

BOARD APPROVAL OF ADD'L COMPENSATION

Revised 7/8/2020

Name	Position Description	Fund	Rate of pay	From	To
<u>Work Agreements</u>					
CUSTODIAN	SUMMER MAINTENANCE-REMODELING PROJECTS	1	Hourly Rate	7/6/2020	7/17/2020
BUS DRIVER	SUMMER MAINTENANCE-REMODELING PROJECTS	1	Hourly Rate	7/6/2020	7/17/2020
CUSTODIAN	SUMMER MAINTENANCE-REMODELING PROJECTS	1	Hourly Rate	7/6/2020	7/17/2020
CUSTODIAN	SUMMER MAINTENANCE-REMODELING PROJECTS	1	Hourly Rate	7/6/2020	7/17/2020
INSTRUCTIONAL ASSISTANT	AZELLA TESTING	190	Hourly Rate	7/1/2020	7/20/2020
TESTING CLERK	MEDIA DUTIES-WEBSITE UPDATES	1	Hourly Rate	7/1/2020	7/20/2020
OC REACH ASSOCIATE	OC TRAINING	1	Hourly Rate	7/7/2020	7/9/2020
OC REACH ASSOCIATE	OC TRAINING	1	Hourly Rate	7/7/2020	7/9/2020
OC REACH ASSOCIATE	OC TRAINING	1	Hourly Rate	7/7/2020	7/9/2020
OC REACH ASSOCIATE	OC TRAINING	1	Hourly Rate	7/7/2020	7/9/2020

15-1103. Insurance proceeds fund; disposition of proceeds

A. Monies received for and derived from insurance losses shall be deposited with the county treasurer who shall credit the deposits to the insurance proceeds fund of the respective school district. The insurance proceeds fund of a school district is a continuing fund that is not subject to reversion.

B. The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may apply the proceeds from insurance recoveries to the payment of any outstanding bonded indebtedness of the school district that is payable from the levy of taxes on property within the school district.

C. The governing board, or the superintendent or chief administrative officer with the approval of the governing board, may apply the proceeds of insurance recoveries to construct, acquire, improve, repair or furnish school property after notice. If the proceeds are applied to a project that costs more than two hundred fifty thousand dollars, the governing board, or the superintendent or chief administrative officer with the approval of the governing board, may apply the proceeds after notice and a hearing.

Function Code	Function Description	FY 20 Budget	Expended YTD	Encumbered YTD	Exp & Enc YTD	Uncommitted Balance	% Committed
MAINTENANCE AND OPERATIONS FUND 001							
001- 100/ 600 Regular Education/ Other Programs							
1000	Instruction	\$ 2,332,064	\$ 2,561,725	\$ 72,436	\$ 2,634,160	\$ (302,096)	113%
2100	Support Svcs Student	414,561	400,472	14,193	414,664	(103)	100%
2200	Support Svcs Instr. Staff	443,004	419,234	18,301	437,535	5,469	99%
2300	Support Svcs Gen Admin	299,272	315,641	25,885	341,526	(42,254)	114%
2400	Support Svcs School Admin	387,114	404,523	27,058	431,581	(44,467)	111%
2500	Business & Technology	512,135	439,140	27,514	466,654	45,481	91%
2600	O & M Plant Svcs	1,483,916	1,346,327	190,138	1,536,465	(52,549)	104%
3100	Food Service Operations	34,568	17,385	-	17,385	17,183	50%
550-2200	K-3 Reading Program	78,527	61,805	4,776	66,581	11,946	85%
610-1000	Cocurrucular Band/Choir	3,000	-	-	-	3,000	0%
620-1000	Athletic Programs	3,000	5,355	-	5,355	(2,355)	179%
900-3300	Community Services	1,000	903	-	903	97	90%
	Subtotal	\$ 5,992,161	\$ 5,972,509	\$ 380,301	\$ 6,352,811	\$ (360,650)	106%
001 - 200 Special Education							
1000	Instruction	\$ 832,750	\$ 755,528	\$ 21,033	776,561	\$ 56,189	93%
2100	Support Svcs Student	235,023	151,788	276	152,064	82,959	65%
2200	Support Svcs/ Omstr/ Staff	5,500	47,508	3,616	51,123	(45,623)	930%
2400	Support Svcs School Admin	76,000	129,861	8,807	138,668	(62,668)	182%
2500	Business & Technology	3,500	1,039	-	1,039	2,461	30%
2600	O & M Plant Svcs.	-	-	-	-	-	#DIV/0!
2900		-	-	-	-	-	#DIV/0!
	Subtotal	\$ 1,152,773	\$ 1,085,724	\$ 33,731	\$ 1,119,455	\$ 33,318	97%
001 - 400 Transportation							
2600	District Trans. Svcs	\$ 11,500	\$ 3,802	\$ 1,598	\$ 5,401	\$ 6,099	47%
2700	Student Trans. Svcs	\$ 342,631	\$ 282,101	\$ 1,289	\$ 283,390	\$ 59,241	83%
	Subtotal	\$ 354,131	\$ 285,904	\$ 2,887	\$ 288,791	\$ 65,340	82%
511 - Desegregation Regular/Special Education							
1000	Instruction	\$ 1,829,180	\$ 1,339,802	\$ 39,340	\$ 1,379,141	\$ 450,039	75%
2100	Support Svcs Student	23,912	2,629	746	3,375	20,537	14%
2200	Support Svcs Instr. Staff	9,708	37,195	-	37,195	(27,487)	383%
2400	School Administration	3,500	1,147	54	1,201	2,298	34%
	Subtotal	\$ 1,866,300	\$ 1,380,773	\$ 40,140	\$ 1,420,913	\$ 445,387	76%
TOTAL M & O		\$ 9,365,365	\$ 8,724,910	\$ 457,059	\$ 9,181,969	\$ 183,396	98%

