental to the community.

Barbara Dawson, a former student and sibling of a current student, expressed her disappointment in the recommendation to close the school. Desert Moon has been through a lot of changes and now with the Arts Academy and new principal students are successful and have more confidence. Taking this away from the students will have a big impact on them.

Amy Podeszek, a parent, spoke about her experience as a parent and volunteer working with teachers and changing administrators to help her child make the grade. The fluctuating AIMS scores reflected the changing guard. The lack of clear leadership failed Desert Moon.

Michael Stone, a parent, spoke about his disappointment in the recommendation to close the school and his disappointment in the Board and administration for considering this as an option.

**ACTION/CONSENT**

A motion by Pritchard/Eynon was entered to approve the consent items as presented. UNANIMOUS

**ACTION/CONSENT**

1. Recommendation to Approve Personnel Action Items for the Period of March 6, 2013 Through March 20, 2013
   Approved. Appendix A
   UNANIMOUS

2. Recommendation to Approve the Employee 190, 195, 197, 211, 219, 229, 248, 254 and 257 Day Work Calendars for the 2013-2014 School Year
   Approved
   UNANIMOUS

3. Recommendation to Approve Implementation of the Support Services Manager Position in the 2012-2013 School Year with Modification to the Job Description
   Approved
   UNANIMOUS

4. Recommendation for Approval of Additional Positions for the 2013-2014 School Year
   Approved
   UNANIMOUS

5. Request for Release from Contract - Certificated Staff - 2012-2013 School Year
   Approved Not to release Ashley Seay from her 2012-2013 Certificated Employee Contract.
   UNANIMOUS

6. Approval of the Minutes of the March 6, 2013 Governing Board Meeting
   Approved
   UNANIMOUS
7. Overnight Travel for Twenty-five Dysart High School JROTC Students and Three Chaperones to Attend the Spring Encampment at Fort Huachuca, AZ, March 22-26, 2013
   Approved

UNANIMOUS

8. Out of State Travel for Eight (PBIS) Positive Behavior Intervention and Support Staff Members to Attend the Association for Positive Behavior Support 10th International Conference on Positive Behavior in San Diego, CA, March 27-30, 2013
   Approved

UNANIMOUS

9. Extra Curricular Tax Credit Fund and Student Activities Fund Reports for the Month of February 2013
   Accepted

UNANIMOUS

10. Approval/Ratification of Payroll Vouchers 7513 and 39 in the Amount of $4,907,257.32
    Approved/Ratified

UNANIMOUS

11. Approval of Expense Voucher 1038 in the Amount of $892,741.17
    Approved

UNANIMOUS

**ACTION/DISCUSSION**

12. Recommendation for Approval of the Closure of Desert Moon School as a K-8 School in the Dysart Unified School District #89
    After discussion, a motion by Tamer/Eynon was entered to approve closure of Desert Moon School as a K-8 school in the Dysart Unified School District and repurposed the facility for programs.
    Dr. Pletnick reported all required steps were followed as outlined in the item for the school closure including mailings to every households in the attendance area. The data utilized to support this recommendation has been shared with the community at a number of information meetings and previously shared as information with the Board. Dr. Pletnick reviewed that information one additional time along with answers to questions and statements raised at the Public Hearing held March 6th. Appendix B

UNANIMOUS

13. Recommendation for Approval of the Proposed Boundary Changes Beginning in the 2013-2014 School Year
    After discussion, a motion by Schroader/Pritchard was entered to approve the proposed boundary changes beginning in the 2013-2014 school year.
    Based on the Board’s approval to close Desert Moon, this items comes to recommend boundary changes to accommodate for students who lived in the attendance area that had been assigned to the Desert Moon K-8 building. Students would be reassigned to Parkview or Kingswood. The map of the proposed change is included. Appendix C

UNANIMOUS
14. Recommendation to Approve the Appointment of High School Principal
   After discussion, a motion by Schroader/Tanner was entered to approve the
   appointment of Ms. Amy Hartjen as High School Principal. Ms. Hartjen will
   be assigned to Dysart High School.

   UNANIMOUS

15. Recommendation to Approve the Appointment of K-8 Assistant Principal
   After discussion, a motion by Pritchard/Eynon was entered to approve the
   appointment of Mr. Fernando De La Ossa as K-8 Assistant Principal. Mr. De
   La Ossa will be assigned to El Mirage Elementary

   UNANIMOUS

16. Recommendation to Approve the Appointment of K-8 Assistant Principal
   After discussion, a motion by Tanner/Schroader was entered to approve the
   appointment of Ms. Amy Kennedy as K-8 Assistant Principal. Ms. Kennedy
   will be assigned to Sonoran Heights Elementary.

   UNANIMOUS

17. Recommendation to Approve the Appointment of K-8 Assistant Principal
   After discussion, a motion by Schroader/Eynon was entered to approve the
   appointment of Ms. Monika Krienitz as K-8 Assistant Principal. Ms. Krienitz
   will be assigned to Sunset Hills Elementary.

   UNANIMOUS

18. Recommendation to Approve the Appointment of K-8 Assistant Principal
   After discussion, a motion by Schroader/Tanner was entered to approve the
   appointment of Ms. Cheryl Pete as K-8 Assistant Principal. Ms. Pete will be
   assigned to Dysart Elementary.

   UNANIMOUS

Information Item 26 – 2012-2013 Meet and Confer - IBA Recommendations
was presented to the Governing Board prior to action taken on items 19-24.

19. Recommendation for Approval of Administrative, Certified, and Licensed
   Employee Contract Language for the 2013-2014 School Year
   After discussion, a motion by Eynon/Sawyer-Sinkbeil was entered to approve
   administrative, certified and licensed employee contract language for the
   2013-2014 school year.

   UNANIMOUS

Dr. Pletnick advised the Board that by approving the contract language the
Board was also approving the 3% salary increase and one-time loyalty stipend
as recommended by IBA.

20. Recommendation for Renewal of Eligible Certificated and Licensed Staff and
   Authorization to Issue Employment Contracts for the 2013-2014 School Year
   After discussion, a motion by Sawyer-Sinkbeil/Schroader was entered to
   approve renewal of eligible certificated and licensed staff and authorization
   issuance of employment contracts for the 2013-2014 school year.

   UNANIMOUS
21. Recommendation for Renewal of Eligible Administrative Staff and Authorization to Issue Employment Contracts for the 2013-2014 School Year
After discussion, a motion by Eynon/Sawyer-Sinkbeil was entered to approve renewal of eligible administrative staff and authorize the issuance of employment contracts for the 2013-2014 school year with benefits commensurate with the position.

UNANIMOUS

22. Recommendation to Approve the Certificated, Licensed, and Administrator Salary Schedules for Hiring – 2013-2014 School Year
After discussion, a motion by Sawyer-Sinkbeil/Tanner was entered to approve the certificated, licensed and administrator salary schedules for hiring for the 2013-2014 school year as presented.

UNANIMOUS

23. Recommendation to Approve School Administration Front Office Staffing Models for the 2013-2014 School Year
After discussion, a motion by Tanner/Schroader was entered to approve school administration/front office staffing models for the 2013-2014 school year.

UNANIMOUS

24. Recommendation to Appoint Michele Caruso to the Dysart Employee Benefits Trust Board
After discussion, a motion by Sawyer-Sinkbeil/Britchard was entered to approve the employee Benefits Trust Board member as presented.

UNANIMOUS

INFORMATION

25. 2012-2013 Report on the Continuous Improvement Plan (CIP) for Sundown Mountain Alternative Program and Special Education Department
Leadership teams representing Sundown Mountain Alternative Program and the Special Education Department presented information regarding CIP achievements and goals/actions in place to ensure continued improvement. The Governing Board asked clarifying questions and received input from the teams regarding the presentations.

26. 2012-2013 Meet and Confer – IBA Recommendations
Dr. Pletnick presented information regarding IBA team meetings in February where budget related needs were discussed. For several years, IBA teams worked on recommendations related to budget cuts. This group has put student needs first and sacrificed in the area of benefits and salaries. Now that we have stabilized the teams addressed the one area we were forced to sacrifice for five (5) years, employee salaries. The recommendations from IBA are a salary increase of 3% and an option of up to a 2% loyalty pay in a tiered payout if the District is able to carry forward at least three million dollars in its maintenance and operations funds for use in the 2013-2014 school year. Benefit costs for 2013-2014 went up but by making plan changes, we avoid charging employees more for premiums. Mr. Dean will bring those recommendations to the Board on April 3rd. Non-budget items discussed in IBA were minimal and will not require action at this time. Appendix D

Mrs. Bonnie Schroader expressed a concern that the expenditure projections presented did not address the district’s technology needs.
REQUESTS FOR FUTURE AGENDA ITEMS

Ms. Traci Sawyer-Sinkbeil requested an update regarding implementation of Policy Governance.

ADJOURNMENT

On a motion entered by Tanner/Schroader and by a unanimous vote, the meeting ended at 9:28 p.m.

Signed: Date:

_________________________________________ April 3, 2012
DYSART UNIFIED SCHOOL DISTRICT NO. 89

EXECUTIVE SESSION
Minutes

March 6, 2013  8:00 – 8:12 PM  Nathaniel Dysart
Date  Time  Education Center  Location

I. Persons Present:
Ms. Traci Sawyer-Sinkbeil, Ms. Christine Pritchard, Mrs. Bonnie Schroeder, Ms. Jennifer Tanner, Mr. Jerry Eynon, Dr. Gail Pletnick, Dr. Quinn Kellis, Dr. Cyndi Miller, Ms. Jennifer MacLennan, attorney representing the Board, and Linda Price, recording secretary.

II. Executive Session Pursuant to A.R.S. §38-431.03 A.2 and A.R.S. §38-843 for the purpose of conducting a review and taking action on the recommendation by the hearing officer to expel a student.

8:00 – 8:12 PM
Hearing Officer’s Recommendation HOR1213-025 for expulsion.

III. Confidentiality Statement - The Governing Board President, Ms. Traci Sawyer-Sinkbeil, read the confidentiality statement.

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of A.R.S § 38-431.03 unless pursuant to a specific statutory exception.

V. Executive Session concluded at 8:12 PM

Approved: ____________________________  Date: April 3, 2013
AGENDA ITEM: *Hearing Officer’s Recommendation(s) Long Term Suspension

Action/Consent X  Action/Discussion  Information  Supporting Data

Cost: N/A  Funding Source: N/A

EXECUTIVE SUMMARY:

The Hearing Officer for the Dysart Unified School District, conducted discipline hearings for violation of Governing Board Policy Section(s) 10.22 and the student “Informational Handbook” and recommends the student(s) in the matter of Student Discipline Hearing(s) listed be long term suspended.

The recommendation(s) is/are made for Student Discipline Hearing(s):

HOR1213-026
HOR1213-027
HOR1213-028

BOARD ACTION REQUESTED:

It is recommended the Governing Board accept the Hearing Officer’s recommendation to long term suspend student(s) in the matter of Student Discipline Hearing(s) HOR1213-026, HOR1213-027 and HOR1213-028.

SUBMITTED BY:  SUPERINTENDENT:}

ACTION BY BOARD:  Motion:  Second:  Vote:  AGENDA ITEM: 10
## HEARING OFFICER'S RECOMMENDATION(S)

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<tr>
<th>DISCIPLINE HEARING NO.</th>
<th>HEARING DATE</th>
<th>HEARING OFFICER</th>
<th>SCHOOL</th>
<th>CHARGES</th>
<th>HEARING OFFICER'S ORDER</th>
<th>TERM</th>
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<td>Barbara Surloff</td>
<td>SRHS</td>
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AGENDA ITEM: *Request for Board Member to Attend the 2013 Arizona Business Education Coalition (ABEC) Annual Conference in Phoenix, AZ, May 31, 2013

Action/Consent X Action/Discussion Information Supporting Data X

Cost: $175.00 Funding Source: M & O

EXECUTIVE SUMMARY:

At its December 5, 2012 meeting, the Board authorized a $10,000 budget for travel, conference registration and reimbursable travel fees for Board members to attend conferences and training hosted by the Arizona School Boards Association, National School Boards Association or affiliates with a designated approved amount of $2,000 per Board member. Ms. Sawyer-Sinkbeil requests approval to attend the 2013 ABEC Annual Conference. The expenditure of $175.00 is within this individual’s conference allocation for the 2012-2013 school year.

WHO: Traci Sawyer-Sinkbeil
WHAT: 2013 ABEC Annual Conference
WHERE: Phoenix, AZ
WHEN: May 31, 2013
WHY: The conference convenes statewide business, education and community leaders as well as elected officials to learn about and discuss some of the most pressing issues facing business and education today.
COST: $175.00 includes conference registration and reimbursable expenses.

BOARD ACTION REQUESTED:

It is requested the Governing Board approve the travel request for Board Member Traci Sawyer-Sinkbeil to attend the 2013 Arizona Business Education Coalition (ABEC) Annual Conference in Phoenix, AZ, May 31, 2013.
AGENDA ITEM: *Overnight Travel for Twenty-two Countryside Elementary Student Council Members, Two Advisors and Two Teacher Chaperones to Attend the 47th Annual (AAJHSC) Arizona Association of Junior High Student Council State Convention in Fountain Hills, AZ, May 8-9, 2013

EXECUTIVE SUMMARY:

WHO: Twenty-two Countryside Elementary Student Council members, two female advisors, and two male teacher chaperones

WHAT: AAJHSC 47th Annual State Convention

WHERE: Fountain Hills, AZ

WHEN: May 8-9, 2013

WHY: To develop leaders through the following five goals: Leadership, Academic Achievement, School Spirit, Diversity and School/Community Involvement. The convention also recognizes Student Councils that have done an outstanding job in promoting the goals by attaining either Honor Council or Master Council Awards. Student Council is requesting approval to stay overnight so they may complete their community outreach goal. Arrangements will also be made for the members to provide community service by cleaning a surrounding piece of land in the Fort McDowell area.

COST: The approximate cost of $3,700.00 includes registration fees, transportation, lodging, meals and guest teachers. Student’s contribution not to exceed $50.00 with the remainder to be paid by the Student Activities fund. Students will travel to the event via white buses. Guest teachers to be paid by Student Activities funds.

BOARD ACTION REQUESTED:
It is recommended the Governing Board approve the overnight travel for twenty-two Countryside Elementary Student Council members, two advisors and two teacher chaperones to attend the 47th Annual Arizona Association of Junior High Student Council State Convention in Fountain Hills, AZ, May 8-9, 2013.
AGENDA ITEM: *Overnight Travel for One Willow Canyon High School Band Student, One Advisor and One Chaperone to Attend the All State Band (ABODA) Arizona Band and Orchestra Directors Association in Flagstaff, AZ, April 18-20, 2013

Action/Consent X Action/Discussion Information Supporting Data
Cost: $1,000.00 Funding Source: Student Activities, Tax Credit, Auxiliary Fund

EXECUTIVE SUMMARY:

WHO: One Willow Canyon High School band student, one advisor and one chaperone

WHAT: All State Band ABODA

WHERE: Northern Arizona University, Flagstaff, AZ

WHEN: April 18-20, 2013

WHY: The Willow Canyon High School band member auditioned for All State Band on March 9, 2013 and was selected to participate as second chair Euphonium.

COST: The approximate cost of $1,000.00 includes registration, lodging, meals and transportation to be paid by Student Activities fund, Auxiliary fund and Tax Credit. Guest teachers to be paid by Student Activity funds. The student will not be required to contribute funds for the event. Student will travel to the event via white bus.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the overnight travel of one Willow Canyon High School band student, one advisor and one chaperone to attend the All State Band (ABODA) Arizona Band and Orchestra Directors Association in Flagstaff, AZ, April 18-20, 2013.
AGENDA ITEM: *Out of State Travel for Three District Science Teachers to Attend the (AP) Advanced Placement Annual Conference 2013 in Las Vegas, NV, July 17-21, 2013

EXECUTIVE SUMMARY:

WHO: Three District science teachers from Willow Canyon High School, Valley Vista High School and Shadow Ridge High School

WHAT: AP Annual Conference 2013

WHEN: July 17-21, 2013

WHERE: Las Vegas, Nevada

WHY: To learn new AP chemistry curriculum, how to integrate inquiry into AP chemistry curriculum and to collaborate with other AP chemistry teachers.

COST: The approximate cost of $2,220.00 is for registration fees only to be paid by Title II funds. All other expenses associated with this travel will be paid by the attendees.

BOARD ACTION REQUESTED:

It is recommended that the Governing Board approve the out of state travel for three District science teachers to attend the Advanced Placement Annual Conference 2013 in Las Vegas, NV, July 17-21, 2013.
AGENDA ITEM: Out of State Travel for Two District High School Lead Counselors to Attend the Required 2013 ACTE Region V Training Conference in Salt Lake City, UT, April 11-14, 2013

EXECUTIVE SUMMARY:

WHO: Two District high school lead counselors

WHAT: ACTE Region V Conference

WHEN: April 11-14, 2013

WHERE: Salt Lake City, Utah

WHY: The Region V training will provide topics to promote (CTE) Career and Technical Education student preparation for career and college choices. Attendance at the conference is required to fulfill CTE Fellowship responsibilities.

COST: The approximate cost of $2,700.00 includes registration, airfare, lodging and meals to be paid by West-MEC funds. No guest teachers will be required.

BOARD ACTION REQUESTED:

It is recommended that the Governing Board approve the out of state travel of two District high school lead counselors to attend the required Region V Training Conference in Salt Lake City, UT, April 11-14, 2013.

SUBMITTED BY: [Signature] SUPERINTENDENT: [Signature]

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: _____
AGENDA ITEM: *Out of State Travel for Ten Dysart High School Teachers and One Administrator to Attend the (AVID) Advance Via Individual Determination Summer Conference in Dallas, TX, June 26-28, 2013

Action/Consent X Action/Discussion Information Supporting Data
Cost: $17,300.00 Funding Source: Title I Funds

EXECUTIVE SUMMARY:

WHO: Ten Dysart High School teachers and one administrator

WHAT: AVID Summer Conference

WHEN: June 26-28, 2013

WHERE: Dallas, Texas

WHY: To train the Dysart High School AVID team in methodologies, strategies and school wide implementation. The team will attend intensive professional development strands that model the AVID classroom and methodologies, writing, inquiry, collaboration and reading throughout the training. This annual training is required for our AVID chapter.

COST: The approximate cost of $17,300.00 includes airfare, lodging, registration and meals to be paid by Title I funds.

BOARD ACTION REQUESTED:
It is recommended the Governing Board approve out of state travel of ten Dysart High School teachers and one administrator to attend the (AVID) Advance Via Individual Determination Summer Conference in Dallas, TX, June 26-28, 2013.
AGENDA ITEM: Out of State Travel for Two Administrators and Two Teachers From Dysart High School to Attend the Pyramid Response to Intervention Workshop in Centennial, CO, May 7-9, 2013

Action/Consent X Action/Discussion Information Supporting Data

Cost: $6,200.00 Funding Source:Title I

EXECUTIVE SUMMARY:

WHO: Two administrators and two teachers from Dysart High School

WHAT: Pyramid Response to Intervention Workshop

WHERE: Centennial, CO

WHEN: May 7-9, 2013

WHY: To gain an understanding of why RTI is most effective when implemented on the foundation of a professional learning community (PLC). The conference will also offer the opportunity to learn how to create three tiers of interventions, from basic to intensive and to address student learning gaps and how to make RTI work in our school.

COST: The approximate cost of $6,200.00 includes airfare, transportation, lodging, registration and meals to be paid by Title I funds.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the out of state travel of two administrators and two teachers from Dysart High School to attend the Pyramid Response to Intervention Workshop in Centennial, CO, May 7-9, 2013.

SUBMITTED BY:amps SUPERINTENDENT: 

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: 17
AGENDA ITEM: *Out of State Travel for Two Yearbook Advisors from Shadow Ridge High School and Valley Vista High School to Attend the 2013 Jostens Printing and Manufacturing Process Training in Visalia, CA, April 17-18, 2013

Action/Consent X  Action/Discussion  Information  Supporting Data X
Cost: $1,000.00  Funding Source: West-MEC, Jostens

EXECUTIVE SUMMARY:

WHO: One Shadow Ridge High School and one Valley Vista High School yearbook advisors

WHAT: The 2013 Jostens Printing and Manufacturing Process Training

WHEN: April 17-18, 2013

WHERE: Visalia, CA

WHY: The training is a one time a year training for Yearbook Sponsors that is held at the Jostens Manufacturing plant in Visalia, CA where yearbook sponsors receive focused training on the overall manufacturing process of their yearbook to include the reason for yearbook deadlines, the reason for the specifications involved in yearbook production and an overview of the manufacturing processes used in yearbook production.

COST: The approximate cost of $1,000.00 is for registration, lodging, and guest teachers. To be paid by West-MEC funds. Meals and transportation fees will be paid by Jostens, Inc.

BOARD ACTION REQUESTED:

It is recommended that the Governing Board approve out of state travel of two yearbook advisors from Shadow Ridge High school and Valley Vista High School to attend the 2013 Jostens Printing and Manufacturing Process Training in Visalia, CA, April 17-18, 2013.

SUBMITTED BY:  SUPERINTENDENT:

ACTION BY BOARD: Motion: Second: Vote: AGENDA ITEM: 18
AGENDA ITEM: *Out of State Travel for One Shadow Ridge High School Advanced Placement Biology Teacher to Attend the (AP) Advanced Placement by the Sea Summer Institute in San Diego, CA, June 24-27, 2013

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<th>Action/Discussion</th>
<th>Information</th>
<th>Supporting Data</th>
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<td>Cost: $725.00</td>
<td>Funding Source:</td>
<td>M &amp; O</td>
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EXECUTIVE SUMMARY:

WHO: One Shadow Ridge High School AP Biology teacher

WHAT: AP by the Sea Summer Institute

WHEN: June 24-27, 2013

WHERE: San Diego, CA

WHY: The trainings offered at the institute will be focused on the new Advanced Placement labs and inquiry curriculum.

COST: The approximate cost of $725.00 is for registration fees to be paid by school M & O funds. The attendee will pay for all other cost associated with the travel.

BOARD ACTION REQUESTED:

It is recommended that the Governing Board approve the out of state travel for one Shadow Ridge High School Advanced Placement biology teacher to attend the Advanced Placement by the Sea Summer institute in San Diego, CA, June 24-27, 2013.

SUBMITTED BY: [Signature] SUPERINTENDENT: [Signature]

ACTION BY BOARD: Motion: Second: Vote: AGENDA ITEM: 19
AGENDA ITEM: *Out of State Travel for One Shadow Ridge High School Band/Music Teacher to Attend the (AP) Advanced Placement Annual Conference in Las Vegas, NV, July 17-21, 2013

EXECUTIVE SUMMARY:

WHO: One Shadow Ridge High School band/music teacher

WHAT: AP Annual Conference

WHEN: July 17-21, 2013

WHERE: Las Vegas, NV

WHY: Shadow Ridge High School will be offering a new course in AP Music Theory. Attendance at the conference will provide professional development training to assist the teacher with the new course offering.

COST: The approximate cost of $475.00 is for registration fees to be paid by school M & O funds. Attendee will pay for all other cost associated with the travel.

BOARD ACTION REQUESTED:

It is recommended that the Governing Board approve the out of state travel of one Shadow Ridge High School band/music teacher to attend the Advanced Placement Annual Conference in Las Vegas, NV, July 17-21, 2013.
AGENDA ITEM: *Out of State Travel for Six Valley Vista High School Basketball Coaches to Attend the 2013 Nike Championship Basketball Clinics in Las Vegas, NV, May 10-12, 2013

Action/Consent X Action/Discussion Information Supporting Data

Cost: $780.00 Funding Source: Athletic Fund

EXECUTIVE SUMMARY:

WHO: Six Valley Vista High School girls’ and boys’ basketball coaches

WHAT: Nike Championship Basketball Clinic

WHEN: May 10-12, 2013

WHERE: Las Vegas, Nevada

WHY: The clinic will provide validation, bring new concepts, drills and strategies that the coaching staff will be able to implement into the Valley Vista High School basketball program.

COST: The approximate cost of $780.00 is for registration fees to be paid by school Athletic fund. All other cost associated with the travel will be paid for by each individual attendee.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the out of state travel for six Valley Vista High School Basketball Coaches to attend the 2013 Spring Nike Championship Basketball Clinics in Las Vegas, NV, May 10-12, 2013.

SUBMITTED BY:     SUPERINTENDENT:

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: 21
AGENDA ITEM: *Acceptance of Donations, Gifts and Grants

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**Cash donations:** $20,164.06
**Non-cash donations:** $2,066.00
**Developer Donations:** $1,500.00

**Year-to-date Total**: $237,135.32
**Year-to-date Total**: $68,962.76
**Year-to-date Total**: $13,000.00

It is recommended the Governing Board accept the donations, gifts and grants as presented.

SUBMITTED BY: [Signature]
SUPERINTENDENT: [Signature]

ACTION BY BOARD: Motion: [Signature] Second: [Signature] Vote: [Signature] AGENDA ITEM: 22
AGENDA ITEM: *Approval/Ratification of Payroll Vouchers 7514, 40, 7515, 41, 7516 and 42 in the Amount of $4,924,468.43

Execution Summary:

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Board Action Requested:
It is recommended the Governing Board approve/ratify payroll vouchers 7514, 40, 7515, 41, 7516 and 42 in the amount of $4,924,468.43.