Function Code	Function Description	FY 20 Budget	Expended YTD	Encumbered YTD	Exp & Enc YTD	Uncommitted Balance	% Committed
CLASSROOM SITE FUNDS 011, 012 AND 013							
011- 100 Regular Education - Base							
1000	Instruction	\$ 268,191	\$ 60,671	\$ 2,194	\$ 62,865	\$ 205,326	23%
2000	Support Services & Interest	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Subtotal	\$ 268,191	\$ 60,671	\$ 2,194	\$ 62,865	\$ 205,326	23%
011- 200 Special Education - Base							
1000	Instruction	\$ 103,712	\$ 4,599	\$ 232	\$ 4,831	\$ 98,881	5%
	Subtotal	\$ 103,712	\$ 4,599	\$ 232	\$ 4,831	\$ 98,881	5%
	Total CSF- Base	\$ 371,903	\$ 65,270	\$ 2,425	\$ 67,695	\$ 304,208	18%
012- 100 Regular Education - Performance							
1000	Instruction	\$ 651,780	\$ 169,316	\$ 90	\$ 169,406	\$ 482,374	26%
2000	Support Services & Interest	-	3,142	106	3,248	(3,248)	N/A
	Subtotal	\$ 651,780	\$ 172,458	\$ 196	\$ 172,654	\$ 479,126	0%
012- 200 Special Education - Performance							
1000	Instruction	\$ 141,308			\$ -	\$ 141,308	0%
	Subtotal	\$ 141,308	\$ -	\$ -	\$ -	\$ 141,308	0%
	Total CSF - Performance	\$ 793,088	\$ 172,458	\$ 196	\$ 172,654	\$ 620,434	22%
013- 100 Regular Education - Menu							
1000	Instruction	\$ 479,013	236,251	5,533	21,805	\$ 457,208	5%
2000	Support Services & Interest	-	1,445	-	1,445	(1,445)	N/A
	Subtotal	\$ 479,013	\$ 237,696	\$ 5,533	\$ 23,250	\$ 455,763	5%
013- 200 Special Education - Menu							
1000	Instruction	\$ 163,935	\$ 12,014	\$ 606	\$ 10,954	\$ 152,981	7%
	Subtotal	\$ 163,935	\$ 12,014	\$ 606	\$ 10,954	\$ 152,981	7%
	TOTAL CSF - MENU	\$ 642,948	\$ 249,709	\$ 6,139	\$ 34,203	\$ 608,745	5%
TOTAL CLASSROOM SITE FUND (CSF)		\$ 1,807,939	\$ 487,437	\$ 8,761	\$ 274,552	\$ 1,533,387	15%

Function Code	Function Description	FY 20 Budget	Expended YTD	Encumbered YTD	Exp & Enc YTD	Uncommitted Balance	% Committed
UNRESTRICTED CAPITAL OUTLAY FUND 610							
1000	Instruction	\$ 822,804	\$ 242,161	\$ 186,233	\$ 428,394	\$ 394,410	52%
2100	Support Svcs Student	-	9,450	-	\$ 9,450	(9,450)	0%
2200	Media/ Library	256,421	163,917	-	\$ 163,917	92,504	64%
2300	Support Svcs Gen Admin *	-	735	-	\$ 735	(735)	N/A
2400	Support Svcs School Admin*	150,915	326	-	\$ 326	150,589	0%
2500	Business & Technology	-	25,231	-	\$ 25,231	(25,231)	N/A
2600	O & M Plant Svcs	4,000	87,822	36,836	\$ 124,658	(120,658)	3116%
2700	Student Trans. Svcs	-	-	-	\$ -	-	N/A
3100	Food Service Operations	-	-	-	\$ -	-	N/A
3300	Community	-	-	-	\$ -	-	N/A
4500	Building Acquisition	-	-	-	\$ -	-	N/A
4600	Site Improvements	53,356	7,250	-	\$ 7,250	46,106	14%
4700	Building Improvement	-	46,106	63,096	\$ 109,202	(109,202)	N/A
200-1000	Special Ed Instruction	-	-	-	\$ -	-	N/A
200-21/2200	Special Ed Student Support	-	2,690	-	\$ 2,690	(2,690)	N/A
610-1000	Cocurricular Bank/Choir	-	-	-	\$ -	-	N/A
511-1000	Desegregation - Instruction	-	-	-	\$ -	-	N/A
511-2000	Desegregation - Support Svcs	-	-	-	\$ -	-	N/A
511-4000	Desegregation - Bldg Improv	-	-	-	\$ -	-	N/A
TOTALS		\$ 1,287,496	\$ 585,688	\$ 286,166	\$ 871,854	\$ 415,642	68%