Submitted by: Superintendent: [Signature]

Action by Board: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: 23
DYSART UNIFIED VOUCHER

Voucher No: 7514  Voucher Date: 03/08/2013  Prepared By: [Signature]

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED Funds for the sum of $4,757,190.76 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: _ was approved at a public meeting of the governing board on _________(A.R.S. 15-304), or _ will be ratified at the next regular or special meeting of the governing board on ___________ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

[Signature]

TRACI SAWYER-SINKBEIL  PRESIDENT

JERRY EYNON  CLERK

CHRISTINE PRITCHARD  MEMBER

BONNIE SCHROADER  MEMBER

JENNIFER TANNER  MEMBER

DYSART UNIFIED

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Total: $4,757,190.76
DYSART UNIFIED VOUCHER

Voucher No: 40  Voucher Date: 03/14/2013  Prepared By:

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $164,169.08 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, that teachers, substitute teachers and administrators whose salaries are claimed herein are legally certified during the fiscal year covering this pay period and that the services herein represented have been received and that the claim: was approved at a public meeting of the governing board on (A.R.S. 15-304), or ] will be ratified at the next regular or special meeting of the governing board on in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

TRACI SAWYER-SINKBEIL  PRESIDENT

JERRY EYNON  CLERK

CHRISTINE PRITCHARD  MEMBER

BONNIE SCHROADER  MEMBER

JENNIFER TANNER  MEMBER

DYSART UNIFIED

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**Total:** $164,169.08
DYSART UNIFIED VOUCHER

Voucher No: 7515  Voucher Date: 03/12/2013  Prepared By: Ocastillon

Printed: 03/12/2013 07:55:18 AM

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $1,077.27 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: _____ was approved at a public meeting of the governing board on ___________ (A.R.S. 15-304), or _____ will be ratified at the next regular or special meeting of the governing board on ___________ in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

TRACI SAWYER-SINKBEIL  PRESIDENT

JERRY EYNON  CLERK

CHRISTINE PRITCHARD  MEMBER

BONNIE SCHROADER  MEMBER

JENNIFER TANNER  MEMBER

DYSART UNIFIED

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Created By:  ocastillon  Posted By:  ocastillon  Date: 03/11/2013 12:56:16  Page: 1
DYSART UNIFIED VOUCHER

Voucher No: 41 Voucher Date: 03/14/2013 Prepared By:  

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $1,052.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, that teachers, substitute teachers and administrators whose salaries are claimed herein are legally certified during the fiscal year covering this pay period and that the services herein represented have been received and that the claim was approved at a public meeting of the governing board on (A.R.S. 15-304), or will be ratified at the next regular or special meeting of the governing board on in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

TRACI SAWYER-SINKBEIL PRESIDENT
JERRY EYNON CLERK
CHRISTINE PRITCHARD MEMBER
BONNIE SCHROADER MEMBER
JENNIFER TANNER MEMBER
DYSART UNIFIED

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$1,052.04
DYSART UNIFIED VOUCHER

Voucher No: 7516  Voucher Date: 03/18/2013  Prepared By: 

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $368.57 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: __ was approved at a public meeting of the governing board on __________ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on __________ in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

[Signature]

TRACI SAWYER-SINKBEIL  PRESIDENT

JERRY EYNON  CLERK

CHRISTINE PRITCHARD  MEMBER

BONNIE SCHROADER  MEMBER

JENNIFER TANNER  MEMBER

DYSART UNIFIED

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Amount $368.57
DYSART UNIFIED VOUCHER

Voucher No: 42  Voucher Date: 03/18/2013  Prepared By:

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $610.71 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, that teachers, substitute teachers and administrators whose salaries are claimed herein are legally certified during the fiscal year covering this pay period and that the services herein represented have been received and that the claim: was approved at a public meeting of the governing board on (A.R.S. 15-304), or will be ratified at the next regular or special meeting of the governing board on in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

[Signature]

TRACI SAWYER-SINKBEIL  PRESIDENT

JERRY EYNON  CLERK

CHRISTINE PRITCHARD  MEMBER

BONNIE SCHROADER  MEMBER

JENNIFER TANNER  MEMBER

DYSART UNIFIED

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$610.71
AGENDA ITEM:  *Approval of Expense Vouchers 1039, 1040, 1041 and 1042 in the Amount of $4,078,494.14

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BOARD ACTION REQUESTED:
It is recommended the Governing Board approve expense vouchers 1039, 1040, 1041 and 1042 in the amount of $4,078,494.14.
DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $531,194.78 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on _________ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on __________ in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

TRACI SAWYER-SINKBEIL  PRESIDENT

JERRY EYNON  CLERK

CHRISTINE PRITCHARD  MEMBER

BONNIE SCHROADER  MEMBER

JENNIFER TANNER  MEMBER

DYSART UNIFIED

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**Total:** $531,194.78
DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $65,960.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: _was approved at a public meeting of the governing board on _______ (A.R.S. 15-304), or _will be ratified at the next regular or special meeting of the governing board on _______ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

TRACI SAWYER-SINKBEIL PRESIDENT

JERRY EYNON CLERK

CHRISTINE PRITCHARD MEMBER

BONNIE SCHROADER MEMBER

JENNIFER TANNER MEMBER

DYSART UNIFIED

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DYSART UNIFIED VOUCHER

Voucher No: 1041  Voucher Date: 03/14/2013

Prepared By: 

Printed: 03/13/2013 01:57:42 PM

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $1,847,178.23 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on ___________ (A.R.S. 15-304), or will be ratified at the next regular or special meeting of the governing board on ___________ in accordance with the procedures of A.R.S. 15-321. All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

TRACI SAWYER-SINKBEIL     PRESIDENT

JERRY EYNON          CLERK

CHRISTINE PRITCHARD     MEMBER

BONNIE SCHROADER     MEMBER

JENNIFER TANNER        MEMBER

DYSART UNIFIED

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$1,847,178.23
DYSART UNIFIED VOUCHER

Voucher No: 1042  Voucher Date: 03/21/2013  Prepared By: 

Printed: 03/21/2013 06:58:38 AM

DYSART UNIFIED is hereby authorized to draw warrants against DYSART UNIFIED funds for the sum of $1,634,161.13 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2012 to June 30, 2013 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: was approved at a public meeting of the governing board on __________ (A.R.S. 15-304), or ☐will be ratified at the next regular or special meeting of the governing board on __________ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

TRACI SAWYER-SINKBEIL  PRESIDENT

JERRY EYNON  CLERK

CHRISTINE PRITCHARD  MEMBER

BONNIE SCHROADER  MEMBER

JENNIFER TANNER  MEMBER

DYSART UNIFIED

<table>
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<th>Description</th>
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$1,634,161.13
AGENDA ITEM: Recommendation to Approve the Appointment of High School Assistant Principal

EXECUTIVE SUMMARY:

Administration is proud to present a recommendation for High School Assistant Principal. Katherine Salter is being recommended for the assignment at Valley Vista High School for the 2013-2014 school year.

Ms. Salter received her Master’s degree in Curriculum and Instruction from the University of Arizona. Ms. Salter has five (5) years of experience as an instructional coach and one (1) year as a teacher in the Catalina Foothills School District. She also has five (5) years of teaching experience in the Paradise Valley Unified School District. Ms. Salter will receive salary and benefits commensurate with the position, her education and experience. Her résumé is attached for Board review and consideration.

A comprehensive selection process was used to identify Ms. Salter for this position. The community and staff were presented with information about the selection process. The position was posted internally and externally for a sufficient length of time for candidates to apply. A paper screening was conducted, and a pool of qualified candidates was determined through an administrative team interview process. The administrative team included: superintendent Dr. Gail Pletnick, assistant superintendent Dr. Quinn Kellis, principal Anthony Capuano, administrator Patricia Buck, and director Thorn Dickerson. In addition, candidates completed a performance task that included data analysis and a written report.

Those candidates who qualified for the pool then interviewed with a team consisting of building-level administrators and staff. The interview team representing Valley Vista High School included: student Taylor Leon, parent Lori Mathis, certified staff Amy Crow and Dayna Hess, classified staff Jan Petrie, assistant principals Brad Larremore and Steven Pierce, and principals Roberta Lockhart and Dannene Truett. Consideration was also given to each candidate’s years of related leadership experience, teaching experience, professional training and education.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the appointment of Katherine Salter as High School Assistant Principal.
Katherine Salter

EDUCATION

Educational Leadership Program: Principal Certification, University of Arizona, 2012

Master of Education: Curriculum and Instruction, Arizona State University, 2004

Bachelor of Education: Secondary Education and English, Arizona State University, 2001

WORK EXPERIENCE

District Instructional Coach/Career Ladder Program Coach, CFSD 2008-Present

- Analyze data collected using the new teacher evaluation tool to inform teacher growth plans.
- Mentor K-12 teachers, conduct classroom observations and coaching cycles.
- Collaborate with site and district administrators and teachers to achieve site and district goals.
- Manage district pay-for-performance program and evaluate teacher’s student achievement plans.
- Create district pay-for-performance components, performance rubrics and templates.
- Create and facilitate continuing, job-embedded professional development curriculum for district teachers.

Teacher, Esperero Canyon Middle School, CFSD 2007-2008

- Courses: Writing & Literature 7 and Writing & Literature 8
- Created and taught curriculum for both seventh and eighth grade students in the Language Arts.
- Collaboratively worked to improve student achievement in reading and writing.

Adjunct Faculty, Rio Salado College, 2005-2007

- Dual Enrollment Courses: English 101 and English 102
- Created and taught dual enrollment curriculum to high school seniors for both beginning and advanced college rhetoric and composition courses.

Teacher, Paradise Valley High School, PVUSD 2002-2007

- Courses: English 1-2, English 5-6, Senior English, and French 1-2
- Created and taught new curriculum and assessments for multiple courses in both the English and Foreign Language Departments.

PROFESSIONAL COMMITTEES AND ACCOMPLISHMENTS

ELA Common Core Curriculum Alignment Committee, 2011-2012

- Aligned new Common Core Standards with district curriculum and created resources for implementation in all content areas.

Career Ladder Supervisory Committee, 2008-Present

- Manage and refine program content, budget, and administration in accordance with Arizona state laws.

Arizona Career Ladder Network 2008-Present

- Represent district in the state group that focuses on pay-for-performance program administration, annual approval, and compliance with state laws and ADE policies.

Data Team Member/Leader, 2007-2008

- Created, implemented, assessed, and analyzed student learning and achievement of SMART goals.
21st Century Study Abroad Program, China, 2008
Represented CFSD in 17-Day Experience of Modern China through Yangtze International Study Abroad (YISA). Studied 21st Century educational programs in Nanjing, Beijing and Shanghai.

Academic Integration Team, 2006-2007
Created and implemented the school improvement plan for the integration of technology and academics in all content areas.

Apple Award, 2006
Awarded by the administrative team for excellence in teaching.

Fresh Ideas Start Here Award, 2005
Awarded by the administrative team for teachers who contribute new and creative ideas to enhance student learning and inspire other teachers.

Vocabulary and Writing Committee, 2005-2006
Researched programs and analyzed district data for the purpose of recommending vocabulary and writing programs to be implemented at all levels in the district.

District Technology Video Appearance, 2005
Videotaped for district video promoting exemplary usage of new technology in the classroom.

Standardized Assessment Design Committee, 2003-2004
Analyzed district and school data to create and implement standardized unit finals for all four high school English levels.

New Teacher Academic Excellence and Scholarship Award, 2002
Awarded by the administrative team for outstanding performance and continuing education.

PROFESSIONAL STUDIES/CONTINUING EDUCATION

ADE Mathematics and ELA Common Core Standards, 2011
Completed ADE training in how to crosswalk and unpack the Common Core Standards.

ASCD Annual Conference: Critical Transformations, Texas, 2010
Participated in 4-day conference with district administration in order to plan and align district professional development programs with district-wide initiatives.

Developing Engaged Learners Through Authentic Assessment, Metiri Group, 2010
Trained in the development of Authentic Assessments that integrates real-world scenarios with academic content in order to increase student engagement.

Power Walkthrough Software, McRel, 2010
Trained in the identification of the Classroom Instruction that Works strategies via classroom evaluations, and how to use the data collection tool to help target the improvement of instruction and increase student achievement.

Content Coaching, AZK12 Center, 2009-2010
Participated in the Content Coaching series of training sessions devoted to refining coaching skills to improve student achievement.

Art & Science of Teaching, Marzano and Associates, 2009
Studied instructional model that blends using research-based data and understanding the individual students to drive instructional decisions.
Fourth Annual Teacher Leadership Institute: Leadership and 21st Century Skills, AZK12 Center, 2009
- Attended 3-day leadership conference with district and site administrators to discuss strategic planning.

Cognitive Coaching, 2008-2009
- Completed an 8-day training in the Cognitive Coaching Model in order to help teachers capitalize on their cognitive capacity and maximize reflective processes.

Studying Skillful Teaching, Research for Better Teaching, 2008
- Completed 6-day course in the study of research based instructional strategies and best practices

Supporting Learning in Students with ADHD and Other Disabilities, 2007
- Completed training in strategies for meet the needs of special education students in the classroom.

Thinking Maps I, 2007
- Participated in study of theory and implementation of Thinking Maps in the classroom.

- Attended national conference on Academic Integration and 21st Century Learning.

Differentiated Instruction, 2005
- Represented school at a two-day conference focusing on theory and implementation of differentiated instruction in the classroom.

Brain-Based Learning, 2003
- Trained in the principles for optimal brain-friendly teaching strategies based on Eric Jensen’s research.
AGENDA ITEM: Recommendation to Approve the Appointment of High School Assistant Principal

EXECUTIVE SUMMARY:

Administration is proud to present a recommendation for High School Assistant Principal. Lisa Parachini is being recommended for the assignment at Valley Vista High School for the 2013-2014 school year.

Ms. Parachini received her Master’s degree in Educational Leadership from Northern Arizona University. Ms. Parachini has eight (8) years of experience as a teacher in the Dysart Unified School District. She also has seven (7) years of teaching experience in the Peoria Unified School District. Ms. Parachini will receive salary and benefits commensurate with the position, her education and experience. Her résumé is attached for Board review and consideration.

A comprehensive selection process was used to identify Ms. Parachini for this position. The community and staff were presented with information about the selection process. The position was posted internally and externally for a sufficient length of time for candidates to apply. A paper screening was conducted, and a pool of qualified candidates was determined through an administrative team interview process. The administrative team included: superintendent Dr. Gail Pletnick, assistant superintendent Dr. Quinn Kellis, principal Anthony Capuano, administrator Patricia Buck, and director Thorn Dickerson. In addition, candidates completed a performance task that included data analysis and a written report.

Those candidates who qualified for the pool then interviewed with a team consisting of building-level administrators and staff. The interview team representing Valley Vista High School included: student Taylor Leon, parent Lori Mathis, certified staff Amy Crow and Dayna Hess, classified staff Jan Petrie, assistant principals Brad Larremore and Steven Pierce, and principals Roberta Lockhart and Dannene Truett. Consideration was also given to each candidate’s years of related leadership experience, teaching experience, professional training and education.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the appointment of Lisa Parachini as High School Assistant Principal.

SUBMITTED BY: _____________________ SUPERINTENDENT: _____________________

ACTION BY BOARD: Motion: ______ Second: _____ Vote: _____ AGENDA ITEM: ______
Lisa Parachini

Education/Certification

M.Ed. Educational Leadership, Northern Arizona University, Flagstaff, AZ, 2012
B.A. History, English, Arizona State University, Tempe, AZ, 1996
Post-Baccalaureate Secondary Education/Teacher Certification, Arizona State University West, Glendale, AZ, 1998
Principal Certificate Arizona/Nationally Certified, 2013
Teacher Certificate 7-12 history and English, Arizona, 1998
ESL Education K-12 Endorsement, Arizona
Gifted Education Gifted Endorsement, Ottawa University, Phoenix, AZ

Leadership Experience

Social Studies Team Lead/Department Chair
Valley Vista High School, Dysart Unified School District #89
Surprise, AZ, (2006-present)

- Coordinated district curriculum and common assessments/benchmarks by subject area
- Implemented scaffolding of skills/concepts to increase knowledge, retention and comprehension of basic social studies skills
- Planned and presented in-services at department and district levels to enhance rigor and relevance of lessons, align curriculum to state and district level and integrate writing and other subject areas
- Collaborated with district social studies chairs to incorporate best practices in the classroom
- Observed team teachers through informal observations using GPS; held conferences on performance and areas for refinement
- Monitored progress new teachers and implemented system to assist with classroom management
- Assisted with employment process (review of applicants and interviewing) for purpose of meeting school staffing requirements
- Mentor new teachers and participate in new teacher induction at the local level
- Serve as liaison between teachers, administration and district
- Collaborate regularly with administration in regards to departmental needs to provide teachers with supplies, tools, and support necessary for continued student achievement
Professional Learning Community Lead
Valley Vista High School, Dysart Unified School District #89
Surprise, AZ, (2009-present)

• Demonstrated leadership consistently
• Participated in PLC Lead monthly meetings
• Participated in Success Zone meetings with administration and district superintendent(s)
• Facilitated PLC meetings by:
  o Focusing on the four essential questions of an effective PLC
  o Compiling and analyzing of a variety of data sources to make student centered, best practice decisions
  o Keeping the meeting focused on student achievement
  o Ensuring testing and curriculum alignment
  o Monitoring the equitable distribution of PLC work between all members
  o Guiding appropriate lesson planning practices
  o Delegating tasks
• Supported the application of best practices by all PLC members by:
  o Modeling effective instruction consistently
  o Motivating your PLC to apply best practices in their classroom
  o Supporting teachers on implementing appropriate pedagogical practices
  o Mentoring new teachers
  o Encouraging open lines of communication with administration and instructional coaches
  o Keep PLC up to date on data analysis resources/techniques

Leadership Cadre Member
Valley Vista High School, Dysart Unified School District #89
Surprise, AZ, (2005-present)

• Collaborated with team of leaders to create mission and vision of Valley Vista
• Advised and assisted in creation of school wide plan for everyday success in college, work and life
• Assist with development and implementation of Valley Vista’s CIP/ASIP, 2006-present
• Aligned and integrated curricula by integrating reading and writing across all subject areas
• Facilitated the implementation of informational and complex text reading strategies across the curriculum
• Created and instituted classroom management programs to assist teachers with minor classroom disruptions
• Evaluated needs of students and teachers by analyzing various data including surveys, district assessments and state and national testing results
• Created committee to enhance school culture among students and staff; promoted adult advocacy program
• Attended and assisted in facilitating Building a Culture for Learning
Teaching Experience

High School History and English Teacher, Valley Vista High School, Surprise, AZ, (2006-present)

- Implemented rigor and relevance with multitude of teaching strategies to motivate and challenge students
- Incorporated technology in teaching and lessons to enhance instruction and retention of concepts
- Evaluated student progress on an ongoing and consistent basis to assess student growth and high level of expectation
- Established proactive relationship with students and parents through various forms of communication: teacher website, email, written and verbal contact
- Cohesively integrated English with history for a more comprehensive understanding of the correlation of concepts and events of subject matter in reading and writing
- "Westside Impact Teacher of the Year," 2007-2008

Dual Enrollment Adjunct Faculty
Rio Salado Community College, Phoenix, AZ, (2011 – present)

- Instructed HIS 103/104 and ENH 110/111 in concurrence with Advanced Placement United States History and English 5/6 Honors
- Adapted curriculum to be relevant to high school students and in accordance to Arizona state standards

High School History Teacher, Willow Canyon High School, Surprise, AZ (2005-2006)

- Implemented rigor and relevance with multitude of teaching strategies to motivate and challenge students
- Incorporated technology in teaching and lessons to enhance instruction and retention of concepts
- Evaluated student progress on an ongoing and consistent basis to assess student growth and high level of expectation
- Established proactive relationship with students and parents through various forms of communication: teacher website, email, written and verbal contact
- Cohesively integrated English with history for a more comprehensive understanding of the correlation of concepts and events of subject matter in reading and writing

High School History and English Teacher, Sunrise Mountain High School, Peoria, AZ (1999-2005)

- Implemented rigor and relevance with multitude of teaching strategies to motivate and challenge students
- Incorporated technology in teaching and lessons to enhance instruction and retention of concepts
- Evaluated student progress on an ongoing and consistent basis to assess student growth and high level of expectation
• Established proactive relationship with students and parents through various forms of communication: teacher website, email, written and verbal contact
• Cohesively integrated English with history for a more comprehensive understanding of the correlation of concepts and events of subject matter in reading and writing

High School English Teacher,
Ironwood High School, Glendale, AZ (1998-1999)

• Implemented rigor and relevance with multitude of teaching strategies to motivate and challenge students
• Incorporated technology in teaching and lessons to enhance instruction and retention of concepts
• Evaluated student progress on an ongoing and consistent basis to assess student growth and high level of expectation
• Established proactive relationship with students and parents through various forms of communication: teacher website, email, written and verbal contact
• Cohesively integrated English with history for a more comprehensive understanding of the correlation of concepts and events of subject matter in reading and writing

Other Leadership Experience

Student Council Advisor
Valley Vista High School, Dysart Unified School District #89
Surprise, AZ, (2006-present)

• Created and grew program to a highly sought after course where students learn to be leaders and functions of business meetings based on Robert’s Rules of Order
• Created culture of new high school; established traditions, created school mascot; promoted school spirit and culture of pride
• Designed and implemented an integrated, district-wide student council leadership conference for high schools to come together and share in leadership ideals and concepts
• Earned Council of Distinction Award from Arizona Association of Student Councils (AASC) 2010
• Earned Outstanding Council of Distinction Award from Arizona Association of Student Councils (AASC) 2011, 2012, 2013
• Earned Silver Level Award for Community Service and Charitable Contributions from Arizona Association of Student Councils (AASC) 2011
• Coordinated and hosted the first inter-district conference of Dysart Unified School District high school student councils
• Received 5, 6, 7, 8 year sponsor honors

Close Up Club Sponsor
Sunrise Mountain High School, Peoria Unified School District

• Planned and coordinated travel for 16 students to Washington DC to view government in action
• Facilitated educational experiences to various historically prominent sites
Curriculum Development Experience

Dysart Unified School District
Surprise, AZ, (2006 – present)

- Aligned curriculum with state standards
- Wrote power standards for United States history course
- Created common district assessments and benchmarks for United States/Advanced United States history courses
- Created online and resource books for teachers
- Integrated English standards into social studies curriculum at all levels including dual enrollment

Professional Affiliations and Trainings

- Building a Culture for Learning, 2012
- Arizona Reads: 2010 Arizona English Language Arts Standards (Preparation for the Common Core), 2012
- Strategic Reading in the Content Areas – Boosting Achievement in Grades 7-12, 2010
- Solutions Tree PLC Conference, 2010
- Model Schools Conference, Phoenix, AZ, 2009
- “Arizona High School Renewal and Improvement Initiative,” Arizona Department of Education, October 2006
- Career Ladder Teacher
- Arizona Professional Educators, 2004 – present
Dysart Unified School District
April 3, 2013
Governing Board Meeting

"Exceeding standards, future ready"

GOVERNING BOARD ITEM

AGENDA ITEM: Recommendation to Approve the Employee Health Benefit Plan for the 2013-2014 School Year

Action/Consent ___ Action/Discussion X Information ___ Supporting Data X

Cost: $100,000 Funding Source: M&O, Misc. Funds

EXECUTIVE SUMMARY:

A recommendation has been advanced through the Employee Insurance Committee, IBA and the Employee Benefit Trust Board for changes to the District’s health benefit plan that result in a zero percent (0%) increase in health insurance premiums. The adjusted plan options and premiums have been presented to and accepted by Blue Cross/Blue Shield. The acceptance of these rates by Blue Cross/Blue Shield insures there is no exposure for the Employee Benefit Trust beyond the total amount collected through these rates. The final recommendations include the elimination of one health plan option, the addition of one health plan option, and changes to two of the existing health plan options.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the Employee Health Benefit Plan for the 2013-2014 school year.

SUBMITTED BY: [Signature] SUPERINTENDENT: [Signature]

ACTION BY BOARD: Motion: ___ Second: ___ Vote: ___ AGENDA ITEM: ___
Governing Board Summary

Employee Benefit Plan
Renewal Information

July 1, 2013 Renewal
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<th>% of Total Claims</th>
<th>Claim/Premium Ratio</th>
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<td>$652,000</td>
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<td>HSA $1,500</td>
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<td>54%</td>
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<td>Total</td>
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Current Plan Year through 12/31/12
# July 1, 2013 Renewal Offer

## Current Plans; No Plan Changes - First Pass

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<th>Maximum Claims</th>
<th>Projected $ Impact (Min)</th>
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## Current Plans; No Plan Changes - 2nd Pass

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# Plan Options/Impact

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<td>HMO $0</td>
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<td></td>
<td>HMO $500</td>
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<tr>
<td></td>
<td>PPO $750</td>
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<td>HSA $1500</td>
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<td>2 Suggested Plans</td>
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<td>PPO $1000</td>
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<td>HSA $1500</td>
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<td>HSA $2500</td>
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Medical "26 Pay Period" Employee Contributions 7/1/13

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<tr>
<td>Employee</td>
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<tr>
<td>Employee + 1 Dependent</td>
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<td>$0.00</td>
</tr>
<tr>
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<td>Employee + 2 or More Dependents</td>
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<td>BCBS BluePreferred PPO $1,000 with HRA</td>
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<td>Employee + 2 or More Dependents</td>
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<td>BCBS Select HMO $750</td>
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<td>Employee</td>
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<td>Employee + 1 Dependent</td>
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<tr>
<td>Employee + 2 or More Dependents</td>
<td>$364.75</td>
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</tbody>
</table>

$2,500 Plan
Receive up to $1,750 in your HSA!!!

7/1/13 = $750
1/1/14 = $750
+$250 with proof of a routine physical

$1,500 Plan
Receive up to $1,250 in your HSA!!!

7/1/13 = $500
1/1/14 = $500
+$250 with proof of a routine physical

$1,000 Plan
Receive up to $750 in your HRA!!!

7/1/13 = $500
+$250 with proof of a routine physical
## HMO $500 vs HMO $750

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<th>Suggested Blue Cross Blue Shield HMO $750 Not Grandfathered</th>
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<tr>
<td>Benefits</td>
<td>In Network</td>
<td>In Network</td>
</tr>
<tr>
<td>Deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>$500 Per Individual</td>
<td>$750 Per Individual</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>$1,000 Per Family</td>
<td>$1,500 Per Family</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Out-of-pocket Maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Includes Deductible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Year</td>
<td>$2,500 Per Individual</td>
<td>$3,000 Per Individual</td>
</tr>
<tr>
<td>Calendar Year</td>
<td>$5,000 Per Family</td>
<td>$6,000 Per Family</td>
</tr>
<tr>
<td>Routine Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventive Care Copay</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Office Visit Copay</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Specialist Visit Copay</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>Prescription Drugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic / Level 1</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Preferred Brand / Level 2</td>
<td>$25</td>
<td>$30</td>
</tr>
<tr>
<td>Level 3</td>
<td>$45</td>
<td>$50</td>
</tr>
<tr>
<td>Mail Order (90 day supply)</td>
<td>2.5x Copay</td>
<td>2.5 x Copay</td>
</tr>
</tbody>
</table>
### PPO $750 vs PPO $1000

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Current Blue Cross Blue Shield PPO $750 Not Grandfathered</th>
<th>Suggested Blue Cross Blue Shield PPO $1,000 Not Grandfathered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>$750 Per Individual</td>
<td>$1,000 Per Individual</td>
</tr>
<tr>
<td></td>
<td>$1,500 Per Family</td>
<td>$2,000 Per Family</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Out-of-pocket Maximum (Includes Deductible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Year</td>
<td>$2,000 Per Individual</td>
<td>$2,750 Per Individual</td>
</tr>
<tr>
<td>Calendar Year</td>
<td>$4,000 Per Family</td>
<td>$5,500 Per Family</td>
</tr>
<tr>
<td>Routine Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventive Care Copay</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Office Visit Copay</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>40%*</td>
<td>40%*</td>
</tr>
<tr>
<td>Specialist Visit Copay</td>
<td>$45</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>40%*</td>
<td>40%*</td>
</tr>
<tr>
<td>Prescription Drugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic / Level 1</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Preferred Brand / Level 2 Level 3</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Mail Order (90 day supply)</td>
<td>2.5 X Copay</td>
<td>2.5 X Copay</td>
</tr>
</tbody>
</table>

*Copay plus Difference Between IN contracted Rate and billed rate*
# HSA $1500 vs HSA $2500

## Deductible

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Current/Renewal</th>
<th>Suggested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Blue Cross Blue Shield Saver HSA $1,500 20/40 Not Grandfathered</td>
<td>Blue Cross Blue Shield Saver HSA $2,500 20/40 Not Grandfathered</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>$1,500 if enrolled as employee only</td>
<td>$2,500 if enrolled as employee only</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>$3,000 if enrolled and covering any dependents</td>
<td>$5,000 if enrolled and covering any dependents</td>
</tr>
<tr>
<td>Out-of-pocket Maximum (Includes Deductible)</td>
<td>$3,000 if enrolled as employee only</td>
<td>$5,000 if enrolled as employee only</td>
</tr>
<tr>
<td>Calendar Year</td>
<td>$6,000 if enrolled and covering any dependents</td>
<td>$10,000 if enrolled and covering any dependents</td>
</tr>
<tr>
<td>Routine Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventive Care</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Office Visit</td>
<td>20%*</td>
<td>20%*</td>
</tr>
<tr>
<td>Specialist Visit</td>
<td>20%*</td>
<td>20%*</td>
</tr>
<tr>
<td>Prescription Drugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deductible</td>
<td>Yes - Plan Deductible</td>
<td>Yes – Plan Deductible</td>
</tr>
<tr>
<td>Generic / Level 1</td>
<td>20%*</td>
<td>20%*</td>
</tr>
<tr>
<td>Preferred Brand / Level 2</td>
<td>20%*</td>
<td>20%*</td>
</tr>
<tr>
<td>Level 3</td>
<td>20%*</td>
<td>20%*</td>
</tr>
<tr>
<td>Mail Order (90 day supply)</td>
<td>20%*</td>
<td>20%*</td>
</tr>
</tbody>
</table>
Other Considerations


- HRA Contribution: $500 annually
- HSA $1500 Contribution: $1,000 annually
- HSA $2,500 Contribution: $1,500 annually

- Physical Exam Bonus: $250 per employee for HSA/HRA participants
Ancillary Benefits/Services

- PPO Dental: +5.5%
- Online Enrollment System: +8.5%
- HSA Account Administration: -8.5%
- Change in FSA Administration
- No change in price for other services/benefits
AGOING BOARD ITEM

AGENDA ITEM: Recommendation for Approval of Classified Staff Notice of Employment Language for the 2013-2014 School Year

Action/Consent _____ Action/Discussion X Information _____ Supporting Data X

Cost: _______________ Funding Source: Various

EXECUTIVE SUMMARY:

Administration is recommending approval of classified staff notice of employment language for the 2013-2014 school year for hourly and exempt classified staff. The classified staff notice of employment language was developed in concert with Jennifer N. MacLennan, Gust Rosenfeld P.L.C. Copies of the classified staff notices of employment are attached for review. The additions to the notices of employment for the 2013-2014 school year are in bold. Items deleted from the 2012-2013 notices of employment for the 2013-2014 school year are noted with strikethrough.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the classified staff notice of employment language for hourly and exempt support staff for the 2013-2014 school year.

SUBMITTED BY: [Signature] SUPERINTENDENT: [Signature]

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____ AGENDA ITEM: _____
Notice of Employment - Classified Staff - Hourly
2013-2014 School Year

This is not a contract of employment.

EMPLOYER COPY - PLEASE RETURN BY MAY __, 2013
A faxed copy will be accepted by faxing it to 623-876-7949 or a scanned copy to hireme@dysart.org.

EMPLOYEE NAME: XXXX
POSITION: XXXX
HOURLY RATE: XXXX
CALENDAR: XXXX
FTE: XXXX
GRADE: XXXX
STEP: XXXX

You are hereby notified that, pursuant to action taken at a meeting of the Dysart Unified School District Governing Board held on May __, 2013, you have been appointed to the position listed above. A calendar for the position is available on the Human Resources intranet page, which includes information on holidays and non-work days. The calendar is not a guarantee of any number of work hours per day, per week or per year. Your schedule may be adjusted to meet the needs of the District, as determined by the District. The wage and hour information included in this notice of appointment is used for budget and payroll purposes only and does not create a contract.

Your employment is “at will” and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District. You are expected to comply with the District’s policies, regulations and rules while you are employed. Governing Board Policy GDB 7.51 further describes your at will status.

This Notice of Employment is conditioned upon the school or other work location to which Employee is assigned remaining open and in full operation for the entire term of this Agreement. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason, either the assigned school or other work location is not open and in operation for the full school year or school operations are reduced below the anticipated level, compensation under this Notice shall be reduced pro rata, corresponding to the portion of the school year that school district operations require the services of Employee and that funds to pay Employee are appropriated and available.

Should the Arizona Legislature not fund, either fully or partially, or otherwise limit, reduce, delay payment or require repayment of amounts appropriated for budget categories used for salaries, the Governing Board may in its discretion, reduce wages (although not below the minimum wage), reduce hours, or reduce the number of staff.

ACKNOWLEDGEMENT:
By signing this document you are acknowledging that you have read this Notice and understand the following:

- You are expected to comply with requirements of your job description, as well as policies of the DUSD Governing Board.
- You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person’s sex, race, religion, color, national origin, age or disability.
- This offer of appointment is contingent upon the following:
  o Possession of a valid fingerprint clearance card (if applicable) issued pursuant to title 41, chapter 12, article 3.1 or provide proof of compliance with A.R.S. 15-534(a)(2);

Initial _______
o Absence of any charge or conviction of any non-appealable offence listed in A.R.S. § 41-1758(B) or A.R.S. § 41-1758.07 and agreement to notify immediately your supervisor of any criminal charge or conviction which has occurred prior to or occurs during your employment;

o Completion of a satisfactory background investigation, reference checks and verification of previous experience; and

o Satisfactory clearance through the federal E-Verify program; and

o Possession of any certificates, endorsements or licenses requisite for the position.

In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate you for work performed during any period when such contingencies have not been met and the District may deduct amounts paid to you attributable to such period from any other monies owed to you by the District.

This Notice of Employment is being issued on May __, 2013, and is to be returned to the Human Resources Department by May __, 2013. If not returned by the allotted time, the Board may, at its option, rescind this Notice.

______________________________  __________________
Signature                              Date
Notice of Employment - Classified Staff - Exempt
2013-2014 School Year
This is not a contract of employment.

EMPLOYER COPY - PLEASE RETURN BY MAY __, 2013
A faxed copy will be accepted by faxing it to 623-876-7949 or a scanned copy to hireme@dysart.org

EMPLOYEE NAME: XXXX
POSITION: XXXX
LOCATION: XXXX
ANNUAL RATE: XXXX
FTE: XXXX
CALENDAR: XXXX

You are hereby notified that, pursuant to action taken at a meeting of the Dysart Unified School District Governing Board held on May __, 2013, you have been appointed to the position listed above. A calendar for the position is available on the Human Resources intranet page, which includes information on holidays and non-work days. The calendar is not a guarantee of any number of work hours per day, per week or per year. Your schedule may be adjusted to meet the needs of the District, as determined by the District. The wage and hour information included in this notice of appointment is used for budget and payroll purposes only and does not create a contract.

Your employment is “at will” and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District. You are expected to comply with the District’s policies, regulations and rules while you are employed. Governing Board Policy GDB 7.51 further describes your at will status.

This Notice of Employment is conditioned upon the school or other work location to which Employee is assigned remaining open and in full operation for the entire term of this Agreement. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason, either the assigned school or other work location is not open and in operation for the full school year or school operations are reduced below the anticipated level, compensation under this Notice shall be reduced pro rata, corresponding to the portion of the school year that school district operations require the services of Employee and that funds to pay Employee are appropriated and available.

Should the Arizona Legislature not fund, either fully or partially, or otherwise limit, reduce, delay payment or require repayment of amounts appropriated for budget categories used for salaries, the Governing Board may in its discretion, reduce wages (although not below the minimum wage), reduce hours, or reduce the number of staff.

ACKNOWLEDGEMENTS:
By signing this document you are acknowledging that you have read this Notice and understand the following:
- You are expected to comply with requirements of your job description, as well as policies of the DUSD Governing Board.
- You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person’s sex, race, religion, color, national origin, age or disability.
- This offer of appointment is contingent upon the following:
  - Possession of a valid fingerprint clearance card (if applicable) issued pursuant to title 41, chapter 12, article 3.1 or provide proof of compliance with A.R.S. 15-534(a)(2);

Initial ______
o Absence of any charge or conviction of any non-appealable offence listed in A.R.S. § 41-1758(B) or A.R.S. § 41-1758.07 and agreement to notify immediately your supervisor of any criminal charge or conviction which has occurred prior to or occurs during your employment;

o Completion of a satisfactory background investigation, reference checks and verification of previous experience; and

o Satisfactory clearance through the federal E-Verify program; and

o Possession of any certificates, endorsements or licenses requisite for the position.

In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate you for work performed during any period when such contingencies have not been met and the District may deduct amounts paid to you attributable to such period from any other monies owed to you by the District.

This Notice of Employment is being issued on May __, 2013, and is to be returned to the Human Resources Department by May __, 2013. If not returned by the allotted time, the Board may, at its option, rescind this Notice.

_________________________________________  ___________________________________
Signature  Date
Notice of Employment – Classified Staff - Exempt
2013-2014 School Year
This is not a contract of employment.

EMPLOYER COPY - PLEASE RETURN BY MAY __, 2013
A faxed copy will be accepted by faxing it to 623-876-7949 or a scanned copy to hireme@dysart.org

EMPLOYER NAME: XXXX  FTE: XXXX
POSITION: XXXX  CALENDAR: XXXX
LOCATION: XXXX
ANNUAL RATE: XXXX

You are hereby notified that, pursuant to action taken at a meeting of the Dysart Unified School District Governing Board held on May __, 2013, you have been appointed to the position listed above. A calendar for the position is available on the Human Resources intranet page, which includes information on holidays and non-work days. The calendar is not a guarantee of any number of work hours per day, per week or per year. Your schedule may be adjusted to meet the needs of the District, as determined by the District. The wage and hour information included in this notice of appointment is used for budget and payroll purposes only and does not create a contract.

Exempt employee shall be given five (5) vacation days to be used during the 229 work calendar.

Your employment is “at will” and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District. You are expected to comply with the District’s policies, regulations and rules while you are employed. Governing Board Policy GDB 7.51 further describes your at will status.

This Notice of Employment is conditioned upon the school or other work location to which Employee is assigned remaining open and in full operation for the entire term of this Agreement. In the event that, pursuant to court order, lack of appropriated or available funds or for any other reason, either the assigned school or other work location is not open and in operation for the full school year or school operations are reduced below the anticipated level, compensation under this Notice shall be reduced pro rata, corresponding to the portion of the school year that school district operations require the services of Employee and that funds to pay Employee are appropriated and available.

Should the Arizona Legislature not fund, either fully or partially, or otherwise limit, reduce, delay payment or require repayment of amounts appropriated for budget categories used for salaries, the Governing Board may in its discretion, reduce wages (although not below the minimum wage), reduce hours, or reduce the number of staff.

ACKNOWLEDGEMENTS:
By signing this document you are acknowledging that you have read this Notice and understand the following:
• You are expected to comply with requirements of your job description, as well as policies of the DUSD Governing Board.
• You shall not discriminate against any employee, student, parent, contractor or other individual with whom you come in contact while working for the District because of that person’s sex, race, religion, color, national origin, age or disability.
• This offer of appointment is contingent upon the following:
  o Possession of a valid fingerprint clearance card (if applicable) issued pursuant to title 41, chapter 12, article 3.1 or provide proof of compliance with A.R.S. 15-534(a)(2);

Initial ________
o Absence of any charge or conviction of any non-appealable offence listed in A.R.S. § 41-1758(B) or A.R.S. § 41-1758.07 and agreement to notify immediately your supervisor of any criminal charge or conviction which has occurred prior to or occurs during your employment;

o Completion of a satisfactory background investigation, reference checks and verification of previous experience; and

o Satisfactory clearance through the federal E-Verify program; and

o Possession of any certificates, endorsements or licenses requisite for the position.

In addition to any other remedies to which the District may be entitled, District shall not be obliged to pay or compensate you for work performed during any period when such contingencies have not been met and the District may deduct amounts paid to you attributable to such period from any other monies owed to you by the District.

This Notice of Employment is being issued on May __, 2013, and is to be returned to the Human Resources Department by May __, 2013. If not returned by the allotted time, the Board may, at its option, rescind this Notice.

________________________________________  __________________________
Signature                                      Date
AGENDA ITEM: Recommendation to Approve the District Extracurricular/Supplemental Assignment/Contract Addenda Pay Schedule for the 2013-2014 School Year

Action/Consent ______ Action/Discussion X Information ______ Supporting Data X

Cost: N/A Funding Source: N/A

EXECUTIVE SUMMARY:

Administration is recommending approval of the District Extracurricular/Supplemental Assignment/Contract Addenda Pay Schedule with suggested changes for the 2013-2014 school year.

A copy of schedule is attached for review. Additions for the 2013-2014 school year are shown in bold and items deleted from the 2012-2013 schedule for the 2013-2014 school year are noted with strikethrough.

BOARD ACTION REQUESTED:

It is recommended the Governing Board approve the District Extracurricular/Supplemental Assignment/Contract Addenda Pay Schedule for 2013-2014 as presented.

SUBMITTED BY: ___________________________ SUPERINTENDENT: ___________________________

ACTION BY BOARD: Motion: _______ Second: _______ Vote: _______ AGENDA ITEM: _______
# EXTRACURRICULAR ASSIGNMENTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Head Varsity Coach*</td>
<td>$3,890</td>
</tr>
<tr>
<td>HS Head Football Coach*</td>
<td>$5,185</td>
</tr>
<tr>
<td>Coaches* with 3 team responsibility as determined by AIA/available schedule. (i.e. Baseball, Basketball, Softball, and Volleyball)</td>
<td>$4,535</td>
</tr>
<tr>
<td>HS Varsity Assistant Coach*</td>
<td>$2,915</td>
</tr>
<tr>
<td>Football Offensive and Defensive Coordinator</td>
<td>$3,890</td>
</tr>
<tr>
<td>HS Junior Varsity Coach*</td>
<td>$2,270</td>
</tr>
<tr>
<td>HS Freshman Coach*</td>
<td>$1,945</td>
</tr>
<tr>
<td>Additional Compensation for Athletic Play-offs – Paid coaches of varsity sports engaged in post-season Arizona Interscholastic Association State Play-offs</td>
<td>$150 per week</td>
</tr>
<tr>
<td>High School Activities*</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Band</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Chorus</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Drama (2 plays per year)</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Dance</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Newspaper</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Yearbook</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Student Council</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Skills USA</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Skills USA Media</td>
<td>$1,945</td>
</tr>
<tr>
<td>- HOSA</td>
<td>$1,945</td>
</tr>
<tr>
<td>- DCA</td>
<td>$1,945</td>
</tr>
<tr>
<td>- FEA</td>
<td>$1,945</td>
</tr>
<tr>
<td>- FCCLA</td>
<td>$1,945</td>
</tr>
<tr>
<td>H.S. Team Leaders/Department Chairs*</td>
<td>$12,950</td>
</tr>
<tr>
<td>- English</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Foreign Language</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Math</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Social Studies</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Fine Arts</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Science</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Physical Education</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Special Education</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Career and Technical Education</td>
<td>$1,945</td>
</tr>
<tr>
<td>- Counseling</td>
<td>$1,945</td>
</tr>
<tr>
<td>HS Senior Class Sponsor*</td>
<td>$1,620</td>
</tr>
<tr>
<td>HS Junior Class Sponsor*</td>
<td>$1,620</td>
</tr>
<tr>
<td>JROTC* (one FTE) JROTC* (two FTE if growth exceeds 15% at the 40th day.)</td>
<td>$1,620</td>
</tr>
<tr>
<td>HS Sophomore Class Sponsor*</td>
<td>$975</td>
</tr>
<tr>
<td>HS Freshman Class Sponsor*</td>
<td></td>
</tr>
<tr>
<td>Elementary Coach*</td>
<td></td>
</tr>
</tbody>
</table>
### DYSART UNIFIED SCHOOL DISTRICT
### EXTRACURRICULAR/SUPPLEMENTAL ASSIGNMENT/CONTRACT ADDENDA PAY SCHEDULE 2013-2014

#### Additional teaching assignment (6th Section)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-8 and DECC Grade Level Chairs* (maximum of ten per school to be determined by Principal and Faculty Advisory Committee. If no agreement is reached, five grade level chairs shall be established as follows: Kindergarten and 1st grade/2nd and 3rd grades/3rd, 4th and 5th grades/7th and 8th grades/Special Education and Special Areas). DECC will have one grade level chair representing the campus. Anything outside of this should be approved by the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations.</td>
<td>$12,950 (Total stipend amount not to be exceeded by site)</td>
</tr>
<tr>
<td>K-8 Activities:</td>
<td></td>
</tr>
<tr>
<td>• Student Council</td>
<td>$650</td>
</tr>
<tr>
<td>• Yearbook</td>
<td></td>
</tr>
<tr>
<td>K-8 Extended Day Special Approved Programs (Teaching or Tutoring in Principal-approved program. Prior approval from Principal required for payment.)</td>
<td>$22/hour</td>
</tr>
</tbody>
</table>

*High School & Elementary coaching addenda will be paid throughout the season for the assignment as determined by the Athletic Director with the Human Resources Department in consultation with the Payroll Department. Year-long assignments will be paid in two installments at the end of each semester. All other extracurricular assignments will be paid upon the completion of the assignment, provided appropriate verification has been received by the Payroll Department. In situations where an athletic season is ½ of the regular AIA season, as dictated by the AIA, the head coaching stipend will be prorated to reflect the length of the season.

### SUPPLEMENTAL ASSIGNMENTS – CERTIFIED (WORK THAT OCCURS OUTSIDE OF PROFESSIONAL DAY OR CONTRACT DAYS)

<table>
<thead>
<tr>
<th>Activity</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Days (per work agreement or pre-approval from principal administration)</td>
<td>Per diem</td>
</tr>
<tr>
<td>After School Coordinator</td>
<td>$22/hour</td>
</tr>
<tr>
<td>Staff Development Class</td>
<td>$22/hour</td>
</tr>
<tr>
<td>Curriculum Writing</td>
<td>$22/hour</td>
</tr>
<tr>
<td>Elemiddle Game Supervisor</td>
<td>$1,000/per season</td>
</tr>
<tr>
<td>Game Workers</td>
<td>$10/hour</td>
</tr>
<tr>
<td>Guest Teacher Academy</td>
<td>$120</td>
</tr>
<tr>
<td>Hearing Impaired Interpreter</td>
<td>Per hour based on per diem</td>
</tr>
<tr>
<td>Language Acquisition Mentor</td>
<td>$22/hour</td>
</tr>
<tr>
<td>Prep Class Coverage</td>
<td>$18 per instance</td>
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<tr>
<td>Translation</td>
<td>$22/hour</td>
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</table>

### SUPPLEMENTAL ASSIGNMENTS – ADDENDA

<table>
<thead>
<tr>
<th>Activity</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE Site Coordinator</td>
<td>$1,000</td>
</tr>
<tr>
<td>CTE Counselor</td>
<td>$1,000</td>
</tr>
<tr>
<td>CTSO Sponsor</td>
<td>$1,200</td>
</tr>
<tr>
<td>DECA Student Store Supervision</td>
<td>$1,200</td>
</tr>
<tr>
<td>DIBELS Site Coordinator</td>
<td>$750</td>
</tr>
<tr>
<td>e-IEP Pro Help Desk Liaison</td>
<td>$750</td>
</tr>
<tr>
<td>ESY Coordinator</td>
<td>$3,000</td>
</tr>
<tr>
<td>Gifted Specialist Stipend – Provisional Endorsement</td>
<td>$1,500</td>
</tr>
</tbody>
</table>
### DYSART UNIFIED SCHOOL DISTRICT
### EXTRACURRICULAR/SUPPLEMENTAL ASSIGNMENT/CONTRACT ADDENDA
### PAY SCHEDULE
#### 2013-2014

<table>
<thead>
<tr>
<th>Position/Endorsement</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifted Specialist Stipend – Standard Endorsement</td>
<td>$2,000</td>
</tr>
<tr>
<td>Lead Adaptive Physical Education Teacher</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead Motor Therapist</td>
<td>$5,000</td>
</tr>
<tr>
<td>Lead Nurse</td>
<td>$2,500</td>
</tr>
<tr>
<td>Lead OT</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead School Psychologist Addenda</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead SLP</td>
<td>$3,000</td>
</tr>
<tr>
<td>National Board Certification</td>
<td>$3,000</td>
</tr>
<tr>
<td>Online Course Teacher</td>
<td>$850</td>
</tr>
<tr>
<td>1-10 students=$1,000</td>
<td></td>
</tr>
<tr>
<td>11-15 students=$1,500</td>
<td></td>
</tr>
<tr>
<td>16-20 students=$2,000</td>
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<tr>
<td>School Nurse</td>
<td>$672</td>
</tr>
<tr>
<td>Site Technology Mentor</td>
<td>$3,000</td>
</tr>
<tr>
<td>Special Education Self-Contained Classroom Teacher (K-12)</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

*Phase out: Teachers receiving the stipend in the 2012-2013 school year will continue to receive the stipend for 2013-2014. New hires for 2013-2014 are not eligible for the stipend. The stipend will be eliminated in the 2014-2015 school year.*

### CONTRACT – ADDENDA

<table>
<thead>
<tr>
<th>Position</th>
<th>Additional Days</th>
<th>Per diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor – High School</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Lead District Counselor – 10 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Lead District Counselor</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead District ELD Teacher – 20 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Lead District ELD Teacher</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>El Mirage Teacher (Grades 2-4 ASU Affiliated Training Program) – 15 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>El Mirage Teacher (Grades 2-4 ASU Affiliated Training Program)</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Grant Specialist</td>
<td></td>
<td>$6,000</td>
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<tr>
<td>Hard-to-Fill Position Addenda (hard-to-fill positions reviewed annually)</td>
<td>Per diem</td>
<td>$1,500</td>
</tr>
<tr>
<td>Lead District Arts Teacher – 10 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Lead District Arts Lead Teacher</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead District Foreign Language – 10 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Lead District Foreign Language</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead District Media Specialist – 10 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Lead District Media Specialist</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Instructional Growth Teacher – 15 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Instructional Growth Teacher</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead Special Education Lead Teacher/Lead Read 180 Teacher</td>
<td>Per diem</td>
<td>$3,000</td>
</tr>
<tr>
<td>Librarian/Media Specialist – High School – 10 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Specialist (Math, Science, SS, LA, Technology) – 32 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Specialist (Math, Science, SS, LA, Technology)</td>
<td></td>
<td>$6,000</td>
</tr>
<tr>
<td>Technology Training Supervisor – 32 additional days</td>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Technology Training Supervisor</td>
<td></td>
<td>$41,000</td>
</tr>
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Revised 4/3/2013
AGENDA ITEM: 2012-2013 Report on the Continuous Improvement Plan (CIP) for Student Support and Athletic Department

Action/Consent    Action/Discussion  Information    Supporting Data

Cost: N/A    Funding Source: N/A

EXECUTIVE SUMMARY:

Administration will provide information regarding the Continuous Improvement Plans for Student Support and Athletic Department.