2.01 & 2.02

PUBLIC HEARING

DATE: July 14, 2020

ITEM: Presentation of the purpose of expenditures: Apply the proceeds of insurance recoveries to replace, repair, and secure similar, in-kind or service items or time lost.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED: _____
Mr. Antonio Sanchez, Superintendent

RECOMMENDED: Per ARS 15-1103, the Governing Board shall hold a public hearing and present the purpose of expenditures: Apply the proceeds of insurance recoveries to replace, repair, and secure similar, in-kind or service items or time lost.

ACTION ITEM

DATE: July 14, 2020

ITEM: Adopt the fiscal year 2020-2021 budget.

SUBMITTED BY: _____
Beth Strickler, Business Manager

RECOMMENDED: _____
Mr. Antonio Sanchez, Superintendent

DISCUSSION: The FY2020-2021 PROPOSED budget was presented on June 23, 2020. No changes have been made to the information presented.

RECOMMENDED: It is recommended that the Governing Board adopt the fiscal year 2020-2021 expenditure budget.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approval of the proceeds of insurance recoveries to replace, repair, and secure similar, in-kind or service items or time lost.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED: _____
Mr. Antonio Sanchez, Superintendent

RECOMMENDED: It is recommended that the Governing Board approve the proceeds of insurance recoveries to replace, repair, and secure similar, in-kind or service items or time lost.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approval of the following vendors as sole source vendors for their unique products or services which cannot be purchased from other vendors. Approximate costs associated with purchases are indicated:

Achievement Via Individual Determination (AVID) \$ 12,439

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED: _____
Mr. Antonio Sanchez, Superintendent

DISCUSSION: The above vendor provides a service unique to their entity. In order to comply with procurement regulations, sole source vendors must be approved by the Board. It has been determined that it is in the best interest of the District to use these vendors for the appropriate product or service and that the costs are reasonable for the District.

RECOMMENDED: It is recommended that the Governing Board approve the vendor listed above as a sole source vendor for their unique product or service which cannot be purchased from other vendors.

ACTION ITEM**DATE:** July 14, 2020

ITEM: Approval of Extracurricular Activities and Fees and authorization of Principals to waive fees for extracurricular activities.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED: _____
Mr. Antonio Sanchez, Superintendent

DISCUSSION: Per ARS 43-1089.01, a tax credit for Arizona taxpayers is allowed for the amount of any fees or cash contributions made to a public school in the State for the support of extracurricular activities or character education programs. Extracurricular activities are defined as school-sponsored activities that require enrolled students to pay a fee in order to participate, including fees for band uniforms, equipment or uniforms for varsity athletic activities, and in-state or out-of-state trips that are solely for competitive events. Senior trips or events that are recreational, amusement or tourist activities are specifically excluded.

Per ARS 15-342, the Governing Board shall authorize Principals to waive the assessment of all or part of a fee assessed for extracurricular activities if it creates an economic hardship for a pupil.

The following activities and fees are recommended for tax credit eligibility:

Academic field trips and Educational Camps	\$10 up to the cost of the activity
Academic tutoring (including Brophy tutoring)	\$50 per semester
Athletics and Cheerleading	\$60 per semester
Fine Arts and Music	\$50 per year plus instrumental rental

RECOMMENDED: It is recommended that the Governing Board approve the extracurricular activities and fees and that the Principals may waive the fees for economic hardship.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approve a resolution for a ‘class determination’ to procure specified items or services by competitive sealed proposals as permitted by statutes.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED: _____
Mr. Antonio Sanchez, Superintendent

DISCUSSION: This is a routine Annual board agenda item to assist Administration in being more responsive to purchasing needs on a timely basis. Arizona Administrative Code R7-2-1041 states that if a Governing Board determines in writing that the use of competitive sealed bidding is neither practicable nor advantageous to the School District, a contract may be entered in to by competitive sealed proposals (request for proposal – RFP). It permits a ‘class determination’ by the Governing Board that it is not practicable or not advantageous to the School District to procure specified types of materials or services by competitive sealed bidding.