BOARD ACTION REQUESTED:

It is recommended the Governing Board accept the information presented.

SUBMITTED BY: SUPERINTENDENT: 

ACTION BY BOARD: Motion: Second: Vote: AGENDA ITEM: 30
DYSART SUPPORT SERVICES & ATHLETICS

HIGH SCHOOL PARTICIPATION

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<tr>
<td>Fall</td>
<td>288</td>
<td>301</td>
<td>252</td>
<td>241</td>
<td>237</td>
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<td>226</td>
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<tr>
<td>Winter</td>
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<td>545</td>
<td>549</td>
<td>589</td>
<td>585</td>
<td>575</td>
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<tr>
<td>Spring</td>
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<td>328</td>
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<td>289</td>
<td>291</td>
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<td>1,057</td>
<td>1,122</td>
<td>1,157</td>
<td>1,122</td>
<td>1,020</td>
</tr>
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</table>

Total 2,426

HIGHLIGHTS

- Division II Football State Runner-Up: Willow Canyon
- State Runner-Up: Shadow Ridge
- All State: Mike Banfield, Willow Canyon
- All State: David Gorka, Shadow Ridge
- All State: Michael Rodriguez, Shadow Ridge
- All State: Casey Johnson, Willow Canyon
- All State: Doug Duran, Shadow Ridge
- All State: Austin Metsker, Shadow Ridge

Division II, Fall: Diego Duran, Shadow Ridge
- Division II, Fall: Diego Duran, Shadow Ridge
- Division II, Fall: Diego Duran, Shadow Ridge

Division II, Winter: Diego Duran, Shadow Ridge
- Division II, Winter: Diego Duran, Shadow Ridge
- Division II, Winter: Diego Duran, Shadow Ridge

Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge

Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge

Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge

Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge
- Division II, Spring: Diego Duran, Shadow Ridge
HIGHLIGHTS

Winter Sports:
- Division I Girls Basketball Player - Valley Vista, Dylan
- Division II Boys Basketball All-Stars
- Division I Girls Swimming All-Academic
- Charles Hall Hocoflence Medals
- Division II Boys Basketball All-Academic
- Varsity Soccer, Winter White - Shadow Ridge
- Peoria Basketball Tournament Champions - Shadow Ridge Boys
- Desert Wrestling Champions - Valley Vista
- Division I Wrestling Semi-Champions - Shadow Ridge
- Division I Wrestling All-Division - Shadow Ridge, Valley Vista
- Division I, II Dual Wrestling Qualifier:
  - Dylan Clark, Willow Canyon, Desert Brains - Desert Brains, Dylan Clark - Shadow Ridge, Desert Brains
- Division I Girls Soccer State - Willow Canyon
- Division I Girls Soccer All-Dez
- Jessica Mastro 2nd Team - Willow Canyon
- Jordan Richter, Junior Highlight - Willow Canyon
- D.J. Brown, Shadow Ridge All-American
- Division I, II Soccer State - Shadow Ridge
- Division I, II Soccer State - Shadow Ridge, Dylan Clark - Shadow Ridge, J.T. Howard
- Shadow Ridge - Shadow Ridge

College Signings:
- WCHS - Colton Wasden, Pima
- WCHS - Anthony Thompson, Pima
- VVHS - Miles Spearman, Wm. Rehnkamp
- VVHS - Dylan Richardson, Adams State
- DHS - Marita Murtula, Pending
- SBHS - Kyle Brand, Fort Hayes
- WCHS - Avery Johnson, University of Arizona
- WCHS - Zack Newman, Pending
- WCHS - Jessica Ratner, Grand Canyon University
- WCHS - Taylor Lewellen, New Mexico State

FOUNDATIONS

Philosophy
Educational Compatibility
Mentoring
Safety and Risk Management
Access and Equity
Budget and Supplemental Fund Raising
Personnel and Program Assessment
Technology
Sports Medicine
Innovation and Creativity
STUDENT SUPPORT SERVICES
Reorganization:

QUESTIONS?
Dysart Athletic Philosophy

We, the administration and coaching staff of the Dysart Unified School District consider interscholastic athletics a vital part of the total educational process. The Athletic Department is committed to the democratic process, which recognizes equal opportunity for all students, regardless of sex, color, national origin, religion, or economic status. As administrators and coaches, we have the opportunity to make a difference in the lives of our student athletes, their families and the entire school community. Participation in athletics provides an opportunity to add to the overall educational experience of a student and teaches much more than sports skills and fitness. Athletics are a vehicle to teach life skills, character, pride, self-confidence and much more. Development of these skills does not just occur when students participate, there skills are the result of athletic programs that choose to make them a priority.

Our athletic philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities under different teacher/coach role models. As members of the Dysart District Staff, we strive to foster positive experiences and guide our student athletes toward preparing students to succeed rather than merely to win games. Win or lose, our students should learn lessons of a lasting and positive nature.

When students wear the colors of their school, it is assumed they will not only understand the traditions of their school, but will be willing to assume the responsibilities that go with them. The most important of the responsibilities students assume is to broaden and develop strength of character. Student owe it to themselves to derive the greatest in their academic students, their participation in other extracurricular activities as well as in sports to help prepare themselves for their life as an adult.

As a squad member, students also bear a heavy responsibility to their home. When students know in their heart that they have lived up to all the training rules, that they have practiced to the best of their ability every day and that they have played the game “all out”, they can keep their self-respect and their family can be justly proud of them. The younger students in the Dysart District are watching the student athletes. They will copy those student leaders in many ways. Student leaders should never do anything to let hose younger student down and should always set good examples for them. Within the sports programs, young people learn the values Associated With discipline, performing under stress, citizenship, sportsmanship, confidence, leadership and organizational skills, participating within rules, physical well-being and chemical health, striving towards excellence and many more which come quickly to the mind of any parent. If interscholastic athletics are to be justified as school activities, values such as these must be priorities of every program . Ethics, playing within the spirit of the rules and good sportsmanship which is good citizenship must be woven into the fabric of the athletic participant.

Dysart Athletic Foundations:

Ten comprehensive categories of practices are provided to facilitate our four district high school athletic program assessment. These categories are intended to guide the daily management and supervision of the interscholastic program while giving direction to immediate and long range planning efforts in specific operation areas. The National Interscholastic Athletic Administrators Association has developed this measurement criteria for our district to use to assess the current
status of our athletic program. This assessment program is intended to focus on immediate and long range plans. The core value of the district athletic program is to enhance the educational experiences of students who participate in education based high school athletic programs through comprehensive assessment, planning and ongoing improvements in program quality.

Philosophy

Educational Compatibility

Mentoring

Safety and Risk Management

Access and Equity

Budget and Supplemental Fund Raising

Personnel and Program Assessment

Technology

Sports Medicine

Innovation and Creativity

Philosophy

The district athletic philosophy is:

• Published and endorsed in a governance board policy
• Published in a school district official publication or policy
• Published in an all-school philosophy document
• Published in the school coaches’ manual
• Published in the school parent-athlete code of conduct handbook

The district gives direction to:

• A definition of athletic “success” that is expressed in player growth terms rather than contest outcome measures
• Use of educationally sound motivation by coaches
• Sound instruction in methods, tactics and conditioning
• Approval of an open communications procedure for parents and players to discuss issues and concerns with athletic department personnel and/or administrators
• Coaches’ job descriptions, vacancy posting, interview questions, supervision programs, assessment programs, corrective action programs or disciplinary proceedings.
• Long range strategic planning for the athletic department

Educational Compatibility

Dysart coaches and athletic administrators:

• Participate in continuing professional development activities
• Participate in professional development courses based on NCACE standards and guidelines
• Coaches engage in professional growth in areas that supplement traditional tactics, strategies and conditioning
• Coaches are formally assessed for educationally sound instruction
• Coaches are formally assessed for educationally sound motivation
• Coaches are required to earn certification
• Coaches are required to be currently certified in First Aid, Cardiac Rescue
• Coaches hold required state department of education, state athletic association coach certification
• Athletic program administrator meet required state department of education, professional growth and certification

Mentoring
• Coaches have access to a mentoring program and a coach-mentor
• Athletic administrators have access to a mentoring program and an AD-mentor
• Student leaders have access to a mentoring program and faculty mentor
• Positive changes in coach(es) performance as a result of a school mentoring program
• Positive changes in student leader performance as a result of the school mentoring program
• Mentoring community leaders/spectators has had a positive effect on sportsmanship and contest safety
• Mentoring has resulted in performance of community service projects by student leaders and supervisors

Safety and Risk Management
Dysart athletic administrators, coaches and athletic trainers are required to:
• Engage in ongoing, regular risk management inspections of ON Campus practice, competition and medical facilities using sport specific checklists
• Collaborate with other agency personnel to engage in ongoing, regular risk management inspections of OFF Campus practice, competition and medical facilities using port-specific safety checklists
• Conduct regular risk management inspections of competition equipment and protective player equipment for maintenance needs, repairs and or replacements
• Perform regular inspections of player protective equipment using manufacturer and/or NOCSEA fitting and safety guidance
• Utilize sport-specific warnings of apparent and less obvious hazards unique to certain sports

Athletic administrator/designee has assigned one or more athletic department staff members:
• Assign qualified supervisors to practice, competition and medical areas, locker rooms and student assembly areas
• Develop a plan for supervision of spectators during competition
• Train staff and police to implement the contest supervision plan
• Train and involve the public address announcer to enhance a safe environment characterized by high standards of sportsmanship
• Review/improve contest supervision plan(s) annually
• Orient coaches to the fourteen legal duties and related school safety policies during annual orientation programs
• Make sport-specific risk management improvements
• Provide coaches with ongoing professional growth training

Access and Equity
Communication access:
• Athletic handbooks define open communications procedures for parents and students and expectations for all school personnel including coaches and athletic administrators
• Coaches are required to define knowledge and skill requirements for players who are candidates for selected teams
• Coaches are required to make themselves available to players on a regular basis to discuss their team status and to define needed improvements and skills

Special needs students:
• Athletic department representatives communicate with Exceptional Student Services through IEP analyses to assess a student's capability to participate in interscholastic sports

All students are provided equal opportunities for:
• Participation opportunities
• Levels of competition
• Uniforms
• Playing equipment
• Contest and practice schedules
• Contest and practice facilities
• Coaches – number and quality
• Transportation
• Locker Room
• Athletic training room access and services
• Sports medicine services, access, quality
• Strength and conditioning room access and programs

Budget and Fundraising
An approved budget is maintained for:
• Coaches' salaries and benefits
• Contest officials' salaries
• Transportation and meals – including Title IX standards
• Uniform replacements – including Title IX standards
• Expendable equipment replacements – including Title IX standards
• Capital equipment repairs or replacement – including Title IX standards
• Equity considerations – new levels of competition; new sports
• Cleaning and repair – including Title IX standards
• NOCSAE and manufacturer repair standards are funded – including Title IX standards
• Professional growth and development funds

Revenue production and corporate sponsorship
• Advertising contract produces supplemental revenue(s)
• Community education produces revenue
• Individual gifts solicited by athletic administrator produces revenue(s)

Booster Club activities:
• Are sanctioned by the Governing Board
• Are guided by a set of bylaws
• Are conducted in consultation with the athletic administrator to ensure equitable distribution of supplemental funds
• Can take direction from bylaws and policies developed by the school athletic administrators

Personnel and Program Assessment
• A formal assessment program has been endorsed by the Board of Education as a mechanism for personnel and program improvement
• An assessment program focuses on the educational value of the high school sports program
An assessment program focuses on growth and development measures among squad members.

An assessment program focuses on factors over which sport personnel have control—communication, motivation, inventory management, budget management, supervision, instruction, planning, risk management.

An assessment program involves coaches and other sport personnel in developing assessment instruments and questions.

Parents provide opinions in assessment programs.

Athletes provide opinions in assessment programs.

The assessment program is reviewed periodically by all stakeholders.

**Technology**
- Dedicated support for the athletic management
- A cell phone for the athletic administrator
- Weather service reporting system
- Digital camera compatible with office computer
- Documented scanner
- LCD projector
- Athletic department access to a fax machine
- Athletic department access to a copy machine
- Hand-held radio(s) for spectator management/controlling EMS
- Portable communications devices used for management of large group activities
- Cell phone access for practices or competitions

**Implementation of technology:**
- Software for budget development/management
- Software used for rosters, eligibility determinations
- Software used for equipment inventories
- Software used for scheduling of contests
- Software used for scheduling of contest officials
- Power Point or similar program used for public presentations
- Athletic department website developed

**Sports Medicine**
- Current certification in First Aid for all coaches
- Current certification in Cardiac Rescue Techniques for all coaches
- Current certification in AED techniques for coaches
- Employment of a full time NATA certified athletic trainer who covers practice, rehabilitation and all competitions
- Athletic training room is located so that equal access is guaranteed for both genders
- Rehabilitation facility is located so that equal access is guaranteed for both genders
- Athletic training room is regularly inspected for hygiene and risk management using checklists
- Team physicians provide office hours for athletes and attend varsity football games
- Sports medicine administrative details are accounted for:
  - Permission to participate
  - Current medical exam
  - Medical information and card—doctor information, phone numbers, medications
  - Insurance certification and policy numbers
• Insurance information provided by school district
• Permission to provide emergency and other medical care at home and away practices and contests
• Permission to administer emergency medication
• Site-specific emergency response plans have been defined and developed for implementation at all indoor and outdoor facilities
• A 911 telephone script developed for each competition and practice facility/site to give EMS location and access directions
• Emergency care and control procedure for response to an emergency involving player(s)
• Plan for a response to an emergency involving spectator(s)
• Plan for a response to a player emergency for coaches who work in isolated areas
• Emergency response plans are reviewed and practiced during an early season team practice session
• Emergency response plans are reviewed annually and enhanced as needed
• Access to AED at practice and competition facilities and sites

Innovation and Creativity
• Student leadership opportunities
  o Student athletic training assistance are under the supervision of a NATA certified Athletic Trainer
  o Student body sportsmanship efforts
  o Student/parent initiatives to curtail student substance abuse or usage
  o Students/public address announcer read sportsmanship announces, sing National Anthem
  o Athletic department support for Special Olympics programs
• Program funding innovations:
  o Community support – booster clubs, PTA, PTO, PTSA
  o Corporate support
  o Alumni outreach
  o Advertising contracts
• Community relations and athletic department image
  o Student-athlete community service programs
  o Blood Drives
  o Food Drives
  o Clothing Drives
  o Athletic department website with information about schedules, directions, summer programs
• Enhancement of communications and understandings between:
  o Coaches/administration and other programs
  o Student athletes and coaches/administration
  o Parents and coaches/administration
  o School administration with School Board
• Other innovations:
  o Awards Programs
  o Athletic Recognition
  o Sportsmanship programs
  o Pre-season parent meetings
  o Publication and marketing
Student Services Flow Chart
Dysart Unified School District

Parent Concerns

Student Services Manager

Principal

Student Services Manager

Continued Parent Concern

Cyndi, Quinn
Principal, Director

Long Term Suspensions

Notify Jim Braden, Cyndi & Quinn on Day 1

LTS Approved? 

No

School Imposed Discipline

Yes

LTS Scheduled, Parent Notified by Day 3 (Student Services Manager)

LTS Hearing Held by Day 9 (Student Services Manager)

LTS Packet Due to Jim Braden by Day 2

Crisis Management

- Email A-Team
- Direct Call Cyndi, Quinn Immediately

Implement Campus Safety Plan Immediately

Principal Assistance

Direct Call Cyndi or Quinn or Jim Braden
AGENDA ITEM: Memorandum of Understanding with the Dysart Education Association for the 2013-2014 School Year

Action/Consent ___  Action/Discussion ___  Information X  Supporting Data X

Cost: N/A  Funding Source: N/A

EXECUTIVE SUMMARY:

Administration will report on the collaboration efforts with the Dysart Education Association regarding changes to the Memorandum of Understanding for the 2013-2014 school year. This is a draft document. The final document will be returned to the Board for approval at its meeting on April 17, 2013.

BOARD ACTION REQUESTED:

It is recommended that the Governing Board accept the information provided.

SUBMITTED BY: [Signature]  SUPERINTENDENT: [Signature]

ACTION BY BOARD: Motion:  Second:  Vote:  AGENDA ITEM: 3
2012-2013 2013-2014

MEMORANDUM OF UNDERSTANDING FOR CERTIFICATED EMPLOYEES

BETWEEN

THE DYSART EDUCATION ASSOCIATION

and

THE GOVERNING BOARD OF THE DYSART UNIFIED SCHOOL DISTRICT NO. 89

Adopted by the Dysart Unified School District #89 Governing Board on
March 21, 2012 April __, 2013
Amended August 1, 2012
Amended August 15, 2012
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Appendix B – 2013-2014 Extracurricular/Supplemental Assignment/Contract Addenda Pay Schedule
Attachment 1 – 2012-2013 2013-2014 Certified Salary Schedule
Attachment 2 – 2012-2013 2013-2014 Occupational Therapist and Physical Therapist Salary Schedule
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PREAMBLE

The Governing Board (hereinafter referred to as the “Board”) of the Dysart Unified School District No. 89 (DUSD) (hereinafter referred to as “District”) and the Dysart Education Association (hereinafter referred to as “DEA” or “Association”) agree that the educational welfare of children of the District is paramount in the operation of the schools.

The Board recognizes that teaching is a profession, that members of this profession have specialized educational qualifications, and that their participation in policy development on matters relative to the professional services of teachers is important to the success of school programs.

The Board and the Association recognize their responsibilities toward each other and to the community to meet in good faith to reach agreements, utilizing an interest-based approach, which are mutually acceptable.

In order to promote maximum utilization of the ability, experience, and judgment of all parties sharing responsibility for the quality of instruction in the District, the parties do hereby enter into the following agreement.

Nikki Frye
President
Dysart Education Association

Traci Sawyer-Sinkbeil
President
Governing Board
Dysart Unified School District No. 89
I. RIGHTS AND RESPONSIBILITIES OF THE PARTIES TO THIS MEMORANDUM [Reference DUSD Policy 8]

A. JOINT

1. Recognition
   a. The Board recognizes the Association as a representative of certificated personnel in non-administrative positions within the District, except substitute employees.
   b. This recognition shall remain in full force unless during the month of September another organization with a verified membership of 35% of the total certified staff petitions an election and receives a majority (51%) endorsement in a scheduled election.
   c. The recognized Association may not discriminate in its membership on the basis of age, color, national origin, religion, disability, race, creed, sex, marital status, grade level, or subject field. Recognition shall also entitle the recognized Association to the following:
      1. An Association bulletin board in each school.
      2. Intra-school mail pickup and delivery service between the Association office and all sites and administrative offices of the District.
      3. E-mail access for use consistent with the law and District policy, procedures and regulations.
   d. Nothing in this Memorandum of Understanding (hereinafter referred to as "MOU") is to be construed to restrict the constitutional or legal rights of any employee.

2. Effective Date and Duration
   a. The provisions of this MOU shall be effective as of the date of the signing of this memorandum and continue until adoption of a new MOU.
   b. The Board and the Association recognize that there are external factors, which could create a fiscal emergency that may necessitate consideration or modification of this MOU, e.g., additional financial restrictions imposed or benefits granted by the Legislature. Any serious reduction in instructional services or significant increase in instructional services occurring as a result of the foregoing will not take place until the Association is informed in writing by the Superintendent.
   c. A copy of this MOU shall be posted on the district intranet site. DEA will be provided 100 copies of the MOU paid for by the Association. The copies will be given to the DEA President by the first day of school, or as soon thereafter as practicable.
   d. If any provision of this memorandum (or any application of memorandum) to any employee or group of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect. It is further agreed that within ten (10) days of receipt of notification of the court's actions, or as mutually agreed, Interest Based Approach (hereinafter referred to as "IBA") shall commence, during which changes to the MOU shall be discussed. All understandings reached under this procedure shall be reduced to writing, signed by each party, and made a part of the MOU.
   e. The Association understands and agrees that the matters contained in this MOU are subject to change by the Board. The Board agrees, however, that any changes to matters expressly covered by this MOU will not be changed until after notice to, and opportunity for discussion, is provided to the Association.

3. Principles of Interest Based Approach (IBA) to Negotiations
   Obtaining objectives - The process described in this memorandum is dependent on mutual understanding, cooperation, and good faith. It, therefore, requires a free and open exchange of views with all parties participating in deliberations leading to agreement.

4. Interest Based Approach (IBA) Procedures
   a. IBA - A maximum of six representatives designated by the Superintendent shall meet with as many as four representatives designated by each employee group to discuss and to attempt to reach, in good faith, a mutually satisfactory proposal for Board approval.
   b. Opening IBA Session: The IBA process shall commence as soon as possible after a written request to commence the process is provided to the Superintendent by the Association, but in no event later than March 1.
   c. Preparation: The time and place of meetings shall be agreed upon by the parties. Costs, if any, will be shared equally by both parties.
   d. Exchange of Information:
      1. During IBA sessions, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. Upon request of either party, the other shall make available for inspection its records and data pertinent to the subjects discussed in IBA sessions, except privileged information.
2. The Superintendent of Schools shall provide the Association with the proposed budget for the next fiscal year no later than two (2) weeks after it has been made available to the Board.

e. Consultation:
   1. Each party may utilize the services of outside consultants and may call upon professionals and paid representatives to assist in the IBA process. The expense of such consultants shall be borne by the party requesting them.
   2. Resource people will be available for reports and questions upon request.
   3. All members of the IBA team will be required to sign a confidentiality statement regarding communication during the IBA process. A jointly agreed upon communique, summarizing the discussion of each IBA session, will be shared with all district staff. The communique will be drafted with input from the leader of each representative group.

f. Joint Study Sub-committees:
   1. Upon mutual agreement, the chairpersons are empowered to create joint study committees.
   2. Recommendations of joint study committees are advisory in nature.
   3. Upon completion of its study, the subcommittee will submit a written report to the IBA team on the subject assigned to it.

g. Both parties recognize the right of the Board and the Association to communicate with their constituency and the public regarding IBA items deemed relevant by either party.

5. Agreement
When an agreement on a proposal is reached, it shall be made in writing and submitted for ratification to the certified IBA team prior to submittal to the Board. When approved by both parties, it shall be signed by their respective presidents and shall be included within the official minutes of the Board. The Board, in its sole discretion, may include such items in District policy. With respect to agreements between teachers and the Board, the District agrees to notify the Association if any substantive changes to the language used in the forms for those agreements are contemplated.

B. GOVERNING BOARD
1. Recognition of Responsibilities and Rights of the Association
   a. The Board hereby agrees that every certified employee of the District shall have the right to organize, join, and support the Association for the purpose of engaging in the IBA process and for the processing of grievances. The Board agrees that it will not discriminate against any teacher by reason of his/her membership in the Association, his/her participation in any activities of the Association or meeting with representatives of the Board, his/her participation in any grievance, complaint or proceeding under this MOU.
   b. A joint presentation will be made by a designee of the Superintendent and the Association to administrators about the contents of the MOU.

2. Responsibility for Teacher Effectiveness
   Board and/or administrators have a professional responsibility to provide reasonable conditions under which classroom teachers can effectively teach. Such conditions include:
   a. Assignment of classroom teachers only to areas in which they are legally qualified to teach;
   b. Provision of teaching facilities and materials, within budget limitations, for all teachers, including special area teachers;
   c. Provision of adequate time to teach;
   d. Professional treatment and administrative support of classroom teachers; and
   e. Maintenance of facilities within budget limitations.

C. DYSART EDUCATION ASSOCIATION (DEA)
1. Use of School Facilities
   a. The Association and its representatives shall have the right to use a school building at all reasonable hours for meetings, scheduling such use with the principal of the school, provided that this shall not interfere with or interrupt normal school operations. Direct expenses incident to the meeting, other than those normally a part of the school operations, shall be borne by the Association.
   b. Duly authorized representatives of the Association and the organizations with which the Association is affiliated shall be permitted to discuss matters pertaining to Association business with District personnel provided that this shall not interfere with or interrupt normal operations.
   c. The Association shall have the right to place appropriate identified notices, circulars and other material on designated school bulletin boards and in the teachers' mailboxes. Appropriate material does not include any material detrimental to the interests of the District or any material which contains derogatory
statements about the District or District personnel. At least one (1) bulletin board on each campus shall be reserved exclusively for Association material.

d. The District will provide a work space, telephone and intradistrict mail for Association activities. Intradistrict mail includes e-mail. Only appropriate material may be disseminated by e-mail. Appropriate material does not include any material detrimental to the interests of the District or any material which contains derogatory statements about the District or District personnel. All e-mail must comply with District policies concerning use of District e-mail.

e. There shall be designated days when there will not be any staff meetings, professional development programs, committees or mandatory meetings. These days shall be the first and third Tuesday of each month which will be designated for Association meetings. IEP meetings are permissible, as well as teacher-elected activities such as tutoring, clubs and athletics.

2. Release Days

a. The District has determined that it is in its benefit and its best interests to employ and pay the salary of a certificated staff person to perform the job duties listed below on behalf of District certified employees and the District. This person who shall perform the duties listed will be the Association President (or his or her designee if that individual is absent). The Association President shall be employed as a Teacher on Special Assignment. The Teacher on Special Assignment (TOSA) shall perform the following duties assigned by the District that benefit the district and its employees, including, but not limited to, the following:

1. Provide communication, build morale and engender trust with campus leaders, teachers, certified employees, and administrators. This will contribute to positive working relationships, and ensure that teachers, certified employees, administrators and Board members are informed about district policies, procedures, processes and concerns.

2. Work with administration and certified staff to build common understanding on key initiatives, including but not limited to the Strategic Plan, Data Driven Decision Making, Professional Learning Communities, etc.

3. Attend school board meetings as an advocate and advisor for teacher and certified employee-relevant issues.

4. Attend Administrative Council Meetings, Extended Cabinet, Superintendent Council Meetings and other relevant meetings and trainings to help develop skills and to gain understanding in order to contribute to the success of critical district processes and initiatives.

5. Assist teachers and certified employees in their awareness of district processes, procedures and initiatives in order to ensure the successful implementation of such.

6. Serve on District committees to include but not limited to:
   - Professional Growth
   - Evaluation
   - IBA/ Meet and Confer
   - 301
   - Policy and Review
   - Green Committee
   - Budget Review
   - Reduction In Force (RIF)
   - Strategic Planning
   - Certified Council
   - Working Conditions

7. Work with district administrators to appoint teachers and certified employees to district committees.

8. Assist in training processes to enhance relationships through collaborative efforts.

9. Assist in the processing of teacher and certified employee concerns for successful resolution, including the processing of grievances, regardless of whether the employee is a member of the local association.

10. Dialogue with district administrators and board members on critical areas of concern to teachers and certified employees.

11. Research information from a variety of sources on areas of critical educational issues to teachers and certified employees such as Race to the Top.

12. Support and advise teachers who are on a Performance Improvement Agreement (PIA).

13. Meet with the Superintendent and the Executive Director of Employee and Community Relations

   Assistant Superintendent for Employee and Public Relations

   on a weekly basis.

If the Attorney General’s Opinion on this position invalidates any part of this understanding, the parties will review and renegotiate this position.
D. EMPLOYEE RIGHTS

1. General Rights
   a. Nothing contained herein shall be construed to deny or to restrict to any teacher rights he/she may have under the Arizona Revised Statutes or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
   b. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

2. Rights of Representation
   a. Prior to any meeting with a teacher which could lead to discipline or an evaluation leading to a Performance Improvement Agreement (PIA), the supervisor shall indicate to the teacher the subject to be discussed.
   b. The teacher has the right to have an Association representative present. The meeting shall be scheduled allowing DEA representation if requested.
   c. If during the course of the meeting the teacher feels the need for representation, the meeting shall be suspended until such time as a representative can be present provided that the representative shall be available within five (5) working days of the date of the requested representation. The delivery of a notice of non-renewal or letter of inadequate performance is an exception. After the delivery of the letter and before formal discussion, the teacher may request Association representation.

3. Academic Freedom
   Academic freedom shall be guaranteed to teachers in order to create in the classroom an atmosphere of freedom, which permits students to raise questions dealing with critical issues of the time and which maintains an atmosphere conducive to the study, investigation, presentation, and interpretation of facts which stress the interplay of ideas. The teacher shall take into consideration the subject matter as it relates to the maturity level of the student.

4. Personnel Records and Files [Reference DUSD Policy 7.16]
   a. The District shall maintain a complete and current official personnel file for each employee. Teachers in the District will be required to supply the District office with current and complete transcripts of credit. It is the duty and responsibility of each teacher to be certificated and to keep such certification and highly qualified status current. Teachers must record their certificates with the Maricopa County School Superintendent's office.
   b. An employee's confidential file will be available only to authorized individuals and to the employee.
   c. The employee's own personnel file may be reviewed by making a written request to the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations. The employee shall be allowed to review his/her personnel file within two (2) working days of the request to do so. All materials placed in the teacher's personnel file and originating within the District shall be available to the teacher at his/her request for inspection.
d. Material originating within the District and which is derogatory to a teacher's conduct, service, character or personality shall not be placed in a teacher's personnel file located in the Human Resources Department unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed.

e. The teacher shall have right to rebut any material filed, and the response shall be attached to all file copies. All reference and information originating outside the District on the basis of confidentiality and information obtained within the District in the process of recommending the teacher for employment shall not be subject to the MOU and, therefore, shall not be available for inspection by teachers.

f. The teacher shall have the right to place pertinent material as defined in district policies in her/her file. This material shall be submitted to the principal and to the Human Resources Department for placement in the teacher's file.

g. All references and information obtained within the school system in the process of recommending the teacher for employment or promotion shall not be available for inspection by any teachers except by written agreement from the person(s) on whom the file is being kept.

5. Professional Responsibilities [Reference DUSD Policy 7.42]
   a. Teachers are encouraged to participate in the following areas:
      1. Professional organizations, either of a broad nature or those pertaining to subject areas;
      2. Staff development training;
      3. District-wide committees; and,
      4. A reasonable number of school functions, i.e., PTA, PTO, chaperoning.
   b. When a regular teacher is absent, it is his/her responsibility to have available to the substitute those materials necessary to conduct the activities of the day as set forth in paragraph V(1)(2) "Substitute Assignment" of this memorandum.
   c. The work assignment is the main focus of the professional assignment of the teacher and represents the portion of his/her assignment where the greatest amount of time is spent. The teacher must be in the classroom during these periods, which are assigned as teaching periods, unless other arrangements have been specifically made with the building Administration.

II. EMPLOYMENT QUALIFICATIONS

A. The selection of teachers for the District is based primarily on:
   1. An evaluation of the written application, transcript and recommendations;
   2. Automated (or Standardized) Screening Instruments;
   3. Personal interviews; and,
   4. Professional References

B. All applicants for any teaching position in the District must have a valid Arizona certificate and be both certified and highly qualified for teaching the position for which they are an applicant.

C. Prior experience may be granted up to ten (10) years for teaching experience in K-12 public schools. Exceptions may be granted at the discretion of the Superintendent for positions that are identified as priority recruitment positions. The DEA President will be notified which positions have been identified as exceptions. [Reference DUSD Policy 7.22]

D. All applicants must meet the basic health requirements as specified in the policies of the Board and the State of Arizona.

III. COMPENSATION

A. COMPENSATION PROCEDURES
   1. Effective July 1, yearly, except as provided herein, the salary for all positions covered by this memorandum shall be set forth in the Salary Schedule included in this memorandum.
   2. A teacher shall advance with professional growth credit through the horizontal steps of the salary schedule by completing academic credit on the increment basis provided herein. Requirements for earning academic credit are found in Section III.E.
   3. If full-time employment has been for less than one-half of the total student attendance days as set by the official school calendar, the teacher shall be deemed interim, and as such if offered a contract for the following school year will remain on the same salary step of the salary schedule as their initial placement.
4. Teachers taking courses at the written direction of the administration shall receive credit for these courses toward advancement on the salary schedule.
5. School Nurses shall be paid on the certified salary schedule.

B. **EXTRACURRICULAR PAY SCHEDULE** (Reference DUSD Policy 7.23)

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Head Varsity Coach*</td>
<td>$3,600</td>
</tr>
<tr>
<td>HS Head Football Coach*</td>
<td>$5,185</td>
</tr>
<tr>
<td>Coaches* with 2 team responsibility as determined by AIA/available schedule (i.e. Baseball, Basketball, Softball, and Volleyball)</td>
<td>$4,535</td>
</tr>
<tr>
<td>HS Varsity Assistant Coach*</td>
<td>$2,945</td>
</tr>
<tr>
<td>Football-Offensive and Defensive Coordinator</td>
<td>$3,800</td>
</tr>
<tr>
<td>HS Junior Varsity Coach*</td>
<td>$3,070</td>
</tr>
<tr>
<td>HS Freshmen Coach*</td>
<td>$1,945</td>
</tr>
</tbody>
</table>

Additional Compensation for Athletic Play-offs: Paid coaches of varsity sports engaged in post-season Arizona Interscholastic Association State Play-offs will receive $150 per week stipend for practice and compensation. Head coaches and varsity assistants will be paid in sports in which the entire team qualifies. For sports that qualify individuals, the head coach will be paid and if four or more team members qualify, varsity assistants will be paid.

<table>
<thead>
<tr>
<th>High School Activities*</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>$1,945</td>
</tr>
<tr>
<td>Chorus</td>
<td>$1,945</td>
</tr>
<tr>
<td>Drama (2 plays per year)</td>
<td>$1,945</td>
</tr>
<tr>
<td>Dance</td>
<td>$1,945</td>
</tr>
<tr>
<td>Newspaper</td>
<td>$1,945</td>
</tr>
<tr>
<td>Yearbook</td>
<td>$1,945</td>
</tr>
<tr>
<td>Student-Council</td>
<td>$1,945</td>
</tr>
<tr>
<td>Skills USA</td>
<td>$4,945</td>
</tr>
<tr>
<td>HOSA</td>
<td>$4,945</td>
</tr>
<tr>
<td>DCA</td>
<td>$1,945</td>
</tr>
<tr>
<td>FFA</td>
<td>$1,945</td>
</tr>
<tr>
<td>FCLA</td>
<td>$1,945</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HS Team Leaders/Department Chairs*</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>$12,505</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>(Total stipend amount not to be exceeded by site)</td>
</tr>
<tr>
<td>Math</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>Special Education</td>
<td></td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HS Senior Class Sponsor*</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Junior Class Sponsor*</td>
<td>$1,620</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JROTC* (one FTC) JROTC* (two FTC if growth exceeds 15% at the 40th day)</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Sophomore Class Sponsor*</td>
<td>$975</td>
</tr>
<tr>
<td>HS Freshman Class Sponsor*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elementary Coaches*</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35 per day</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K-8 and DECC Grade Level Chairs* (maximum of ten per school to be determined by Principal and Faculty Advisory Committee. If no agreement is reached, five grade-level chairs shall be established as follows: Kindergarten and 1st grade/2nd and 3rd grade/3rd, 4th and 5th grades/6th and 7th grade/8th grade/Special Education and Special Areas). DECC will have one grade level chair representing the campus. Anything outside of this should be approved by the Executive Director of Employee and Community Relations</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,050 (Total stipend amount not to be exceeded by site)</td>
<td></td>
</tr>
<tr>
<td>$4,205 (Stipend not to be exceeded by employee)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K-8 Activities</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Council</td>
<td>$650</td>
</tr>
<tr>
<td>Yearbook</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K-8 Extended Day Special Approved Programs (Teaching or Tutoring in Principal-approved program. Prior approval from Principal required for payment)</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22/hrs</td>
<td></td>
</tr>
</tbody>
</table>
High School & Elementary coaching addenda will be paid throughout the season for the assignment as determined by the Athletic Director with the Human Resources Department in consultation with the Payroll Department. Year-long assignments will be paid in two installments at the end of each semester. All other extracurricular assignments will be paid upon the completion of the assignment, provided appropriate verification has been received by the Payroll Department. In situations where an athletic season is ½ or the regular AIA season, as dictated by the AIA, the head coaching stipend will be prorated to reflect the length of the season.

### SUPPLEMENTAL ASSIGNMENTS – CERTIFIED (WORK THAT OCCURS OUTSIDE OF PROFESSIONAL DAY OR CONTRACT DAYS)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Days (per work agreement or pre-approval from principal)</td>
<td>Per diem</td>
</tr>
<tr>
<td>After School Coordinator</td>
<td>$22/hr</td>
</tr>
<tr>
<td>Staff Development Class</td>
<td>$22/hr</td>
</tr>
<tr>
<td>Curriculum Writing</td>
<td>$22/hr</td>
</tr>
<tr>
<td>Game Supervisor</td>
<td>$4,000/per season</td>
</tr>
<tr>
<td>Game Workforce</td>
<td>$10/hr</td>
</tr>
<tr>
<td>Guest-Teacher Academy</td>
<td>$12/hr</td>
</tr>
<tr>
<td>Hearing-Impaired Interpreter</td>
<td>Per hour based on per diem</td>
</tr>
<tr>
<td>Language Acquisition Mentor</td>
<td>$22/hr</td>
</tr>
<tr>
<td>Prep-Class Coverage</td>
<td>$18 per instance</td>
</tr>
<tr>
<td>Translation</td>
<td>$22/hr</td>
</tr>
</tbody>
</table>

### SUPPLEMENTAL ASSIGNMENTS – ADDENDA

<table>
<thead>
<tr>
<th>Assignment</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE Site Coordinator</td>
<td>$4,000</td>
</tr>
<tr>
<td>CTE Counselor</td>
<td>$4,000</td>
</tr>
<tr>
<td>CISO Sponsor</td>
<td>$4,200</td>
</tr>
<tr>
<td>DECA Student Store Supervision</td>
<td>$1,200</td>
</tr>
<tr>
<td>DIBELS Site Coordinator</td>
<td>$750</td>
</tr>
<tr>
<td>e-IEP Peer Help Desk Liaison</td>
<td>$750</td>
</tr>
<tr>
<td>ESY Coordinator</td>
<td>$3,000</td>
</tr>
<tr>
<td>Gifted Specialist Stipend—Provisional Endorsement</td>
<td>$1,500</td>
</tr>
<tr>
<td>Gifted Specialist Stipend—Standard Endorsement</td>
<td>$2,200</td>
</tr>
<tr>
<td>Lead Adaptive Physical Education Teacher</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead Motor Therapist</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead Nurse</td>
<td>$2,500</td>
</tr>
<tr>
<td>Lead OT</td>
<td>$2,000</td>
</tr>
<tr>
<td>Lead School Psychologist Addenda</td>
<td>$2,000</td>
</tr>
<tr>
<td>Lead SLP</td>
<td>$3,000</td>
</tr>
<tr>
<td>National Board Certification</td>
<td>10% of base</td>
</tr>
<tr>
<td>Online Course Teacher</td>
<td>$850</td>
</tr>
<tr>
<td>1-10 students = $1,000</td>
<td></td>
</tr>
<tr>
<td>11-15 students = $1,500</td>
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<tr>
<td>16-20 students = $2,000</td>
<td></td>
</tr>
<tr>
<td>School Nurse</td>
<td>$673</td>
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<tr>
<td>Site Technology Mentor</td>
<td>$3,000</td>
</tr>
<tr>
<td>Special Education Self-Contained Classroom Teacher (K-12)</td>
<td>$3,600</td>
</tr>
<tr>
<td>Position</td>
<td>Additional Days</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Counselor—High School</td>
<td>30</td>
</tr>
<tr>
<td>Lead-District Counselor</td>
<td>10</td>
</tr>
<tr>
<td>Lead-District Counselor</td>
<td></td>
</tr>
<tr>
<td>Lead-District ELD Teacher</td>
<td>20</td>
</tr>
<tr>
<td>Lead-District ELD Teacher</td>
<td></td>
</tr>
<tr>
<td>El-Mirage Teacher (Grades 2-4 ASU Affiliated Training Program)</td>
<td>15</td>
</tr>
<tr>
<td>El-Mirage Teacher (Grades 2-4 ASU Affiliated Training Program)</td>
<td></td>
</tr>
<tr>
<td>Grant Specialist</td>
<td></td>
</tr>
<tr>
<td>Lead-District Arts Teacher</td>
<td>10</td>
</tr>
<tr>
<td>Lead-District Arts Lead Teacher</td>
<td></td>
</tr>
<tr>
<td>Lead-District Foreign Language</td>
<td>10</td>
</tr>
<tr>
<td>Lead-District Foreign Language</td>
<td></td>
</tr>
<tr>
<td>Lead-District Media Specialist</td>
<td>10</td>
</tr>
<tr>
<td>Lead-District Media Specialist</td>
<td></td>
</tr>
<tr>
<td>Instructional Growth Teacher</td>
<td>15</td>
</tr>
<tr>
<td>Instructional Growth Teacher</td>
<td></td>
</tr>
<tr>
<td>Librarian/Media Specialist—High School</td>
<td>10</td>
</tr>
<tr>
<td>Specialist (Math, Science, SS, LA, Technology)</td>
<td>32</td>
</tr>
<tr>
<td>Specialist (Math, Science, SS, LA, Technology)</td>
<td></td>
</tr>
<tr>
<td>Special Education Instructional Coach</td>
<td>14</td>
</tr>
<tr>
<td>Special Education Instructional Coach</td>
<td></td>
</tr>
<tr>
<td>Technology Training Supervisor</td>
<td>32</td>
</tr>
<tr>
<td>Technology Training Supervisor</td>
<td></td>
</tr>
</tbody>
</table>
C. LONGEVITY
A teacher shall receive a longevity payment as specified below after fifteen (15) years of continuous total service in the District. This payment shall continue each year through their 19th year. A teacher shall receive an increased longevity payment as specified below after nineteen (19) years of total service in the District. This payment shall continue each year through their 23rd year. A teacher shall receive an increased longevity payment as specified below after twenty-three (23) years of total service in the District and shall continue every year thereafter. These payments shall continue each year until retirement or termination of employment.

This longevity payment shall be considered as an additional step on the pay table additional amount above the base salary and payments will be made in equal installments, consistent with the number of pay periods chosen by the teacher and will continue until retirement or termination of employment.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount of Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning 16th - 19th</td>
<td>$1500.00</td>
</tr>
<tr>
<td>Beginning 20th - 23rd</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Beginning 24th +</td>
<td>$2500.00</td>
</tr>
</tbody>
</table>

The following factors shall be a part of the total service:
1. Three-fifths (3/5) or more contract;
2. A contract issued for one-half (1/2) of the student attendance days, within one (1) fiscal year; and
3. Approved leaves-of-absence shall not be considered a break in the continuity of service; however, the time spent on leave-of-absence status will not apply toward the minimum number of years required for longevity payment eligibility.

D. NATIONAL BOARD CERTIFICATION
1. Teachers achieving and maintaining National Board Certification from the National Board for Professional Teaching Standards (NBPTS) will receive ten percent (10%) of their base salary; one-half to be funded from M&O and the other one-half to be funded from career ladder. The teacher shall receive the full ten percent (10%) in the school year of notification.
2. In addition, two professional days with substitute coverage will be provided to assist with portfolio preparation in the teacher's preparation stage.

E. ACADEMIC CREDIT
1. Academic credit may be earned in any accredited college or university with prior approval by the Superintendent, or designee, or risk denial of credit. The Superintendent will consult with the Professional Growth Committee concerning the standards for determining eligibility for academic credit.
2. College courses: graduate college/university level which relate to the participant's teaching field and which the Human Resource Committee feels will improve the participant as a teacher or will benefit the District and approved by the Superintendent, or designee.
3. Graduate level instructional/technological skill courses, which deal with methods, materials, and recent developments, related to the individual's teaching assignment and approved by the Superintendent, or designee.
4. Courses in philosophy, curriculum, administration, supervision, guidance and counseling, which will result in a better understanding of education and the educative process, and approved by the Superintendent, or designee.
5. There will be no allowances of credit for a course which has been audited.
6. Credit towards a salary increment is not given for courses needed to qualify for a teaching certificate upon employment, i.e., Arizona Constitution, U.S. Government, student teaching, etc.
7. Courses paid for by the District will count towards professional growth credit.
8. Give evidence of completion of course by filing grade slip or transcripts as soon as received (not later than October 1 for salary amendment). If documentation is not received by the Human Resources Department by October 1, the new salary shall become effective the next year.
9. Teachers may advance no more than one professional growth increment per year horizontal lane and one vertical step per year, regardless of the amount of time the teacher may have been placed on the maximum step of the previous lane (see also III.A.9).
10. If a staff member has taken credits in a state-mandated program or obtained a specialized certificate or classes toward an approved subject area (as defined by separate agreement between the Association and District Administration) that resulted in movement on the salary schedule, but did not count toward a Master's degree, then after the Master's degree is obtained the staff member may use some of their master degree courses for
movement beyond a Master's degree to the extent of these program or specialized certificate/endorsement credits.

F. OTHER CONTRACT PROVISIONS
Any person who does not work the full academic calendar shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

G. PAYROLL DEDUCTION Deleted 8/3/11

H. JOB SHARING
The topic of job sharing for continuing teachers and the requirements for the various spans are as follows:
Teachers interested in sharing a 1.0 full time equivalent (FTE) teaching position should submit a proposal to the Superintendent by March 15th of the school year prior to the year the position is to be shared. This proposal will include a statement of compatible philosophy in the areas of discipline, classroom organization, teaching techniques, instructional strategies, parent communication, record keeping and grading. It will be up to the sole discretion of the Superintendent to approve the job sharing position. The teachers and the principal will mutually agree upon a work schedule. Either employee may attend the SST, MDC or faculty meetings; however, one must be available at all required times. Positions may only be divided into two equal halves. The insurance coverage for employees on this program will be as follows:
1. The Board shall pay the full premium for the life insurance equal to the nearest one thousand dollars of each employee's salary and participants shall have the option to purchase additional life insurance at the group rate.
2. The Board shall pay for one-half of the premium toward health and welfare benefits for the employees on the program. The remaining premium will be deducted from his/her payroll over the course of the contract period. In the alternative, the job sharing employees may jointly agree on which employee will receive the full health benefit resulting in the other job sharing employee not receiving any district-paid health benefit. All other benefits as stated in Section IV(A)(4) through (7) apply to employees of this program.

IV. EMPLOYEE BENEFITS

A. INSURANCE COVERAGE
1. The Board shall pay the full premium for life insurance equal to the nearest one thousand of each employee's salary. Each employee shall have the option to purchase additional insurance at the group rate.
2. The Board shall pay a designated amount toward healthcare benefits for each employee, including teachers on one-half (1/2) or more contracts, and except for those teachers participating in job sharing.
3. Employees may add dependents to the District's health insurance plan at any time during the year when they have experienced a life status change. This added coverage will be consistent with the rules and procedures established by the District's health care provider.
4. An Insurance Committee shall be established consisting of twelve (12) members: three (3) appointed by the Superintendent, and three (3) appointed by each Professional Association who is a recognized IBA member. The committee shall consider, review and make recommendations to the Board on all aspects of Board-purchased insurance programs as provided in this contract and other Board policies. Insofar as any present insurance coverage and carrier is concerned, the committee is directed by the parties to specifically make recommendations as to rebidding. The Board agrees to consider for adoption the recommendations of the committee.
5. The Board agrees to make available to the Association all information received from the insurance company or insurance consultant, except any confidential medical information relating to specific employees.
6. Employees on leave of absence approved by the Board may continue insurance through COBRA.
7. An Internal Revenue Service approved pre-tax salary dollar plan for medical insurance premiums, unreimbursed medical expenses and child or dependent care assistance will be established.

B. DEPARTURE FROM DYSART UNIFIED SCHOOL DISTRICT NO. 89
1. District employees will be reimbursed for a maximum of 175 days of accumulated leave upon retirement, resignation or death while in the District's employ. The reimbursement benefits will be provided to employees at the conclusion of the employee's last year of employment as follows, provided the employee's services have been provided in a satisfactory, ethical and professional manner:
a. Upon resignation, retirement, or death, an employee (or an employee's estate) with ten through nineteen years of continuous service in the District shall be reimbursed for accumulated earned leave at 85% of the substitute rate.

b. Upon resignation, retirement, or death, an employee (or an employee’s estate) with twenty years of continuous service in the District shall be reimbursed accumulated earned leave at 100% of the substitute rate.

2. An employee with 100 or more days of accumulated earned leave must submit a written request for such reimbursement at least one year in advance, and no later than March 1st of the year preceding the contract year of retirement or resignation. This provision may be waived, depending on the District's financial status. The employee may request that payment be made in the current or subsequent fiscal year, however, the District may, at its discretion, determine in which fiscal year the payment shall be made.

C. TEACHER RESIGNATION [Reference DUSD Policy 7.45]

1. Teachers who wish to terminate employment will notify the Human Resources Department in writing, but only after such action has been reported to and discussed with the principal concerned. Notification of resignation will be made prior to the close of the school year to become effective at the end of the school year. A teacher may be allowed to resign prior to or during the school year provided the teacher gives the Human Resources Department at least thirty (30) days prior notice, attaches a personal check for $2500.00 (two thousand five hundred) for liquidated damages made out to Dysart USD, and the resignation is approved by the Superintendent and the Board. An employee under contract to the District who resigns without Board approval will be assessed the $2500.00 (two thousand five hundred) liquidated damages and will be reported to the Arizona Department of Education for unprofessional conduct pursuant to A.R.S. § 15-545. Arizona Revised Statutes § 15-545 states that a certificated teacher shall not resign after signing and returning the contract unless the resignation is first approved by the Board. A teacher who resigns contrary to this section shall be deemed to commit an unprofessional act and, upon request of the Board, shall be subject to such disciplinary action, including suspension or revocation of certificate, as the State Board of Education deems appropriate. All acceptance of resignation is subject to conditions as specified in the teacher contract.

2. The teacher may request an exception to paying the liquidated damages fee. Such exception must be for good cause and approved by the Dysart Governing Board.

3. For those employees who resign at the end of their contract year, their medical, dental and life insurance coverage will continue through June 30. The District will not grant this extension of eligibility for medical, dental and life insurance to any employee who does not work through the end of his/her contract year. For example, the employee who resigns February 15 will be treated as a terminated employee as of the end of the month.

D. LEAVES OF ABSENCE WITH PAY [Reference DUSD Policy 7.26]

1. Paid Leave

a. Definition: Within this provision, employee shall mean all certificated staff who are represented by the Association. This shall include, but not be limited to regular classroom teachers, special education teachers, psychologists, speech language pathologists, occupational therapists, physical therapists, registered nurses and teacher specialists.

b. Paid Leave Overview

1. At the beginning of the school year, each employee shall be credited with a total of ten (10) days per year for paid leave.

2. Employees shall provide notice to the Human Resources Department of any paid leave qualifying under the Family Medical and Leave Act.

a. More than three (3) leave days may not be used consecutively without medical documentation. Medical documentation is required beginning on the fourth consecutive day of absence.

3. Part-time employees shall be credited with paid leave allowance according to the percentage of service to be performed during the school year.

4. Any employee who resigns or is terminated during the school year shall have paid leave deducted from his/her accumulation based on the ratio of days not worked. The employee's salary shall be adjusted to compensate for any paid leave days taken in excess of those earned.