An RFP may be used if it is necessary to:

1. Use a contract other than fixed-price type;
2. Conduct discussions with offerors concerning technical and price aspects of their proposals;
3. Afford offerors an opportunity to revise their proposals;
4. Compare the different price, quality, and contractual factors of the proposals submitted; or
5. Award a contract in which price is not the determining factor.

Examples would be professional services, phone systems, insurance, and any time a solution is needed because a specific product cannot be determined. This method may not be used for construction contracts.

This would help ensure compliance with procurement procedures according to statutes, and would enhance the efficiency of the RFP process, save administrative time and shorten the time needed to obtain services when an RFP is necessary.

This in no way obligates the District to do business with any vendor. This grants Administration permission to start the RFP process when the situation warrants an RFP according to the above guidelines. The Governing Board still has the ability to make a final approval of a vendor as a result of an RFP and the Governing Board may modify or revoke a ‘class determination’ at any time.

RECOMMENDED: It is recommended that the Governing Board resolve to make a ‘class determination’ to procure specified items or services by competitive sealed proposals under circumstances allowed by law.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approve acceptance of gifts.

SUBMITTED BY: _____
Beth Strickler, Director of Business Services & Technology

RECOMMENDED: _____
Mr. Antonio Sanchez, Superintendent

DISCUSSION:

DONOR	GIFT	PURPOSE
Valley of the Sun United Way	\$40,000	COVID-19

RECOMMENDED: It is recommended that the Governing Board approve acceptance of the presented gift offered to the District.

INFORMATION ITEM

DATE: July 14, 2020

ITEM: Board Financial Report as of June 30, 2020

SUBMITTED BY: _____
Beth Strickler, Business Services Manager

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

INFORMATION: All funds are within legal budget limits and are expected to remain so.

ACTION ITEM

DATE: July 14, 2020

ITEM: Minutes for June 23, 2020

Minutes following

ACTION ITEM

DATE: July 14, 2020

ITEM: Approval of StemScopes as the adopted science curriculum.

SUBMITTED BY: _____
Rebecca Willey, Curriculum Director

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve StemScopes as the adopted science curriculum.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approval of Wilson School District – Reopening Plan 2020-2021, Distant Learning model starting August 3rd and Onsite Plan starting August 17th.

SUBMITTED BY: _____
Rebecca Willey, Curriculum Director

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the Wilson School District – Reopening Plan 2020-2021, Distant Learning model starting August 3rd and Onsite Plan starting August 17th.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approval of extra duty and stipends as of 7/14/2020

SUBMITTED BY: _____
Beth Strickler, Business Services Manager

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve extra duty and stipends as of 7/14/2020.

ACTION ITEM**DATE:** July 14, 2020**ITEM:** Approval of New Employment**SUBMITTED BY:** _____
Alex Dumas, Human Resources Director**RECOMMENDED BY:** _____
Antonio Sanchez, Superintendent

ADMIN	CLASS. ADMIN	CERTIFIED	CLASSIFIED	Name	FTE	Assignment	Effective Date	Contract Amount
		X		Victoria Gonzalez Laredo	1.0	Certified Teacher (Fine Arts - Primary)	07-28-2020	\$40,000.00
		X		Victoria Bull	1.0	Certified Teacher (Jr. High Teacher - Elementary)	07-28-2020	\$40,100.00
		X		Mine Mustafa	1.0	School Nurse (Elementary)	07-28-2020	\$37,056.00
			X	Mara Arizmendi	1.0	Office Clerk/Receptionist (Elementary)	08-03-2020	\$13.64 hr

RECOMMENDATION:

It is recommended that the Governing Board approve the following individual contracts.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approval of Transfer of Employment

SUBMITTED BY: _____
Alex Dumas, Human Resources DirectorRECOMMENDED BY: _____
Antonio Sanchez, Superintendent

ADMIN	CLASS. ADMIN	CERTIFIED	CLASSIFIED	Name	FT E	Assignment	Effective Date	Contract Amount Adjustment
			X	Clarisa Guzman	.94	From: Preschool I.A. (Prim.) To: Reach Associate I.A. (Prim.)	07-29-2020	No change
			X	Leslie Munoz	.94	From: Preschool I.A. (Prim.) To: Reach Associate I.A. (Prim.)	07-29-2020	No change
			X	Monique Soto	1.0	From: Attendance Clerk (Elem.) To: Admin Asst./School Sec. (Prim.)	07-13-2020	\$16.18 hr
			X	Blanca Nevarez	1.0	From: Accounting/Purchasing (D.O.) To: Data/Attendance Clerk (Prim.)	07-13-2020	No change
		X		Kim Robinson	1.0	From: Certified Teacher (Prim.) To: TOA Math Interventionist (Prim.)	07-28-2020	No change
		X		Josephine Dominguez	1.0	From: Certified Teacher (Prim.) To: EIT – OC Teacher (Prim.)	07-28-2020	No change
		X		Rebecca Kent	1.0	From: Certified Teacher (Prim.) To: EIT – OC Teacher (Prim.)	07-28-2020	No change
		X		Michael Cunningham	1.0	From: Certified Teacher (Prim.) To: Centerpointe Tech Teacher (Elem.)	07-28-2020	No change
		X		Cynthia Cantu Leon	1.0	From: Jr. Math Teacher (Elem.) To: Instructional Coach (Elem.)	07-20-2020	\$54,000.00
		X		Kayla Ocampo	1.0	From: Admin Asst./School Sec.(Prim.) To: AZELLA/Testing Clerk/Social Media (D.O)	07-20-2020	\$19.50 hr
		X		Robert Gonzalez	1.0	From: Instruct. Assistant (Elem.) To: Student Advisor (Elem.)	07-20-2020	\$14.54 hr

RECOMMENDATION:

It is recommended that the Governing Board approve the following transfer of employment and individual contracts.

ACTION ITEM

DATE: July 14, 2020

ITEM: Approval of Discontinuance of Employment

SUBMITTED BY: _____
 Alex Dumas, Human Resources Director

RECOMMENDED BY: _____
 Antonio Sanchez, Superintendent

ADMIN	CLASS. ADMIN	CERTIFIED	CLASSIFIED	Name	FTE	Assignment	Effective Date	RESIGNATION	NONRENEWAL	DECEASED	RETIREMENT	TERMINATION	LEAVE OF ABSENCE
			X	Stephanie Morales	.94	Spec Ed I.A. (Elementary)	06-25-2020	X					
			X	Debora Colon	.94	Spec Ed I.A. (Elementary)	06-25-2020	X					
		X		Daniela Hernandez	1.0	Certified Teacher (Language Arts - Elementary)	06-29-2020	X					

RECOMMENDATION:

It is recommended that the Governing Board approve the following Discontinuance of Employment.

WILSON ELEMENTARY SCHOOL DISTRICT NO. 7

Webex – Governing Board Meeting Minutes for Tuesday, June 23, 2020
Special Meeting & Executive Session – 5:00 p.m.

WEBEX – SPECIAL MEETING & EXECUTIVE SESSION

1.0 GENERAL FUNCTIONS

Call to Order - Meeting began at 5:02 p.m.

Pledge of Allegiance – Ms. Mendoza, Board President, led the Pledge of Allegiance.

Roll Call – Mrs. Joyce called roll.

Mrs. Anna Martinez-Present
Ms. Virginia Mendoza-Present
Mr. Mario Martinez-Absent

1.0 Adoption of board agenda.

ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to adopt the board agenda.

Vote passed, 2/0, unanimously.

2.0 SUPERINTENDENT REPORT

2.01 Superintendent Report – Mr. Sanchez, Superintendent, and Mrs. Willey, Curriculum Director, reported on:

DISCUSSION

- **Preliminary plans to start the 2020-2021 school year** – Mr. Sanchez, Superintendent, and Mrs. Willey, Curriculum Director, presented a power point and went over the 4 different models.

3.0 APPROVAL OF CONSENT - ACTION

3.01 Ratification of expense vouchers:

1087 dated May 19, 2020 in the amount of \$175,861.05

1089 dated May 21, 2020 in the amount of \$20,446.26

1093 dated June 4, 2020 in the amount of \$136,625.61

1094 dated June 11, 2020 in the amount of \$8,558.44

1096 dated June 18, 2020 in the amount of \$107,706.17

3.02 Ratification of payroll vouchers:

1088 dated May 26, 2020 in the amount of \$390,007.76

1090 dated June 1, 2020 in the amount of \$329,827.43

1091 dated June 4, 2020 in the amount of \$44,377.25

1092 dated June 9, 2020 in the amount of \$237,744.96

1095 dated June 18, 2020 in the amount of \$196,580.40

1097 dated June 29, 2020 in the amount of \$134,082.49

3.03 Minutes from May 14, 2020

3.04 Board Financial Report as of May 31, 2020

3.05 Approval of extra duty and stipends as of 6/16/2020

3.06 Materials for instructional use school year 2020-2021.

Series

Creative Curriculum	Benchmark Advance
Study Sync 2016	Comprehension Tool Kit
Foundations	Just Words
Read 180	Eureka Math
MyMath 2016	Math Course 1, 2, 3
Number Worlds	Harcourt Series
Arizona	A Closer Look Science
Science	AVID program materials and training

Software

Benchmark Assessments	Engage New York
Dibels Assessments	FASTTMATH
Edgenuity	Zearn
Easy Tech	Amplify Reading
Hands-On and Robotics	Reading Eggs
Student Assessments	Learning Farm