5. Nonuse Days Possible restricted days for Paid Leave:

   a. Use of earned leave is may be not permitted restricted on the following days [Reference DUSD Policy 7.26-R]:
      - The day before and after a holiday or break: Labor Day, Fall Break, Thanksgiving Break and Winter Break.
      - The day before a holiday or break: Veterans Day, Martin Luther King Day, Presidents' Day and Spring Break.
Mandatory state testing days as identified by District Administration, with the following modifications:

- The Thursday and Friday of week two (2) for AIMS Testing for K-8 sites will not be designated as non-use restricted days.
- Only one (1) day will be designated as a non-use restricted day during the two (2) weeks designated by the state for 9th grade Terra Nova testing. This one day will be designated by the high school principal at each site.

b. This does not apply to cases of employees out on an approved leave, supervisor-approved absence, unanticipated illness or emergencies or circumstances beyond the employee’s control except that an employee who is out on any of those days will be docked pay, unless they are able to provide official documentation supporting the absence or with supervisor approval. A letter of reprimand will be provided after the second occurrence.

c. Misuse of Paid Leave
   1. In the first event that it can be shown that the teacher willfully violated or misused this earned leave policy, or misrepresented any statement of condition under this policy, the employee may be subject to disciplinary action commensurate with the nature of the violation.
   2. If it is found that the teacher continues to violate the use of such leave after he/she has been reprimanded, the Administration may take appropriate action under the tenure laws of the State of Arizona.

d. After achieving continuing status, employees may use five (5) consecutive days of paid leave for any purpose once every five (5) years. Continuing status means those employees who have completed the major portion of three (3) years of employment as defined in state law. (See ARS § 15-501 (5) and 15-538.01).

2. Voluntary Sick Leave Bank Program [Reference DUSD Policy 7.32]

   a. Any full-time employee may participate in the sick leave bank by contributing one or more earned leave days annually. Such contribution must be from the current year’s earned leave. Enrollment is open for thirty (30) calendar days following the first scheduled “work” day for new employees and during benefits open enrollment for continuing employees.

   b. A benefited employee may be eligible to apply if:
      1. It is for a “serious illness or injury” which is defined as a “non work-related illness that is anticipated to last for the continuous period of time of two (2) or more weeks as defined by the employee’s licensed health care practitioner,” or
      2. It is requested for the care of a terminally ill immediate family member to be defined as the employee’s spouse and children, as well as the parents of the employee or spouse.

Note: The sick leave bank cannot be used for non-complicated maternity leave. Ordinarily, childbirth is not considered a serious illness.

c. In order to be eligible to utilize banked time, an employee may not use until he/she has exhausted earned leave plus two weeks.

d. An employee may donate no more than five (5) days of sick leave in any one (1) contract year.

e. The sick leave bank will be a blind bank. The donor employee will designate the donation to an anonymous recipient. There shall be careover of unused sick leave in the bank after the end of the fiscal year. A benefited employee may donate earned leave only to a benefited employee who is a member of the same employee group, i.e., administrative, certified or classified.

f. No benefited employee shall be eligible for the leave assistance program after he/she qualified for long-term disability coverage, or Workman’s Compensation.

g. For purposes of this program, a day equals the number of hours scheduled in the normal working day of the donor.

h. The Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations shall establish procedures to implement this program.

   i. Based on continuous membership in the bank, each approved applicant is limited to the use of no more than:

   1-2 years of membership = 25 days
   3-4 years of membership = 50 days
   5+ years of membership = 100 days

3. Bereavement Leave [Reference DUSD Policy 7.33]

   a. An employee may be granted leave with pay, upon request to the Superintendent, for up to five (5) days during one (1) fiscal year, to be used in the event of death in the employee’s immediate family, defined as
mother, father, spouse, children, siblings, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, stepchildren, grandparents, grandchildren, and significant other with whom the employee resides.
b. The employee must complete the Bereavement Leave Request Form and provide supporting documentation. This form is available on the Human Resources website.

4. Jury Duty or Official Subpoena Leave [Reference DUSD Policy 7.29]
a. Teachers who are required to serve for jury duty or to appear in court in response to an official subpoena will receive full salary during the period of such service. Such service shall not be deducted from paid leave days unless such service results in a conviction that the teacher violated an Arizona Statute. If teachers are receiving salary while on jury duty, salary, excluding mileage that is an increase over the miles driven to work, earned from the city or state for jury duty shall be reimbursed to the District. The process for jury duty for certificated staff is available on the Human Resources website.
b. A teacher who must appear in any legal proceeding connected with his/her employment with the District may be absent without loss of pay, if the teacher is required by law or the District to attend.

5. Visitation Leave
a. Upon request to the principal (and the Superintendent), each teacher shall be allowed one (1) day (non-accumulative) to be used to view other instructional techniques.
b. Additional visitation days may be granted as deemed necessary by a building principal.

6. Professional Leave
a. Professional leave days may be granted at the discretion of the Superintendent for District representation to a conference, workshop, curriculum meeting, etc.

E. LEAVES-OF-ABSENCE WITHOUT PAY [Reference DUSD Policy 7.28]
1. Under any of the circumstances listed in this section, teachers may request extended leaves of absence without pay. Extended leaves shall be for one (1) year, one (1) semester, or the remainder of a semester. Teachers may be granted consecutive leaves. All requests for such extended leaves-of-absence without pay shall be reviewed by the principal, the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations and the Superintendent; if the Superintendent, in his/her sole discretion, approves, he/she shall recommend that the leave be granted by the Board.

2. A certificated employee returning from leave shall be reinstated to a comparable position without loss of accrued earned leave, tenure and retirement or status on the salary schedule, except that an employee will not be eligible for the yearly increment and tenure unless he/she has completed at least one-half (1/2) or more of the total days on duty for teachers per the official school calendar.

3. The Board is not obligated to return the certificated employee to duty except at the start of a new term or at such time as would not interrupt the instructional program.

4. Notification of intention to resume employment must be made to the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations in writing no later than February 1 of the school year for which leave is granted or by November 1, if the leave is for the first semester or by June 15, if the leave is for the second semester.

5. Leaves of absence without pay may be requested under the following conditions:
a. To engage in Association activities at the local, state or national level.
b. To campaign for or serve in a county, state or national public office.
c. To serve in the Peace Corps or any similar government approved educational activity.
d. To care for a sick member of the teacher's immediate family.
e. To serve as an exchange teacher or as an overseas teacher.
f. To convalesce due to personal illness or disability of a teacher who has exhausted all earned leave available or who has chosen not to use accumulated earned leave. Such medical leave request must be accompanied by a doctor's certificate. The teacher may return to duty only upon presentation of appropriate medical evidence stating that he/she is able to resume regular work.
g. To adopt a child. The teacher adopting a child shall be entitled, upon request, a leave to commence at any time during the first year contiguous with adoption after receiving such custody or prior to receiving such custody if necessary to fulfill the requirements for adoption.
h. To care for a child by an employee or spouse when it is contiguous with the extension of medical leave or the birth of a child.
i. To fulfill military requirements. The Board shall grant military leaves of absence to a teacher in accordance with existing state and federal statutes.
j. To gain work experience by a continuing teacher for the purpose of improvement of instruction. If the Professional Growth Committee approves the request and the Board approves, the leave-of-absence shall be granted.
k. To pursue graduate study at an accredited four (4)-year institution of higher education provided the employee will be attending graduate school on a full-time basis.

l. Good cause. The Board for good reason may grant other leaves-of-absence without pay to continuing teachers.

NOTE: Nothing in this section shall be construed to limit an employee's rights under the Family Medical and Leave Act.

V. WORKING CONDITIONS-- The following class size goals are subject to modification based on the budgetary constraints of the District budget.

A. CLASS SIZE GOALS [Reference DUSD Policy IIB]

1. The Superintendent shall make reasonable efforts to equalize class sizes within grade.

2. The District has formulated goals regarding class size as follows:
   a. High School – The Staffing Formula for Regular Education

   Total Student Enrollment =
   + Total Student Roll ups
   - Average % Drop in 40th to 100th Day Enrollment
   \[ \frac{(Total \ Student \ Enrollment \times 6}{5} = \text{Number of Sections} \]
   \[ \text{Class size ratio} = \frac{\text{Number of Teachers}}{\text{Number of Sections}} \]

   Class size ratio is set by the Superintendent in collaboration with the Association.

   Notes:
   - The staffing goal is to not exceed 165 daily contacts with a goal that a single core class be less than 36. The staffing goal is to not exceed 180 daily contacts in activity and performance-based courses.
   - Adjustments in teacher and course assignments will be made based on changes in student enrollment and registration during the summer. Additional sections and/or staff may be added in accordance with the high school staffing model.
   - Within the first 3-5 days of each semester, the processes identified in the high school staffing model may be used to make adjustments in staffing.
   - The staffing goal of the high school guidance counselor caseloads shall be based upon a ratio range of 400-440. Adjustments may also be made to high school guidance counselor caseloads by adding partial FTE based on increments of 50 to 200 students.
   - Prior to making adjustments in staffing, site leadership teams will gather input from department members and review options. Options for relief will be based on a variety of conditions and factors including but not limited to number of students at a particular grade level, academic achievement needs, highly qualified teacher status, teacher availability, and point in time. Relief could include a variety of options including but not limited to hiring an instructional aide, guest teacher and part or full-time FTE.

   b. K-8 Class Size

   Goals for class size averages for K-8 are as follows:
   - Kindergarten: 23 students
   - Grade 1: 25 students
   - Grades 2-3: 27 students
   - Grades 4-8: 30 students

   c. Each elemiddle school class shall be staffed based on projected enrollment and program needs with an allocation formula thirty to one (30:1) student/teacher ratio used as a guideline (excluding librarians, counselors, career and technical education, special education, and special area teachers).

   3. When a grade level enrollment at an individual school exceeds the District goal for class size by four students for ten consecutive days, the Superintendent will recommend to the Board that an additional teacher will be employed for that grade level as soon as possible, during the first semester, provided classroom space is available, qualified applicants are available and the District budget allows for such additions to staff. During the second semester, additions will be considered on a case by case basis. If the number of students exceeds the goal for a class or program, acceptable alternatives may include, but are not limited to:

   - Addition of a long-term sub
   - Addition of an instructional assistant
   - Adding a teacher
   - Other adjustments acceptable to the Superintendent and Governing Board
4. Special Education Class Size Goals [Reference DUSD Policy IIB]
It is the intent of the District to maintain a special education student/teacher and student/staff ratio that will allow the staff to work effectively and efficiently toward the IEP objectives of each student with a disability and to work with classroom teachers to prevent learning problems whenever possible. The goals for student/teacher and student/staff ratios shall be as follows:

<table>
<thead>
<tr>
<th>Category/Program</th>
<th>Number of Students</th>
<th>Staffing Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-Categorical Resource- Itinerant</td>
<td>25 - 30</td>
<td>1.00 FTE Teacher</td>
</tr>
<tr>
<td>Special Needs Preschool (including typicals)</td>
<td>10 - 15</td>
<td>1.00 FTE Teacher</td>
</tr>
<tr>
<td>Mild/Moderate Retardation/Autism</td>
<td>10 - 12</td>
<td>1.00 FTE Teacher</td>
</tr>
<tr>
<td>Self-Contained Emotionally Disabled</td>
<td>8 - 10</td>
<td>1.00 FTE Teacher</td>
</tr>
<tr>
<td>Multiple Disabilities</td>
<td>8 - 10</td>
<td>1.00 FTE Teacher</td>
</tr>
</tbody>
</table>

NOTE: When enrollment in Special Education Programs by category exceeds District goals, additional personnel may be required based on individual IEP's. If the number of students exceeds the goal for a class or program, acceptable alternatives may include, but are not limited to:

- Increasing an Instructional Assistant's hours
- Addition of an Instructional Assistant
- Reassigning students to a different teacher/program
- Adding a teacher
- Other adjustments acceptable to the Superintendent and Board

Related services assignments will be based on district and school need.

B. DUTIES: TEACHING

1. Preparation Time, Duty Free
   a. The Administration desires to provide preparation period of forty (40) minutes per day to all grades 1-8 teachers. Both parties agree that an attempt will be made to provide a fair distribution of preparation time to the extent of the funds available. The goal is 40 minutes per day or 200 minutes per week.
   b. During a preparation period, teachers shall have no other assignment except in an emergency situation. It is expected that teachers will normally devote themselves to preparation and similar professional pursuits during the preparation period. During the course of the week, site administrators should not schedule more than one full preparation period with teams of teachers to meet with K-12 Instructional Growth Teachers or Administrators.
   c. Emergencies or the building substitute coverage plan may make it necessary for the Administration to assign teachers to cover a class during their preparation period. Teachers shall be relieved from such duty at the earliest possible time.
   d. Substitution During Preparation Period: Teachers who substitute in another classroom for an absent teacher shall receive, for a maximum of twenty instances, the following (unless school has depleted its quarterly sub allocation):
      - $18 per missed preparation period; or
      - One and one-half hours of paid leave will be added to the teacher's paid leave bank to be credited as sick leave. The request for one and one-half hours of paid leave must be submitted in one (1) day increments. This means five instances must be documented before the request may be made to add one day.
      - For the twenty-first instance and thereafter, teachers who substitute in another classroom for an absent teacher shall receive one and one-half hours of paid leave added to the teacher's paid leave bank. Paid leave will be added only in one-day increments with the submission of five documented instances.
      - Payment (either by check or by crediting time to the employee's earned leave bank, whichever is appropriate) shall be made at the end of each semester.
   e. Absent Teacher and Class Splits (K-8 ONLY): Teachers who take additional students into their classroom for a day due to a teacher absence shall receive, a maximum of twenty instances, the following (unless school has depleted its quarterly sub allocation):
      - $18 per day; or
      - One and one-half hours of paid leave will be added to the teacher's paid leave bank to be credited as sick leave. The request for one and one-half hours of paid leave must be submitted in one-day
increments. This means five instances must be documented before the request may be made to add one day.

- For the twenty-first instance and thereafter, teachers who take on additional students for the day, shall receive one and one-half hours of paid leave added to the teacher’s paid leave bank to be credited as sick leave. Paid leave will be added only in one-day increments with the submission of five instances.

- The number of teachers who are able to be compensated for taking additional students during a school day is limited to five (5) per absent teacher.

f. Absent Teacher and Class Splits (K-8 ONLY) HALF DAY: Teachers who take additional students into their classroom for a half-day due to a teacher absence shall receive, a maximum of twenty instances, the following (unless school has depleted its quarterly sub allocation):

- $9 per day; or
- 45 minutes of paid leave will be added to the teacher’s paid leave bank to be credited as sick leave. The request for 45 minutes of paid leave must be submitted in one-day increments.
- Half-day is defined as a teacher-documented absence in AESOP that results in a teacher’s loss of one half-day of leave.
- An instance is an instance regardless of whether it is for a whole or half day.

g. If there is a lack of volunteers, the approved building substitute rotation will be used and teachers shall be compensated as stated above.

2. Preparation for Classroom Activities
   a. Preparation should include, but not be limited to:
      1. Planning lessons and/or activities to achieve daily and unit objectives;
      2. Developing the plan and method of evaluating student’s work;
      3. Reviewing subject matter; and
      4. Caring for equipment and materials.

3. Professional Workday
   a. The professional workday for teachers shall be based upon their professional responsibilities and duties. Teachers need to arrive in time to be prepared to teach as students arrive. Teachers may be required by the building Administration to report prior to the school day and to remain after the school day to attend to those matters, which properly require attention at that time, including consultations with parents when scheduled directly with the teacher.
   b. The length of the day for children per level (K-8 and high school) shall be consistent throughout the District.
   c. All teachers shall receive a minimum of a thirty (30)-minute uninterrupted duty-free lunch daily, except in emergency declared by principal and approved by the Superintendent.

4. Service to Students and Parents
   a. Teachers are expected to spend a portion of their time in providing individual counseling and guidance to students.
   b. Teachers are required to keep parents informed when students are in danger of failing. Teachers shall be available for conferences according to Board policy.

C. STAFF DEVELOPMENT AND EARLY RELEASE MONDAYS
   1. The District recognizes the value of teachers having specified time to collaboratively plan. Teachers will be granted one Monday per month to work on grade level/department curricular issues. The dates will be determined at the beginning of each semester after the District calendar needs have been established. One hour of Monday Professional Development Time shall be devoted to a PLC meeting.
   2. Scheduling of activities for Monday afternoon shall be at the discretion of the District, except those designated in paragraph C.1 above. Normally, the schedule of staff development time will not extend more than two hours beyond each school’s non-Monday dismissal time.
   3. After the results of each benchmark test are available, two Mondays will be provided for teachers to analyze the data and incorporate the results into their instructional plan.
   4. School Staff Development Teams - School staff development shall be collaboratively planned and implemented in conjunction and aligned to the Continuous Improvement Plan (CIP) process. It shall include campus administrators, district Administrators as needed and teachers.
D. FACILITIES OR SERVICES
1. The Board agrees to make available personal computers, printers, audio-visual equipment and duplicating machines to aid teachers in the preparation of instructional material to the extent allowed by the approved District Budget.
2. The Board shall provide:
   a. Adequate chalkboard or whiteboard space in every classroom;
   b. Copies, exclusively for each teacher’s use, of all texts used in each of the courses taught;
   c. A computerized attendance program; and,
   d. Adequate teaching materials required in carrying out the daily teaching responsibility.
3. Upon request and as approved by the principal, teachers shall have access to their work environment outside of the regular school day.
4. Teachers shall not be required to work under unsafe or hazardous conditions, or to perform tasks, which endanger and/or impair their health, safety or well-being. Each school will submit an annual plan regarding safety and security in the workplace to the Superintendent. The District campus security guidelines will be followed.

E. FACULTY MEETINGS
1. Each teacher is expected to play a constructive role by attending and participating in faculty meetings, department meetings and/or grade level meetings.
2. Teachers may be required to attend no more than one (1) faculty meeting per week outside of staff development time. This meeting shall not begin more than one (1) hour before the start of the school day, if held in the morning and shall not extend more than one (1) hour past the end of the school day if held in the afternoon.
3. An agenda and time shall be placed in teacher mailboxes or to the teacher’s e-mail address four (4) hours prior to the meeting. Faculty meetings shall be regularly scheduled and placed on the school’s master calendar.
4. An additional faculty meeting may be called in the event of an emergency (a sudden, unforeseen situation or set of circumstances demanding immediate action). Notice of the meeting and an agenda must be given as soon as possible.

F. WORKDAYS
1. Teacher work schedule shall be per teacher work calendar. See Attachment 7.
2. Teachers new to the District will be required to attend three (3) new teacher induction days in addition to the teacher work calendar without additional compensation.

G. FACULTY ADVISORY COMMITTEE
1. A Faculty Advisory Committee ("FAC") consisting of an Association representative, the principal and no fewer than four (4) faculty members elected by the faculty, shall be established at each school unit to facilitate communications between building Administration and teaching staff on matters relating to their particular school. Sites with fewer than 900 students will have a minimum of four (4) elected faculty members. Sites with 900+ students shall have no fewer than six (6) elected faculty members. An Association Representative will facilitate the election process. Team leaders/grade level chairs/department chairs should not be FAC representatives.
2. FAC issues are campus concerns and not individual or personnel-related concerns. Every campus concern submitted must be brought to FAC. FAC submissions may be made with or without a signature by placing it into the FAC box. The FAC chair shall make sure that ineligible submissions are not put on the agenda. Submissions are ineligible if they do not meet the current FAC submissions guidelines. If the issue has been previously submitted and not resolved, it will be placed on the agenda again. It is recognized that concerns should be resolved at the lowest level possible, for example grade chair or department chair.
3. This committee shall meet monthly. Every consideration shall be given for requests for additional meetings.
4. The first Faculty Advisory Committee meeting shall be scheduled within the first thirty days of school. The election of the FAC chair should take place at the first meeting.
5. Minutes of the building meeting including responses to concerns raised at the meeting shall be made available to all building staff members, DEA President, the Superintendent and all Cabinet Members as identified by the Superintendent.
6. This committee should not be confused with department heads and building representatives. Major issues not resolved in FAC should be brought to an Association policy meeting and/or referred to an appropriate committee at the site.
H. PARENT - TEACHER CONFERENCES
Parent-teacher conferences are part of the teacher's professional responsibility. At the K-8 level, parent-teacher conferences shall be scheduled twice a year. This does not disallow parents or teachers to request a conference at any time.

I. STUDENT DISCIPLINE
1. A teacher may refer a pupil from class to the principal, or his/her designee, with the appropriate transmittal slip where applicable when the persistence of misbehavior or the disruptive effect of violations makes the continued presence of the pupil unacceptable. In such case, the pupil may be excluded from the class for a period of time determined by the Administration after consultation with the teacher. The teacher shall furnish the Administration with appropriate and specific written documentation.
2. In the case of an assault upon a teacher, a complaint, or a lawsuit brought by third parties as a result of action taken by the teacher acting within the scope of his/her duties and responsibilities while performing his/her duties, the Board shall provide legal counsel. Time lost by a staff member in connection with any incident mentioned in this article shall not be charged against the staff member's salary, or earned leave, but shall be borne by the District.
3. When a parent approaches the Administration concerning a teacher's relationship with a student, the Administration will inform the parent of the Parent Complaint Procedure. If the parent chooses not to have a conference with the teacher, the administrator will inform the parent that he/she will listen to the parent’s comments, but before any official action can be taken, the parent must follow the parent complaint policy. Notwithstanding the foregoing, the District may take appropriate action when so required by federal or state law. Prior to taking such action, the District will confer with the affected staff member and the Association, if requested by the staff member.
4. No reference to the complaint shall be included in the teacher's personnel file unless it is to be the basis for a reprimand and unless the teacher is notified in the usual manner, as prescribed in the Parental Complaint Policy. A joint committee equally comprised of Board and Association representatives shall study proposed changes to the Parental Complaint Procedure. After study, the committee shall submit its recommendations to the Board.
5. If a parent has a complaint with a coach or an extracurricular sponsor, the parent must follow the Parent Complaint Procedure. Notwithstanding the foregoing, the District may take appropriate action when so required by federal or state law. Prior to taking such action, the District will confer with the affected staff member and the Association, if requested by the staff member.
6. Students shall be suspended from school only by the principal or his/her designee. The Administration shall endeavor to achieve correction of student misbehavior, which may be approached through counseling and interviews with the student and his/her parents or other appropriate methods.
7. A District policy description indicating the rights and duties of teachers with respect to student discipline (including corporal punishment and removal of a student from class) shall be presented to each teacher in writing within the first week of school.
8. Teachers, acting within the scope of their duties and responsibilities, may exercise the amount of physical restraint reasonably necessary to protect the safety of students and/or himself/herself.
9. Each school shall establish a placement review committee consistent with A.R.S. § 15-841 within the first month/30 days of start of school.

J. SUBSTITUTE ASSIGNMENT
1. When the regularly assigned teacher cannot meet his/her classes, it is essential to the educational welfare of the students that the vacancy be filled in the most expeditious manner possible. Every reasonable effort will be made to fill the vacancy with a substitute teacher. In order to accomplish filling the vacancy, a teacher must enter his/her absence in AESOP as soon as possible, especially when the teacher has knowledge of the absence in advance.
2. The regular teacher shall have available lesson plans, seating chart where permanent seats are assigned, and other records and materials. Grade books may be required where appropriate.
3. Teachers may arrange for another teacher to cover a class for one period or more during a school day with the principal’s, or his/her designee’s approval, prior to leaving his/her assignment.
4. In case of unanticipated illness or unanticipated utilization of Family Medical and Leave Act time, teachers must notify the District office by 6 a.m. of the morning a substitute is needed. Teachers should call prior to the time that the substitute leaves school to let the District substitute caller system know whether to rehire the substitute, or not. If a call is not received, the substitute will not be rehired the following day. The substitute will be released at the end of the day UNLESS the employee has notified the District substitute coordinator prior to the end of the substitute’s workday.
5. If proper notification is not made and the substitute and the teacher both appear for work the following day, the substitute teacher will be reassigned.

VI. SUPPLEMENTAL COMPENSATION AND WORKING CONDITIONS

A. ATHLETIC ASSIGNMENTS
1. HIGH SCHOOL [Reference District Regulation 7.22-R]
   a. Whenever possible, principals will schedule teaching assignments in order that teachers can meet their extra duty obligations.
   b. The additional pay for coaches shall be for the season of practice as defined by the Arizona Interscholastic Association and for post season competition for which the team or individuals are eligible, such as divisional and state championships.
   c. After completion of the coaching assignment, but not later than twenty (20) school days after the state tournament or the last day of school, whichever comes first, the Administration and athletic director shall prepare a written evaluation of all coaches and shall notify them as to his/her recommendation for the following school year's coaching assignment. The athletic director's evaluation will be submitted to the principal. The principal will make final evaluation within five (5) days of the above deadline or the last day of school, whichever comes first. Copies will be given to the coach, athletic director, head coach and District personnel file.
   d. If a coach receives written notice of dissatisfaction and/or if there is a question as to his/her reassignment for the next year's season, the coach is entitled to a hearing. Present at this hearing will be the coach in question, the athletic director, the head coach (if applicable), an Association representative, and one administrator. The Superintendent shall appoint the Hearing Officer. The Hearing Officer shall make a recommended decision for consideration by the Superintendent. The Superintendent's decision shall be final.
   e. If the head coach is to be replaced, no assistants will be assigned until after a new head coach is hired. The head coach will state the necessary qualifications for his/her assistant(s). If a head coach resigns after assistants have been assigned, the assignments will be nullified. The new head coach will give prior assistants first consideration. If a head coach is not replaced by the end of the school year, the principal may appoint the assistants. The principal must approve all assistant assignments.

B. COUNSELORS
1. High school counselors shall have twenty (20) additional days added to their school year at a per diem rate of pay. If any counselor is unable to work these days, the days shall be allocated to another counselor(s) by the principal after he/she has determined the need exists. The principal shall determine the extended contract schedule.
2. All counselors shall serve as members of the District's Crisis Response Team and may expect to be assigned as such in emergencies.

C. TEAM LEADERS/DEPARTMENT CHAIRS/GRADE LEVEL CHAIRS
Team leader/Department Chair/Grade Level Chair is not a vested interest and may be revoked anytime for reasonable cause.

D. LIBRARIANS/MEDIA SPECIALISTS
Librarians at each high school building shall have ten (10) additional days added to their school year at a per diem rate of pay. (NOTE: The K- 8 Librarians DO NOT have additional days added to their school year.)

VII. ASSIGNMENT, TRANSFER AND REDUCTION IN FORCE

A. ASSIGNMENT
1. Definition: Assignment - The number of sections and name of classes or grade level to be taught by classroom teacher.
2. Teachers shall only be assigned to an area in which they have a valid certificate, an endorsement and are highly qualified and/or is included in their major or minor field of study.
3. The principal shall develop the master schedule and make teacher assignments using input from division chairpersons and/or team leaders. The principal shall distribute the master schedule showing all teacher
assignments. Within five (5) days after notification, any teacher who does not agree to his/her assignment shall meet with the principal to review the criteria by which the assignment was made.

4. When there is not mutual agreement on the assignment between the teacher and the principal, the matter may be referred to the Superintendent for adjudication. The teacher may be present and may be represented by the Association. The Superintendent shall render a written decision within five (5) days.

5. All teachers shall be given written notices of their assignments for the coming year no later than the first day of the last week of school, unless such notice is not possible due to unanticipated District needs. In those instances where such notice is not possible, the principal shall consult with the teacher prior to making the new assignment.

6. Teacher schedules and assignments shall be made without regard to race, creed, color, national origin, sex, marital status, age, religion, disability or membership in any teacher organization.

7. Any teacher who is transferred to a 'soft money,' supervisory or administrative position, and later returns to teacher status, shall be entitled to such rights as teachers have under this memorandum. Previous salary step placement shall be returned to the teacher plus one (1) year step any increase for each year as a supervisor or an administrator.
   a. Teachers who are selected as administrative interns for the school year will be offered the opportunity to return to their specific teaching position for the following school year if their internship position is not renewed.
   b. Teachers who accept a position to teach in a new, experimental, or agency-funded program, or a program which is later discontinued shall be reassigned to a comparable position for which they are certified and highly qualified.

B. TRANSFERS [Reference DUSD Policy 7.41]

1. Definitions
   a. Vacancy – Any new positions and any openings in current non-administrative, certificated positions which the District has decided to fill.
   b. Transfer – Transfer policy and procedure is established by Board policy and administrative regulation. Generally, it is the movement of a teacher to a different grade level (K-8) or subject area (9-12), a transfer within the current school site or the movement of a teacher to a different school site.
   c. Transfers may be involuntary or voluntary, and may be accomplished in the following ways:
      1. mutual agreement among teachers and principals,
      2. involuntary placement for an opening;
      3. interviewing for a posting.

Transfer and/or assignment change of certificated staff in schools/departments of the District is encouraged whenever opportunities for such change occurs due to the opening of a new school/department, or when vacancies become available within existing schools/departments.

Procedures used for voluntary transfer and/or assignment change assure that District employees will be given the opportunity to be considered for similar position openings within the District for which they are qualified, and for which a request for voluntary transfer or assignment change is made.

Procedures used for involuntary transfer and/or assignment change assure that the best interests of the District are foremost in providing the most effective and efficient operation of the District.

Involuntary transfer and/or assignment change may occur at any time, at the discretion of the Superintendent and/or the designated administrative representative, when such transfer and/or assignment change is deemed to be in the best interests of the District.

For all transfer and/or assignment changes, whether voluntary or involuntary, the employee's area of competence and quality of job performance, certification, highly qualified status in the field of study/training, and needs of the District will be taken into consideration when final decisions are made.

d. Unassigned – a teacher becomes unassigned when the position they are currently assigned is eliminated for the current or following school year.

e. Interim – A teacher whose contract begins on or after the 92nd day of student attendance and is contracted through the end of the current school year with no contractual obligation by the District for the following school year. In the event the employee is contracted for the following school year, the employee is not eligible for step movement.

2. Notification of Vacancies: Notification shall take place in accordance with District Board policy and regulation.
3. **Involuntary Transfers**
   a. Involuntary transfers may occur to relieve overstaffing (also referred to as unassigned) to fulfill critical needs, to accommodate program changes and for other justifiable reasons deemed to be in the best interest of the District.
   b. A teacher being involuntarily transferred shall not have their compensation reduced as a result of the involuntary transfer. With the teacher's agreement, the teacher may be transferred to a position not equivalent to the teacher's previous position.

4. **Involuntary Transfer Selection Procedures**
   a. Prior to making any involuntary transfers, the District shall seek volunteers by sending a notice to all teachers stating the areas of unassigned (grade, subject and school) and listing all vacancies.
   b. When an involuntary transfer is necessary, seniority shall govern unless a teacher's area of competencies, major or minor field of study, and other relevant factors, including but not limited to, state, local, and federal laws, and rules and regulations will significantly impact the educational program. If such relevant factors exist and significantly impact the educational program, the principal may transfer the next least senior teacher. The principal shall in all cases act in good faith. If the teacher selected by the principal to be involuntarily transferred is not the least senior teacher and is otherwise equally qualified, the teacher declared unassigned has the right to initiate the grievance policy.

5. **Mid-year Voluntary Transfers**
   a. A teacher may submit a request for transfer at any time, whether or not a vacancy exists.
   b. A request to transfer will not be granted if the teacher has been under a Performance Improvement Agreement (PIA) for classroom deficiencies during the current year unless the teacher's current supervisor agrees and the principal desiring to grant the transfer request agrees to continue the PIA until the areas requiring improvement have been completed.
   c. From May 1 through the following academic school year, teachers will not be able to transfer from their assigned position unless mutually agreeable to the teacher involved and the principal(s) and approved by the Superintendent.

6. **Teachers Returning From Leave**
   a. If a teacher goes on leave on or after the 91st day of school for less than one (1) school calendar year, then the returning teacher shall go back to the position that he/she held at the beginning of the leave as though he/she had not been on leave.
   b. If a teacher goes on leave and the position that teacher held no longer exists when he/she returns from leave, or was filled by another teacher at the time he/she went on leave, then the teacher returning from leave shall be accorded all of the rights and privileges that are offered any other teacher. Specifically, the teacher will be afforded the opportunity to participate in the transfer process (7.41-R, Appendix A).
   c. Notwithstanding the foregoing, any teacher utilizing Family and Medical Leave shall be afforded all rights as provided by law.

**VIII. GRIEVANCE PROCEDURE**

**A. DEFINITIONS**

1. A grievance is a claim upon an employee’s belief that there has been a violation, misinterpretation or misapplication of the provisions of this MOU or established Board Policy governing or affecting the employee. The grievance procedure shall not apply to any matter which is prescribed by law, by state regulations, or over which the Board is without power to act.
2. An “aggrieved person” is a teacher or group of teachers asserting a grievance.
3. A “party in interest” is the person or persons making the grievance or any person(s) who might be required to take action or against whom action might be taken in order to resolve the grievance.
4. The term “days” when used in this instrument shall mean working school days.
5. The word “Superintendent” shall mean the Superintendent or any person designated by him/her to act in his/her behalf.

**B. PURPOSES**

1. As problems arise, good morale is maintained by the sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure at the lowest level equitable solutions to the problems, which may arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate to any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted, provided the adjustment is consistent with provisions of this MOU or established Board Policy.
Association shall have the opportunity to be present and to state its views at any level in a formal grievance procedure at the request of the teacher or with the approval of the teacher.

C. GENERAL PROCEDURES

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, time being made of the essence herein, and every effort should be made to expedite the process in less than maximum times set. The time limit specified may be extended by mutual agreement in writing between the grievant and the appropriate level administrator.

2. In the event a grievance is filed on or after termination of the school year, which if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be completed before the end of the school term or as soon thereafter as is practicable.

3. In the event a grievance is filed so that sufficient time as stipulated at any level of the procedure cannot be provided before the last day of school, notwithstanding the provision set forth in VIII.C.2. of the Article, and should it be necessary to pursue the grievance to higher levels of appeal, said grievance shall be resolved in the new school term in August according to the terms of this policy, unless the parties mutually agree to proceed to settlement without delay.

4. The Association President will chair the Association grievance committee and appoint its members. The Association shall provide notice of the designation of grievance representatives no later than the first week of the school year to the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations and appropriate administrators. If the designation changes, the Association shall provide notice of the newly designated grievance representative within one week of appointment. Such notice shall include telephone numbers at which the designated representative may be reached and an alternate grievance representative who may be contacted if the designated grievance representative is unavailable or cannot be reached within one working day.

D. INITIATION AND PROCESSING

All grievances will be treated as priority items and will be resolved at the earliest possible time.

E. INFORMAL PROCEDURE

If a teacher(s) feels that he/she has a grievance he/she must first discuss it with the principal, either individually or through the Association's grievance representative, or accompanied by the grievance representative, in an effort to resolve the problem informally. If the problem is not resolved through the discussion, the teacher or Association representatives shall indicate to the administrator that such discussion shall constitute the informal level. If satisfaction is obtained after the informal discussion, and if the same grievance reoccurs after the ten (10)-day limit, the grievance shall proceed to Level One automatically.

F. FORMAL PROCEDURE

1. Level One — School Principal or Immediate Supervisor
   a. If an aggrieved person(s) is not satisfied with the outcome of the informal procedure, he/she may file a written grievance within the five (5) working days following the administrator’s informal decision. The written grievance shall be submitted to the principal or appropriate administrator. Information copies are to be sent by the aggrieved party to the grievance representative of the Association and to the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations. If the same grievance reoccurs, the grievance shall proceed to Level Two automatically.
   b. The aggrieved person(s) or the principal may request a conference prior to the rendering of the decision. The teacher may: 1) discuss the grievance personally, 2) request that an Association grievance representative accompany him/her, or 3) request that an Association grievance representative act on his/her behalf. Any request that an Association grievance representative act on the teacher’s behalf without the teacher’s presence must be made in writing and presented to the principal at the time of the conference.
   c. The principal or other appropriate administrator within ten (10) working days after receipt of the grievance or within five (5) working days after the personal conference (whichever is later), shall render a written decision to the aggrieved person(s) with a copy to the grievance representative of the Association and the Assistant Superintendent for Employee and Public Relations.

2. Level Two - Mediation
   a. If the aggrieved person(s) is not satisfied with the decision at Formal Level One, mediation may be requested within ten (10) working days after the Level One decision is received. The appropriate Assistant Superintendent, or designee, and an Association Representative from the Association shall meet with all parties to mediate a solution.
b. The appropriate Assistant Superintendent, or designee, will receive for review any documentation provided by both parties five (5) days prior to mediation. Mediation shall be scheduled within ten (10) days of the request.

3. Level Three – Superintendent of Schools
   a. If Level Two mediation was unsuccessful, an aggrieved person(s) may, within five (5) working days after the final Level Two Mediation session, file his/her grievance with the Superintendent.
   b. The Superintendent shall schedule a meeting to take place within ten (10) working days from the receipt of the written grievance from the aggrieved person(s) with the purpose of resolving the grievance. Persons entitled to take part in this meeting shall be:
      i. A maximum of two (2) administrators designated by the Superintendent, who may include himself/herself as one (1) of the two (2). If the Superintendent does not include himself/herself as one (1), then a Cabinet Level Administrator will be appointed as one (1) of the two (2).
      ii. A maximum of two (2) Association representatives which may include an AEA Representative.
      iii. The principal or appropriate administrator who was involved at Level One.
      iv. The aggrieved person(s). These persons shall be given five (5) days notice in writing of the time and place of the meeting.
   c. The Superintendent shall within five (5) days after this meeting, render his/her decision in writing to the aggrieved person, the principal, or appropriate administrator, and the Association.

4. Level Four - Hearing Officer

   Only those grievances that contest the imposition of disciplinary action may be appealed to a Hearing Officer who shall make a recommended decision to the Board. This provision does not apply to disciplinary action consisting of a suspension of more than ten (10) days or dismissal. [Appeal of any disciplinary action consisting of a suspension of more than ten (10) days or dismissal is governed by Arizona statutes.]
   a. If an aggrieved person(s) is not satisfied with the Superintendent's decision concerning his/her grievance at Level Three, he/she may, within ten (10) working days from the receipt of the Superintendent's decision, file his/her grievance appeal with the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations.
   b. The Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations and the Association shall meet to select a Hearing Officer who shall hear the appeal.
   c. The Hearing Officer shall conduct a hearing utilizing commonly accepted procedural rules for administrative hearings and the Hearing Officer shall issue a recommended decision to the Board within thirty (30) days of the hearing.
   d. The Board shall decide whether to accept or reject the recommended decision of the Hearing Officer and the Board shall determine the appropriate level of discipline, if any, in the matter.

G. INITIATION OF GROUP GRIEVANCES

1. Where teachers in more than one (1) school have a common grievance, the Association, upon their request, may initiate a group grievance in their behalf. In such cases, a written grievance shall be filed with the Superintendent as described in Section VIII.F.2.b., and information copies of the grievance shall be sent simultaneously to the principals of the employees involved.
2. The procedure for the group grievance shall then follow the steps as described above at Level Two and Three, if necessary.

H. THE ASSOCIATION AS A PARTY IN INTEREST

When an aggrieved teacher declines to pursue his/her remedies either informally or formally, and when the Association deems that the grievance is one that has great importance or serious implications for members of the Association as a group, the Association may initiate proceedings to pursue a settlement of the grievance for that teacher. However, the teacher may be requested to attend the hearing as a resource to the proceedings. The Association as herein described shall have all the rights, privileges, and defenses as the party for whom it is substituting would have had.

I. GENERAL PROVISIONS

1. Reprisals shall not be taken against any teacher, any party in interest, and Association representative or any other participant in the grievance procedure by reason of such participation.
2. The filing or pendency of any grievance under the provisions of this MOU shall in no way operate to impede, delay or interfere with the rights of the Board to take the action complained of, subject, however, to the final decision on the grievance.
3. The Association shall have the right to be present to state its views at all stages of the grievance procedure. Any employee may choose to be represented by a person(s) or his/her choosing at any level of the grievance procedure.

4. Failure at any step in this procedure to communicate decisions in writing as called for on a grievance within the specified time limits shall permit the grievance to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step and there shall be no further right to appeal.

5. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

6. If any member of the Association's grievance committee is a party in interest to any grievance, he/she shall not serve as the Association's grievance representative at processing of such grievance.

7. The Board and the Administration will cooperate with the Association in its investigation of any grievance, and further, will furnish the Association with such information as is requested, other than privileged information, for the processing of any grievance within five (5) working days of the request provided such information is available in the form requested.

8. Any grievance shall not be recognized by the Board or the Association unless it shall have been presented to the appropriate level within thirty (30) days of the time the aggrieved person(s) knew, or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered as waived.

9. A grievance may be withdrawn at any level without prejudice or record. It cannot be reopened so long as the Association and the aggrieved person(s) have agreed to the withdrawal.

10. All sessions held in connection with the processing of grievances shall be in closed sessions, and no news releases shall be made concerning the process of the hearing.

IX. EVALUATION SYSTEM [Reference DUSD Policy 7.43]

A. DURATION AND EVALUATION
The current Teacher Evaluation System shall not be changed for the duration of this MOU without notice to the Association and opportunity to discuss such changes. A joint committee equally comprised of Association and Board representatives will assess the effectiveness of the Evaluation System during the school year and make recommendation to the Board for change (if necessary) for the following school year. If requested by Association or Administration the joint committee will be established on or before April, and the committee's recommendation shall be made to the Superintendent prior to August 1.

B. RIGHT TO REBUTTAL
The teacher evaluation system shall provide a method for the teacher to rebut a negative evaluation. The grievance procedure can be used for alleged violations of the evaluation procedures, but not for disagreement with the opinions of the evaluator.

X. DISCIPLINE AND PARENT COMPLAINTS

A. PARENTAL COMPLAINT PROCEDURE [Reference DUSD Policy KE]
1. The parent shall be encouraged to confer with the staff member involved concerning the complaint before initiating the following procedure.

2. If not satisfied with the outcome of that conference or if the parent refuses to confer with the staff member, the parent may obtain a statement of intent to pursue the matter through the Parental Complaint Procedure from the school office. (Informal communication between the parent and/or principal, and/or staff member is encouraged prior to Step 3.)

3. The immediate supervisor provides the parent with a copy of the Parental Complaint/Appeal Procedure and notifies the teacher of the pending complaint, if appropriate, prior to interviewing students or scheduling a meeting with the concerned parties. This meeting will occur within two (2) school days of the receipt of the intent form. A summary of the conference and proposed resolution will be written by the supervisor and made available to the involved parties within one (1) school day.

4. If the parent does not agree with the proposed resolution, then an appeal may be filed following the procedures outlined in the Parental Complaint/Appeal Procedure.

5. Notwithstanding the foregoing, the District may take appropriate action as required by federal and state law. Prior to taking such action, the District will confer with the affected staff member and the Association, if requested by the staff member.
6. Complaints regarding sponsors and coaches - Complaints regarding sponsors and coaches of student extracurricular activities and athletics are processed at the building level. The decision of the building principal is final.

B. DISCIPLINE OR REPRIMAND [Reference DUSD Policy 7.46]
1. Teachers are expected to comply with reasonable rules, regulations, and directions adopted by the Board or its representatives which are not inconsistent with the provisions of this Memorandum, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well being or is professionally demeaning.
2. The Association recognizes that abuse of sick leave or other leave, chronic tardiness or absence not protected by the Family Medical and Leave Act, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. Alleged breaches of discipline shall be promptly reported to the offending teacher.
3. A teacher shall have the right to have an Association representative (or his/her designee) present when he/she is being warned, disciplined or reprimanded for serious infraction of rules or delinquency in professional performance (absent legally extenuating circumstances). The teacher shall be given sufficient notice including the subject of discussion. When a request for representation is made, no formal disciplinary action shall be taken with respect to the teacher until the representative or alternate representative is given a reasonable opportunity to be present. All written information forming the basis for the reprimand shall be made available to the teacher and the representative.
4. Teachers shall not be disciplined or reprimanded without just cause.
5. Teachers shall not be disciplined or reprimanded in the presence of students, parents, other employees (except his/her representative), or at public gatherings.

C. SUSPENSION OR DISMISSAL
1. The principal shall have the right to discuss possible infractions of school policy or regulations with a teacher at any time. Prior to any meeting with a teacher, the principal shall indicate the subject to be discussed. The teacher has the right to have an Association representative of their choice present, and if requested, the meeting shall not begin until the representative or alternate representative is given a reasonable opportunity to be present. Both parties shall make every effort to schedule the meeting in a timely manner.
2. Nothing in this MOU shall interfere with the right of the Board to terminate a non-continuing teacher. Termination of a non-continuing teacher is not subject to the grievance procedure. Dismissal or suspension from duty is subject to the provisions of the school laws of Arizona and the policies of the Board. Non-continuing teachers who do not show evidence of sufficient professional growth or promise may be non-renewed.
3. The Board or the Superintendent shall, in cases where notice of non-renewal or termination is given, state in the notice the reasons for the non-renewal or termination.
4. Teachers may be terminated only in the manner prescribed by law.
5. Probationary teachers who receive notification of nonrenewal of their contract shall be entitled to a conference with the Executive Director of Employee and Community Relations, Assistant Superintendent for Employee and Public Relations. This conference must be requested within ten (10) working days of the receipt of the non-renewal notice and be held within ten (10) working days of the request. The teacher has the right to have up to three (3) Association representatives present at the conference.
The Superintendent shall not fail to implement the following procedures for internal transfers of teaching staff interested in transferring positions for the start of the next school year:

**Timeline/Procedure**

**Round One:**

- **Step 1** Staffing allocations are provided to building administrators.

- **Step 2** Building administrators identify vacancies and unassigned staff. Building administrators will make every effort to place all current staff. Placements must meet certificate and highly qualified requirements.

- **Step 3** Administration places into the vacancies all unassigned staff and any employees returning from a leave of absence. Human resources (HR) notifies unassigned staff and employees returning from a leave of absence of their placement for the next school year.

- **Step 4** Tuesday AM - Open Positions are posted and notices to employees are sent by e-mail with a link to the Open Position List. Procedures and dates for Round One and Round Two will be included in the e-mail notification. In this notice they will be told they must make themselves available for a potential Thursday, Friday or Saturday interview. The teacher must be available for the interview when scheduled or lose the opportunity to interview. Internal Transfer Application for Teachers will be available on the HR website (a link will be provided).

- **Step 5** Wednesday Noon - Teacher must send an e-mail to the building administrator at the school where the teacher would like interview.

- **Step 6** Wednesday End of Work Day - Building administrator will notify teacher of interview for Thursday, Friday or Saturday.

- **Step 7** Interview - Teacher must bring to the interview the completed Internal Transfer Application for Teachers and documentation supporting appropriate certification and highly qualified status for the position for which they are interviewing. If the teacher is currently on a Performance Improvement Agreement (PIA) please see "Other Procedure Components" for additional information.
Step 8 Notification of Selection - Prior to making a decision, the building administrator must contact the teacher's current building administrator and obtain a reference check. The building administrator notifies the successful candidate(s) that s/he is going to be recommended for transfer.

Step 9 Acceptance of Transfer - By Monday 10:00 AM - The teacher must provide the building administrator with a response.

Step 10: By Monday Noon - Once accepted by the teacher, the building administrator must submit the recommendation for transfer, reference check documentation, Internal Transfer Application for Teachers, and certificate and highly qualified documentation to human resources for processing. Human resources will verify the eligibility of the teacher and notify the building administrator when the verification is completed. If teacher does not meet the eligibility requirements the building administrator may submit a new recommendation. This second recommendation must be made by close of business on Monday. The building administrator could opt to put the opening into Round Two if they do not have a second recommendation.

Round Two:

Step 11: The Tuesday morning following Round One interviews, all open positions are posted and notice to employees is sent out by e-mail with a link to the Open Positions List. The next steps are the same as Step 5 through 10 above.

Round Three:

All open positions are posted a week later on Tuesday morning with notice to employees sent out by e-mail with a link to the Open Position List. These positions will be available to in-District and out-of-District candidates.

From this point forward, all open positions will be updated on a daily basis. Staff members will have to check daily to see if there are positions for which they are interested in applying.

Internal Voluntary Transfer Procedure Ends

The Voluntary Transfer Procedure ends ten (10) days after contracts are due or May 15 whichever date is later. This means that teachers will not be able to transfer from their assigned position after this date unless mutually agreeable to the teacher involved and the principals as approved by the Superintendent.

Other Procedure Components:
• All staff that apply for an opening and send e-mail notification requesting an interview will be interviewed.

• A request to transfer will not be granted if the teacher has been under a plan of improvement (PIA) for classroom deficiencies during the current year unless the teacher's current supervisor agrees and the principal desiring to grant the transfer request agrees to continue the PIA until the areas requirement improvement have been completed.

• The Internal Transfer Application for Teachers will ask the following:
  - During the current school year have you been on a PIA?
  - If yes, are you still on a PIA?
  - If you have been or if you are still on a PIA, will your current building administrator release you to transfer to another school? If you answer yes, then you must print the Administrator Release Form and have your administrator sign the form indicating his/her willingness to have you transfer. You must bring this signed document to your interview and provide it to the interviewing administrator. Remember that if you are still on a PIA the administrator who accepts your request for transfer must agree to continue the PIA until the areas requiring improvement have been completed.

• The interview process is intended to identify the best candidate for the position while supporting Governing Board goals and allowing teachers to pursue professional options.

• There shall be interview teams that include an administrator, one to two (1-2) grade level members or department chair or representative. Optional team members could include Dysart Education Association (DEA) representatives or instructional/reading coaches.