3.07 New Employment:

Jill Plattner, Preschool Teacher, effective 7/28/20
Myra Garcia, 1st Grade Teacher, effective 7/28/20
Lisa Estrada, Sped PK-3rd Grade Teacher, effective 7/28/20
Moriah Brown, 4th Grade Teacher, effective 7/28/20
Dena Pepper, 4th Grade Teacher, effective 7/28/20
Kathleen Watkins, 5th Grade Teacher, effective 7/28/20
Erika Gutierrez, Performing Arts Teacher (4th-8th Grades), effective 7/28/20

3.08 Discontinuance of Employment:

Crystal Ochoa, Sped Teacher (K-3), effective 5/22/20
Margaret Shaver, 2nd Grade Teacher, effective 5/22/20
Maria Rodriguez, Food Service Worker, effective 5/22/20
Cruz Sandoval, Food Service Worker, effective 5/22/20
Megan O'Neill, Physical Education Teacher, effective 5/28/20
Ashley Maffuccio, Music Teacher, effective 5/29/20
Sylvia Barron, Office Clerk/Receptionist, effective 6/7/20
Arlene Barrera, Instructional Assistant, effective 6/15/20
Karlyna Yond, School Nurse, effective 6/16/20
Moses Solomon, Instructional Assistant, effective 6/30/20

3.09 Approval of travel for Board Member, Superintendent, and other staff (selected per Superintendent) to attend NSBA Equity Symposium and Advocacy Institute in Washington, D.C. on January 23-26, 2021.

3.10 Approval of travel for Board Members, Superintendent, and other staff (selected per Superintendent) to attend a National Schools Board Association Annual Conference in New Orleans, LA on April 10-12, 2021.

3.11 Approval of the Annual Resolution authorizing the execution of warrants and to adopt the resolution authorizing the execution of expense and payroll warrants between Board meetings and resolve to ratify the expenditure vouchers at the next regular or special Governing Board meeting.

3.12 Approval of the resolution requesting and approving the Maricopa County Superintendent of Schools as the Chief Disbursing Office for all garnishment of wages made for any employee of the Wilson Elementary School District for fiscal year 2020-2021.

3.13 Approval of the giving of nominal gifts up to \$5.00 per item to the public for the purpose of marketing our schools and programs for recruitment of students and staff.

3.14 Approval of the following vendors as sole source vendors for their unique products or services which cannot be purchased from other vendors. Approximate costs associated with purchases are indicated:

- Arizona Public Service**
- City of Phoenix – Water Usage**
- Maricopa County Education Service Agency**

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the consent items.

Vote passed, 2/0, unanimously.

4.0 FINANCIAL MATTERS

4.01 Approval of Heinfeld, Meech & Co., P.C. for Audit Services for fiscal year ending June 30, 2020 per RFP 2021-03 opened on May 12, 2020 and evaluated the week of May 18-22, 2020. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve Heinfeld, Meech & Co., P.C. for Audit Services for fiscal year ending June 30, 2020 per RFP 2021-03 opened on May 12, 2020 and evaluated the week of May 18-22, 2020.

Vote passed, 2/0, unanimously.

4.02 Approval of the FY2019-2020 revised budget. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the FY 2019-2020 revised budget.

Vote passed, 2/0, unanimously.

4.03 Approval of the fiscal year 2020-2021 proposed budget be posted as required by ARS 15-905 and be presented at a public hearing in July. After the public hearing the Board will adopt the fiscal year 2020-2021 budget. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the fiscal year 2020-2021 proposed budget be posted as required by ARS 15-905 and be presented at a public hearing in July. After the public hearing the Board will adopt the fiscal year 2020-2021 budget.

Vote passed, 2/0, unanimously.

4.04 Approval of the FY2020-2021 Pupil Transportation Services Contract Renewal Amendment with First Student, Inc. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the fiscal year 2020-2021 Pupil Transportation Services Contract Renewal Amendment with First Student, Inc.

Vote passed, 2/0, unanimously.

4.05 Approval of the expenditures over the budgeted amounts in a subsection of the M&O budget as long as the total M&O budget is within legal limits. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the expenditures over the Budgeted amounts in a subsection of the M&O budget as long as the total M&O budget is within legal limits.

Vote passed 2/0, unanimously.

4.06 Approval of Alex Dumas as Treasure of the Student Activity Fund and Alicia Guzman-Arreola as Assistant Treasurer for school year 2020-2021. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve Alex Dumas as Treasure of the Student Activity Fund and Alicia Guzman-Arreola as Assistant Treasurer for school year 2020-2021.

Vote passed, 2/0, unanimously.

5.0 SCHOOL BUSINESS

5.01 Approval of the following Board Meeting dates for 2020-21 school year. ACTION

July 14, 2020	August 11, 2020
September 8, 2020	October 13, 2020
November 10, 2020	December 8, 2020
January 12, 2021	February 9, 2021
March 2, 2021	April 13, 2021
May 11, 2021	June 22, 2021

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to the following Board Meeting dates for 2020-21 school year as listed.

Vote passed, 2/0, unanimously.

5.02 Approval of the Intergovernmental Agreement between Wilson School District and City of Phoenix, School Resource Officers. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the Intergovernmental Agreement between Wilson School District and City of Phoenix, School Resource Officers.

Vote passed, 2/0, unanimously.

5.03 Approval of the Employee Staffing Agreement with Education Services, Inc. (ESI) for the 2020-2021 school year. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the Employee Staffing Agreement with Education Services, Inc. (ESI) for the 2020-2021 school year. Discussion followed with Mr. Dumas, Human Resource Director, explaining that ESI bought out Smartschools and works the same.

Vote passed, 2/0, unanimously.

5.04 Approval of following listed new providers as an authorized investment product provider in our 403 (b)/457(b) plan. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the following listed new providers as an authorized investment product provider in our 403 (b)/457 (b) plan.

Vote passed, 2/0, unanimously.

5.05 Approval of the following revised job descriptions: Accounts Payable, Budget Accounting Specialist and Payroll Specialist. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the following revised job descriptions: Accounts Payable, Budget Accounting Specialist and Payroll Specialist. Discussion followed with Mr. Dumas, Human Resource Director, explaining the reason for revising the job descriptions.

Vote passed, 2/0, unanimously.

5.06 Approval of the 12-Month Employees to utilize vacations days accrued by June 30, 2020 through July 31, 2020. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve the 12-Month Employees to utilize vacations days accrued by June 30, 2020 through July 31, 2020. Discussion followed with Mr. Sanchez, Superintendent, explaining sue to COVID some employees will need to take vacation time in July.

Vote passed, 2/0, unanimously.

5.07 Call to Executive Session Pursuant to A.R.S. §38-431.03 A.1 ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to call to Executive Session Pursuant to A.R.S. §38-431.03 A.1

Vote passed, 2/0, unanimously.

6.01 EXECUTIVE SESSION

6.01 Discussion and consideration of evaluation of the Superintendent. DISCUSSION
Discussion of the Evaluation of Superintendent, Antonio Sanchez.

6.02 Discussion or consultations for the Superintendent’s performance based pay options pursuant to A.R.S. §38-431.03(A)(1) DISCUSSION

RECESSED TO EXECUTIVE SESSION AT 6:35 P.M.

RECONVENE FROM EXECUTIVE SESSION AT 7:48 P.M.

6.03 Instruction of Board Representatives as per executive session regarding Evaluation of Superintendent. ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to instruct the board representatives as per executive session regarding Evaluation of Superintendent.

Vote passed, 2/0, unanimously.

6.04 Approval of a performance based pay plan for the Superintendent pursuant to A.R.S. §38-431.03 A.1 ACTION

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve a performance based pay plan of 4% for Superintendent pursuant to A.R.S. §38-431.03 A.1.

Vote passed, 2/0, unanimously.

7.0 ADJOURNMENT

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to adjourn the meeting. ACTION

Vote passed, 2/0, unanimously. Meeting adjourned at 7:50 p.m. Next meeting will be held on Tuesday, July 14, 2020 at 5:00 p.m.

Virginia Mendoza, Board President

Anna Martinez, Board Member

Wilson Distance Learning Plan



Wilson Distance Learning Plan

Guiding Principles:

- We will ensure the safety and well-being of all students, staff, and community.
- We will maintain excellence in teaching and learning. Students will be taught by Wilson teachers using Wilson curriculum.
- We will maintain engagement in learning through continuous teaching/learning, student dialogue, and student to student interaction.
- We will provide a schedule consistent with a typical, daily schedule to ease the transition back to school.

Attendance during Distance Learning

Students will follow a daily learning plan/schedule. Time periods can be adjusted daily based on family schedules, however students will log into Teams and complete any assigned Morning Meeting/Advisory task for attendance purposes at least once per day.

Students need to complete the check in by 11:59pm or be counted absent for the day. If a student is ill and cannot attend to complete the check-ins, please call the school attendance line to report the absence.

In order to consider “in attendance,” students are expected to interact and respond to their teachers every day. This may include any of the following:

- Online form, question, survey
- Chat participation (directly with teacher or as part of a teacher facilitated group chat)
- Email
- Voicemail
- Video meeting

Attendance is not based on assignment completion. Families will be contacted if students do not complete the check-ins.

Instruction

- Teachers will use OneNote for planning, distributing, and posting lessons. This will create a private workspace for each student.
- Teachers/teams will establish quarterly ‘own-it’ skills- identified from district curriculum maps. These will be communicated with students and parents.
- Wilson Primary students can expect 2-4 hours of live instruction per day with a Wilson teacher, using Wilson adopted curriculum. There will also be asynchronous learning and regularly scheduled breaks, such as lunch. Students will engage in learning for up to 25 hours per week, with at least 50% of the time with a live, Wilson teacher.
- Wilson Elementary students can expect a regular school day with live instruction each period with a Wilson teacher, using Wilson adopted curriculum during distance learning. There will also be opportunities for asynchronous learning throughout the day and regularly scheduled breaks, such as

lunch. Students will engage in learning for up to 30 hours per week, with at least 50% of the time with a live, Wilson teacher.