• Notification to selected and non-selected staff requesting an internal transfer:
  - Human resources shall notify selected staff members that their transfer has been approved for the following school year.
  - Building administrators shall inform interviewed staff members requesting a transfer that they were not selected. First attempt should be made by phone. E-mail should be sent if phone contact could not be made. After phone contact, e-mail notification should be done for verification. Individuals should be provided with a response on or before Monday noon after the individual has been interviewed and the selection has been made.
- Feedback from administration should be given upon request.
- There is not an appeal process.
- Assistance may be available to individuals who request help with transfers from the Assistant Superintendent for Human Resources when an individual's transfer request has not been granted and where the individual has made five (5) requests in two (2) years without success and the individual is a continuing teacher. The recommendation of the Assistant Superintendent for Human Resources will be brought to the Superintendent and the Superintendent's decision is final.
### Pay Schedule 2013-2014

#### Extracurricular Assignments

<table>
<thead>
<tr>
<th>Role</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Head Varsity Coach*</td>
<td>$3,890</td>
</tr>
<tr>
<td>HS Head Football Coach*</td>
<td>$5,185</td>
</tr>
<tr>
<td>Coaches* with 3 team responsibility as determined by AIA/available schedule. (i.e. Baseball, Basketball, Softball, and Volleyball.)</td>
<td>$4,535</td>
</tr>
<tr>
<td>HS Varsity Assistant Coach*</td>
<td>$2,915</td>
</tr>
<tr>
<td>Football Offensive and Defensive Coordinator</td>
<td>$3,890</td>
</tr>
<tr>
<td>HS Junior Varsity Coach*</td>
<td>$2,270</td>
</tr>
<tr>
<td>HS Freshman Coach*</td>
<td>$1,945</td>
</tr>
<tr>
<td>Additional Compensation for Athletic Play-offs – Paid coaches of varsity sports engaged in post-season Arizona Interscholastic Association State Play-offs will receive $150 per week stipend for practice and compensation. Head coaches and varsity assistants will be paid in sports for which the entire team qualified. For sports that qualify individuals, the head coach will be paid, and if four or more team members qualify, varsity assistants will be paid.</td>
<td>$150 per week</td>
</tr>
<tr>
<td>High School Activities*</td>
<td></td>
</tr>
<tr>
<td>• Band</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Chorus</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Drama (2 plays per year)</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Dance</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Newspaper</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Yearbook</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Student Council</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Skills USA</td>
<td>$1,945</td>
</tr>
<tr>
<td>• Skills USA Media</td>
<td>$1,945</td>
</tr>
<tr>
<td>• HOISA</td>
<td>$1,945</td>
</tr>
<tr>
<td>• DCA</td>
<td>$1,945</td>
</tr>
<tr>
<td>• FEA</td>
<td>$1,945</td>
</tr>
<tr>
<td>• FCCLA</td>
<td>$1,945</td>
</tr>
<tr>
<td>H.S. Team Leaders/Department Chairs*</td>
<td>$12,950</td>
</tr>
<tr>
<td>• English</td>
<td></td>
</tr>
<tr>
<td>• Foreign Language</td>
<td></td>
</tr>
<tr>
<td>• Math</td>
<td></td>
</tr>
<tr>
<td>• Social Studies</td>
<td></td>
</tr>
<tr>
<td>• Fine Arts</td>
<td></td>
</tr>
<tr>
<td>• Science</td>
<td></td>
</tr>
<tr>
<td>• Physical Education</td>
<td></td>
</tr>
<tr>
<td>• Special Education</td>
<td></td>
</tr>
<tr>
<td>• Career and Technical Education</td>
<td></td>
</tr>
<tr>
<td>• Counseling</td>
<td></td>
</tr>
<tr>
<td>HS Senior Class Sponsor*</td>
<td>$1,620</td>
</tr>
<tr>
<td>HS Junior Class Sponsor*</td>
<td></td>
</tr>
<tr>
<td>JROTC* (one FTE) JROTC* (two FTE if growth exceeds 15% at the 40th day.)</td>
<td>$1,620</td>
</tr>
<tr>
<td>HS Sophomore Class Sponsor *</td>
<td>$975</td>
</tr>
<tr>
<td>HS Freshman Class Sponsor*</td>
<td></td>
</tr>
<tr>
<td>Elementary Coach*</td>
<td></td>
</tr>
<tr>
<td><strong>Total Stipend Amount not to be exceeded by site</strong></td>
<td></td>
</tr>
</tbody>
</table>

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MOU 2013-2014

APPENDIX B
# DYSART UNIFIED SCHOOL DISTRICT
## EXTRACURRICULAR/SUPPLEMENTAL ASSIGNMENT/CONTRACT ADDENDA
### PAY SCHEDULE
#### 2013-2014

<table>
<thead>
<tr>
<th>Additional teaching assignment (6th Section)</th>
<th>$35 per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-8 and DECC Grade Level Chairs* (maximum of ten per school to be determined by Principal and Faculty Advisory Committee. If no agreement is reached, five grade level chairs shall be established as follows: Kindergarten and 1st grade/2nd and 3rd grades/3rd, 4th and 5th grades/7th and 8th grades/Special Education and Special Areas). DECC will have one grade level chair representing the campus. Anything outside of this should be approved by the Executive Director of Employee and Community Relations Assistant Superintendent for Employee and Public Relations.</td>
<td>$12,950 (Total stipend amount not to be exceeded by site)</td>
</tr>
</tbody>
</table>
| K-8 Activities:  
  - Student Council  
  - Yearbook | $650 |
| K-8 Extended Day Special Approved Programs (Teaching or Tutoring in Principal-approved program. Prior approval from Principal required for payment) | $22/hour |

*High School & Elementary coaching addenda will be paid throughout the season for the assignment as determined by the Athletic Director with the Human Resources Department in consultation with the Payroll Department. Year-long assignments will be paid in two installments at the end of each semester. All other extracurricular assignments will be paid upon the completion of the assignment, provided appropriate verification has been received by the Payroll Department. In situations where an athletic season is ⅔ of the regular AIA season, as dictated by the AIA, the head coaching stipend will be prorated to reflect the length of the season.

### SUPPLEMENTAL ASSIGNMENTS – CERTIFIED
#### (WORK THAT OCCURS OUTSIDE OF PROFESSIONAL DAY OR CONTRACT DAYS)

<table>
<thead>
<tr>
<th>Additional Days (per work agreement or pre-approval from principal administration)</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School Coordinator</td>
<td>Per diem</td>
</tr>
<tr>
<td>Staff Development Class</td>
<td>$22/hour</td>
</tr>
<tr>
<td>Curriculum Writing</td>
<td>$22/hour</td>
</tr>
<tr>
<td><strong>Elm</strong> Middle Game Supervisor</td>
<td>$1,000/per season</td>
</tr>
<tr>
<td>Game Workers</td>
<td>$10/hour</td>
</tr>
<tr>
<td>Guest Teacher Academy</td>
<td>$120</td>
</tr>
<tr>
<td>Hearing Impaired Interpreter</td>
<td>Per hour based on per diem</td>
</tr>
<tr>
<td>Language Acquisition Mentor</td>
<td>$22/hour</td>
</tr>
<tr>
<td>Prep Class Coverage</td>
<td>$18 per instance</td>
</tr>
<tr>
<td>Translation</td>
<td>$22/hour</td>
</tr>
</tbody>
</table>

### SUPPLEMENTAL ASSIGNMENTS – ADDENDA

<table>
<thead>
<tr>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE Site Coordinator</td>
</tr>
<tr>
<td>CTE Counselor</td>
</tr>
<tr>
<td>CTSO Sponsor</td>
</tr>
<tr>
<td>DECA Student Store Supervision</td>
</tr>
<tr>
<td>DIBELS Site Coordinator</td>
</tr>
<tr>
<td>e-IEP Pro Help Desk Liaison</td>
</tr>
<tr>
<td>ESY Coordinator</td>
</tr>
<tr>
<td>Gifted Specialist Stipend – Provisional Endorsement</td>
</tr>
</tbody>
</table>

MOU 2013-2014
APPENDIX B
### EXTRACURRICULAR/SUPPLEMENTAL ASSIGNMENT/CONTRACT ADDENDA

**PAY SCHEDULE**

#### 2013-2014

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifted Specialist Stipend – Standard Endorsement</td>
<td>$2,000</td>
</tr>
<tr>
<td>Lead Adaptive Physical Education Teacher</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead Motor Therapist</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead Nurse</td>
<td>$2,500</td>
</tr>
<tr>
<td>Lead OT</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead School Psychologist Addenda</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead SLP</td>
<td>$3,000</td>
</tr>
<tr>
<td>National Board Certification</td>
<td>10% of base</td>
</tr>
<tr>
<td>Online Course Teacher</td>
<td>$850</td>
</tr>
<tr>
<td>School Nurse</td>
<td>$672</td>
</tr>
<tr>
<td>Site Technology Mentor</td>
<td>$3,000</td>
</tr>
<tr>
<td>Special Education Self-Contained Classroom-Teacher (K-12) continued for 2013-2014 school year to those receiving the stipend in the 2012-2013 school year.</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

### CONTRACT – ADDENDA

<table>
<thead>
<tr>
<th>Position</th>
<th>2012-2013 Pay Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor – High School – 20 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Lead District Counselor – 10 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Lead District Counselor</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead District ELD Teacher – 20 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Lead District ELD Teacher</td>
<td>$3,000</td>
</tr>
<tr>
<td>El Mirage Teacher (Grades 2-4 ASU Affiliated Training Program) – 15 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>El Mirage Teacher (Grades 2-4 ASU Affiliated Training Program)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Grant Specialist</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Hard-to-Fill Position Addenda (hard-to-fill positions reviewed annually)</strong></td>
<td>$1,500</td>
</tr>
<tr>
<td>Lead District Arts Teacher – 10 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Lead District Arts Lead Teacher</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead District Foreign Language – 10 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Lead District Foreign Language</td>
<td>$3,000</td>
</tr>
<tr>
<td>Lead District Media Specialist – 10 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Lead District Media Specialist</td>
<td>$3,000</td>
</tr>
<tr>
<td>Instructional Growth Teacher – 15 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Instructional Growth Teacher</td>
<td>$3,000</td>
</tr>
<tr>
<td>Librarian/Media Specialist – High School – 10 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Specialist (Math, Science, SS, LA, Technology) – 32 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Specialist (Math, Science, SS, LA, Technology)</td>
<td>$6,000</td>
</tr>
<tr>
<td>Special Education Instructional Coach – 14 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Special Education Instructional Coach</td>
<td>$3,000</td>
</tr>
<tr>
<td>Technology Training Supervisor – 32 additional days</td>
<td>Per diem</td>
</tr>
<tr>
<td>Technology Training Supervisor</td>
<td>$14,000</td>
</tr>
</tbody>
</table>

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MOU 2013-2014
APPENDIX B
### Dysart Unified School District
2013-2014 Certified Salary Placement Schedule
(Teachers, Nurses, Counselors, Behavior Coaches)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DEGREE</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>BA</td>
<td>$33,356</td>
<td>$37,356</td>
</tr>
<tr>
<td>B</td>
<td>BA + 15</td>
<td>$34,688</td>
<td>$39,643</td>
</tr>
<tr>
<td>C</td>
<td>BA + 30 / MA</td>
<td>$36,076</td>
<td>$46,080</td>
</tr>
<tr>
<td>D</td>
<td>MA + 15</td>
<td>$37,519</td>
<td>$51,232</td>
</tr>
<tr>
<td>E</td>
<td>MA + 30</td>
<td>$39,019</td>
<td>$54,480</td>
</tr>
<tr>
<td>F</td>
<td>MA + 45</td>
<td>$40,581</td>
<td>$64,751</td>
</tr>
<tr>
<td>G</td>
<td>MA + 60</td>
<td>$42,203</td>
<td>$67,341</td>
</tr>
</tbody>
</table>

**NEW EMPLOYEES**

INITIAL SALARY PLACEMENT = ENTRY GRADE SALARY PLUS EXPERIENCE CREDIT

Estimate Your Initial Salary Placement Here

<table>
<thead>
<tr>
<th>Entry Grade Minimum Salary</th>
<th>Experience Credit</th>
<th>Initial Contract Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Up to five years of educational experience may be granted at $800/year

**Additional Compensation and Opportunities for Increased Earnings**

- Instructional Improvement Fund: $250 (For Prop 301 Funds, 011 and 013 Eligible Employees Only)
- *Proposition 301 Base:* $TBD (Given to all eligible employees distributed equally with each pay check)
- **Proposition 301 Pay for Performance:** $TBD

Pursuant to A.R.S. § 15-544, notice is hereby given that Dysart Unified School District No. 89 may implement a general salary reduction, to be implemented equitably among all teachers who are subject to A.R.S. § 15-544, during fiscal year 2013-2014. The details of the general salary reduction are contained in the proposed contracts for 2013-2014 that have been or will be issued to Administrators.

*Proposition 301 funding is based on receipt of sufficient funds. If the legislature fails to fund fully or partially funds the amounts appropriated for the salaries and benefits portion of the District’s budget, the Governing Board shall reduce pro rata the total amount of compensation due to each employee. Please note this is the reason the amounts are designated as “estimated.” The District’s Pay for Performance Program shall be the one adopted by the Governing Board.

**Eligible employees to receive in Fall, 2014. The District’s Pay for Performance Program shall be the one adopted by the Governing Board.

Employees who have retired with Arizona State Retirement System and are returning to work for the District will be placed on the salary schedule at a placement that will allow the District to recoup the costs associated with paying an alternative contribution rate paid to ASRS pursuant to A.R.S. Section 38-766.02.

*The Dysart Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievance or complaint procedures contact the Assistant Superintendent for Employee and Public Relations at 623.876.7000.*

Approved by Governing Board on March 20, 2013.
CURRENT EMPLOYEE CALCULATION

SALARY CALCULATION - CURRENT SALARY PLUS ANY PERCENTAGE INCREASE = NEW BASE SALARY

**EXAMPLE**

<table>
<thead>
<tr>
<th>Current Salary</th>
<th>$40,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>3% increase of current salary for a following year</td>
<td>$1,200</td>
</tr>
<tr>
<td><strong>NEW BASE SALARY</strong></td>
<td><strong>$41,200</strong></td>
</tr>
</tbody>
</table>

Additional Compensation and Opportunities for Increased Earnings – Certified Employees

Professional Growth – Upon completion of increments of BA15, BA30/MA, MA15, MA30, MA45, MA60 increase is 4%.

Instructional Improvement Fund

*Proposition 301 Base

**Proposition 301 Pay for Performance

<table>
<thead>
<tr>
<th>Longevity Pay</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 to 19 years</td>
<td>1,500</td>
</tr>
<tr>
<td>20 to 23 years</td>
<td>2,000</td>
</tr>
<tr>
<td>24 or more years</td>
<td>2,500</td>
</tr>
</tbody>
</table>

Pursuant to A.R.S. § 15-544, notice is hereby given that Dysart Unified School District No. 89 may implement a general salary reduction, to be implemented equitably among all teachers who are subject to A.R.S. § 15-544, during fiscal year 2013-2014. The details of the general salary reduction are contained in the proposed contracts for 2013-2014 that have been or will be issued to Administrators.

*Proposition 301 funding is based on receipt of sufficient funds. If the legislature fails to fund fully or partially funds the amounts appropriated for the salaries and benefits portion of the District’s budget, the Governing Board shall reduce pro rata the total amount of compensation due to each employee. Please note this is the reason the amounts are designated as “estimated.” The District’s Pay for Performance Program shall be the one adopted by the Governing Board.

**Eligible employees to receive in Fall, 2014. The District’s Pay for Performance Program shall be the one adopted by the Governing Board.

Employees who have retired with Arizona State Retirement System and are returning to work for the District will be placed on the salary schedule at a placement that will allow the District to recoup the costs associated with paying an alternative contribution rate paid to ASRS pursuant to A.R.S. Section 38-766.02.
Beginning the 2013-2014 school year, the salary placement schedule has been adjusted to include the former stipend for licensed related-services professions into the placement schedule.

Pursuant to A.R.S. § 15-544, notice is hereby given that Dysart Unified School District No. 89 may implement a general salary reduction, to be implemented equitably among all certificated staff who are subject to A.R.S. § 15-544, during fiscal year 2013-2014. The details of the general salary reduction are contained in the contracts for 2013-2014 that have been or will be issued to certificated staff.

Employees who have retired with the Arizona State Retirement System and are returning to work for the District will be placed on the salary schedule at a placement that will allow the District to recoup the costs associated with paying an alternative contribution rate paid to ASRS pursuant to A.R.S. Section 38-766.02.

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Dysart Unified School District
2013-2014 Speech Language Pathologist/Audiologist
Salary Placement Schedule

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DEGREE</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SLP BA</td>
<td>$47,217</td>
<td>$66,295</td>
</tr>
<tr>
<td>B</td>
<td>MA/MS</td>
<td>$50,287</td>
<td>$69,454</td>
</tr>
<tr>
<td>C</td>
<td>MA/MS+15 or MA/MS with CCC</td>
<td>$53,446</td>
<td>$72,614</td>
</tr>
<tr>
<td>D</td>
<td>MA/MS+30</td>
<td>$56,606</td>
<td>$75,773</td>
</tr>
</tbody>
</table>

**NEW EMPLOYEES**

Initial Salary Placement = Entry Grade Salary Plus Experience Credit

<table>
<thead>
<tr>
<th>Estimate Your Initial Salary Placement Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Grade Minimum Salary</td>
</tr>
<tr>
<td>Experience Credit</td>
</tr>
<tr>
<td>Initial Contract Base Salary</td>
</tr>
</tbody>
</table>

Up to five years of educational experience may be granted at $1060/year

*Beginning the 2013-2014 school year, the salary placement schedule has been adjusted to include the former stipend for licensed related-services professions into the placement schedule.*

Pursuant to A.R.S. § 15-544, notice is hereby given that Dysart Unified School District No. 89 may implement a general salary reduction, to be implemented equitably among all certificated staff who are subject to A.R.S. § 15-544, during fiscal year 2013-2014. The details of the general salary reduction are contained in the contracts for 2013-2014 that have been or will be issued to certificated staff.

Employees who have retired with the Arizona State Retirement System and are returning to work for the District will be placed on the salary schedule at a step that will allow the District to recoup the costs associated with paying an alternative contribution rate paid to ASRS pursuant to A.R.S. Section 38-766.02.

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Approved by Governing Board on March 20, 2013.
### Dysart Unified School District
#### 2013-2014 Psychologist

**Salary Placement Schedule**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DEGREE</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CERTIFICATE</td>
<td>$61,501</td>
<td>$82,051</td>
</tr>
<tr>
<td>B</td>
<td>PH.D.</td>
<td>$62,571</td>
<td>$83,156</td>
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</tbody>
</table>

**NEW EMPLOYEES**

INITIAL SALARY PLACEMENT = ENTRY GRADE SALARY PLUS EXPERIENCE CREDIT

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Entry Grade Minimum Salary</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Experience Credit</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Initial Contract Base Salary</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Estimate Your Initial Salary Placement Here

Up to five years of educational experience may be granted at $950/year

Beginning the 2013-2014 school year, the salary placement schedule has been adjusted to include the former stipend for licensed related-services professions into the placement schedule.

Pursuant to A.R.S. § 15-544, notice is hereby given that Dysart Unified School District No. 89 may implement a general salary reduction, to be implemented equitably among all certificated staff who are subject to A.R.S. § 15-544, during fiscal year 2013-2014. The details of the general salary reduction are contained in the contracts for 2013-2014 that have been or will be issued to certificated staff.

Employees who have retired with the Arizona State Retirement System and are returning to work for the District will be placed on the salary schedule at a step that will allow the District to recoup the costs associated with paying an alternative contribution rate paid to ASRS pursuant to A.R.S. Section 38-766.02.

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Approved by Governing Board on March 20, 2013.

MOU 2013-2014
Attachment 4
**2013-2014 FISCAL YEAR**

**197-DAY WORK CALENDAR**

<table>
<thead>
<tr>
<th>July '13</th>
<th>1 WORK / 0 HOLIDAYS / 0 NONHOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
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<tr>
<td>1</td>
<td>2</td>
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<tr>
<td>8</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>August '13</th>
<th>22 WORK / 0 HOLIDAYS / 0 NONHOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
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<table>
<thead>
<tr>
<th>September '13</th>
<th>18 WORK / 0 HOLIDAYS / 5 NONHOLIDAYS</th>
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<tbody>
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<td>S</td>
<td>M</td>
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<table>
<thead>
<tr>
<th>October '13</th>
<th>17 WORK / 2 HOLIDAYS / 2 NONHOLIDAYS</th>
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<tbody>
<tr>
<td>S</td>
<td>M</td>
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<table>
<thead>
<tr>
<th>November '13</th>
<th>14 WORK / 7 HOLIDAYS / 1 NONHOLIDAY</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>December '13</th>
<th>19 WORK / 3 HOLIDAYS / 1 NONHOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
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<td>1</td>
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<table>
<thead>
<tr>
<th>January '14</th>
<th>19 WORK / 0 HOLIDAYS / 1 NONHOLIDAY</th>
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<tbody>
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<td>S</td>
<td>M</td>
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<table>
<thead>
<tr>
<th>February '14</th>
<th>16 WORK / 0 HOLIDAYS / 5 NONHOLIDAYS</th>
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</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
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<td>1</td>
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</table>

<table>
<thead>
<tr>
<th>March '14</th>
<th>22 WORK / 0 HOLIDAYS / 0 NONHOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
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<tr>
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<table>
<thead>
<tr>
<th>April '14</th>
<th>17 WORK / 0 HOLIDAYS / 0 NONHOLIDAYS</th>
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<tbody>
<tr>
<td>S</td>
<td>M</td>
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<table>
<thead>
<tr>
<th>May '14</th>
<th>19 WORK / 0 HOLIDAYS / 1 NONHOLIDAY</th>
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<td>S</td>
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<table>
<thead>
<tr>
<th>June '14</th>
<th>16 WORK / 0 HOLIDAYS / 5 NONHOLIDAYS</th>
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<tbody>
<tr>
<td>S</td>
<td>M</td>
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</tbody>
</table>

**Start Date**: July 31

- First Day for Students: August 5
- Labor Day: September 2
- Fall Break: October 14 - 18
- Veterans' Day: November 11 - PAID
- Thanksgiving Recess: November 27 - 29
- Semester Break: December 20
- Winter Break: December 23 - January 3
- Martin Luther King Day: January 20
- Presidents' Day: February 17
- Spring Break: March 10 - 14
- Professional Development Day: April 18
- Last Day of School for Students: May 22
- Last Work Day: May 23

**NOTE**

Students are dismissed early every Monday beginning August 12 to provide time for teacher professional development.

**MOU 2013-2014**

Attachment 5

Governing Board approved March 20, 2013.
Dysart Professional Appearance Standards

We all know that proper dress, grooming, and personal cleanliness are reasonable expectations in every workplace. Proper attire does set a tone at our sites and sends a message regarding our expectations as a work and learning community. As district employees, we provide positive role models for our students and that includes our professional dress. That is why we have worked to establish professional dress regulations. It is very important the appearance and dress of all faculty and employees is appropriate and professional for the environment in which they work, for the duties of their jobs, and for the impressionable youth they serve.

Employees must have a professional appearance and dress during the workday or any time the employee attends work-related activities including workshops, off-site activities, etc. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, dress coordinates, suits, dresses, ties, and sports coats or the appropriate uniform clothing provided to employees. Consequently, anything you wear should be in good taste. Professional dress and appearance standards must be uniformly practiced at all district schools and work sites.

The following regulations are in place:

Clothing should be consistent with the Student Dress Code published in the Parent/Student Handbook.

Clothing should be neither too loose, too tight, too low cut, nor too short. Clothing displaying abusive, vulgar, or offensive language, advertising tobacco products or alcohol, and/or making reference to drugs are prohibited. Clothing which is too revealing, suggestive or ill fitting is prohibited.

Examples of prohibited attire include: shorts of inappropriate length (shorts should only be worn by employees as appropriate to their work environment such as P.E. teachers or coaches); spandex shorts, knit shorts, jean shorts, and jean pants (except on Fridays). Tank tops, halter-tops, tops above the midriff, sheer see-through tops and spaghetti straps are unacceptable.

Footwear must be worn at all times. Shoes traditionally worn around the home or to the beach are not permitted including rubber shoe thongs, house slippers, etc.

Some special notes:

1. Appropriate jeans may be worn on spirit Fridays with your school, spirit or department shirt.

2. Employees who are members of the maintenance department and other auxiliary service departments should dress according to the standards established by their supervisors. Dress should be clean, neat, appropriate to the work environment, and work duties.

3. P.E. teachers or coaches should dress appropriate to their work environment as well as work duties. In this instance, supervisors and school-level administrators are authorized to interpret this policy and their interpretations shall be given deference.

4. All district employees are expected to wear their district ID badge in plain sight at all times while at work, or in attendance at school/district functions.

The dress guidelines were developed by a committee of Teachers (DEA), Support Staff (DESP) and Principals (DSAA), and approved by District Administration.
AGENDA ITEM: Recommendation for Revision of Governing Board Policy Section 12.2 – Relations with Education Research Agencies – First Reading

EXECUTIVE SUMMARY:

At its September 5, 2012 meeting, the Governing Board took action to adopt Section 12.2 – Relations with Education Research Agencies. At this time, Administration recommends inclusion of text omitted from the adopted section. The following text will be added:

The following activities require direct annual notification to parents at the beginning of the school year of the specific or approximate dates when scheduled, if scheduled in accordance with the Protection of Pupil Rights Amendment.

BOARD ACTION REQUESTED:

It is recommended the Governing Board review recommendation to revise Governing Board Policy Section 12.2 – Relations with Education Research Agencies. First Reading

SUBMITTED BY:  SUPERINTENDENT:  

ACTION BY BOARD:  Motion:  Second:  Vote:  AGENDA ITEM: 30
Section 12 – Education Agency Relations

Section 12.2 – Relations with Education Research Agencies

The Superintendent shall not fail to engage in appropriate cooperative activities with colleges, universities, and other recognized research agencies in promoting potentially useful research. Because of the requirements in the Protection of Pupil Rights Amendment (20 U.S.C. § 1232h) it may be necessary to limit the number and establish guidelines for the approval of studies.

Decisions in connection with research involving students, teachers, or other employees will be influenced by the following factors:

- The objectives of the research should be clearly stated and the design should produce valid and reliable results that will then be made available to the District.

- The research should be expected to contribute to the improvement of education or the general welfare of students.

- Data derived from school records, interviews, surveys or questionnaires that have potential for invasion of the privacy of students or their families must have advance written authorization of parents or guardians even though the collecting and reporting of data are to be conducted under conditions of anonymity.

- Research proposals should be of sufficient scope and depth to justify the time and effort.

- In general, instructional activities will not be interrupted unless there is a clear significance for the educational program of the schools.

- Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

The following activities require direct annual notification to parents at the beginning of the school year of the specific or approximate dates when scheduled, if scheduled in accordance with the Protection of Pupil Rights Amendment:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

- The administration of any survey containing one or more items described below.

  - Political affiliations or beliefs of the student or the student's parent.
  - Mental or psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- Any nonemergency, invasive physical examination or screening that is:
  - required as a condition of attendance;
  - administered by the school and scheduled by the school in advance; and
  - not necessary to protect the immediate health and safety of the student, or of other students.