- Print materials and technology necessary to successfully learn at home will be provided during on-boarding training.

Instruction for English Learners:

- Daily instruction to include targeted and integrated English language development (ELD) and meet the minutes of the approved state Structured English Immersion (SEI) models to the extent possible. Daily Instruction and materials are in English only.
- Live real-time targeted ELD instruction at designated times during the day to be provided by an ESL/BLE/SEI endorsed teacher who intentionally designs lessons that develop students' English language skills. EL students will be grouped together in one grade level and with students of like English proficiency level, to the extent possible for this portion of ELD.
- Integration of English language learning with academic content learning within a heterogeneous grade level setting with non-English learners will take place daily.

Special Education

- Services will be provided as outlined in the student's Individual Education Program (IEP). For families selecting Wilson Distance Learning or the Wilson Virtual Academy, a student's IEP team will meet to determine whether digital or in person services are necessary. Distance learning may not be appropriate for all students with disabilities.
- All special education services implemented virtually, in real-time, within inclusion and self-contained programs, as appropriate to the student's IEP.
- Students in grades K-8 will participate in full, online learning with scheduled real-time virtual instruction. In K-6, students will work with his/her assigned homeroom teacher. That teacher will require students to join their virtual classroom each day for direct instruction and activities in reading, writing, math, and science or social studies. Students will also participate in special activities such as P.E. and art each week.
- Special Education and Related Services will be provided virtually through online instruction and may overlap sessions with some of the general education instruction. Students will have an individualized schedule to maximize their access to general education curriculum and instruction.
- Student IEPs will need to be amended to reflect this model of service delivery based on parent selection of this model and the individual needs of each student.

What Distance Learning and Teaching Looks Like

- Instruction will be provided by Wilson teachers through district approved learning management system (LMS): Microsoft Teams and OneNote. Other applications will be used by teachers to support communication, collection of work and daily interaction between the teachers, students, and families like Class Dojo. Curriculum content and daily lessons may be delivered in a variety of applications based on preexisting classroom use and the personalization of the video, recordings, books, documents, and learning activities.

- Students will engage with iReady in ELA and Math daily for at least 15 minutes per subject.

Teaching from the Classroom

Using lessons learned and feedback we received regarding distance learning from the fourth quarter last year, we developed the *Wilson Distance Learning* plan, for the upcoming school year. *Wilson Distance Learning* not only allows students to begin learning online with their regular, classroom teachers, but it also will make for a smoother transition for when in-person learning options resume.

On-school site instruction allows teachers to use resources within their classroom, eliminates the need for them to bring materials to and from home, provides reliable bandwidth for online sessions on the district network, and makes it easier to make phone calls to parents via a district phone number in lieu of using a personal cell or home phone number. A few other added benefits include:

- Greater ability to facilitate in-person grade-level collaboration, sharing best practices, and common planning.
- Allows administrators to better support teachers.
- For younger learners or those who cannot access online instruction at home, teachers will have the ability to copy and provide instructional materials for students to pick up.
- Creates physical boundaries on your work day and workspace, providing for an easier to follow designated beginning and ending work hours.

Grading

- Students will be assigned grades for assignments in each course. Grades will be given for online work and print material assignments. Students will receive at least one grade per subject per week.

Training for Teachers

- All teachers will participate in technology training to prepare for distance learning.
 - Teams
 - One Note
 - iReady

Sample K-3 Distance Learning Schedule

Sample Daily Schedule						
Time	Subject					Materials/Set Up
7:30-8:15 Morning Routine	Wake-up Eat breakfast Brush teeth Get dressed					Pencils Notebook White board Markers
8:15	Log onto Microsoft Team for attendance					Open Microsoft Team
8:15-9:25 Reading	Phonemic Awareness Phonics Reading Lesson Guided Practice Independent Practice Small Group Instruction					Benchmark booklet Open Benchmark Universe
9:25-9:55 Literacy Lab	Small Group Instruction Reading Phonics/Word Study Guided Reading					Literacy Lab folder
9:55-10:10 Break	Stretch Break Grab a snack, water, and recharge					
10:10-11:05 Math	Fluency Builder Math Lesson Guided Practice Independent Practice Small Group Instruction					Eureka math packet
11:05-11:50	Lunch					
11:50-12:20 Elective	M: P.E.	T: Art	W: STEM	Th: Music	F: Library	Space to move around Any supplies instructed by the teachers
12:20-12:40 Read Aloud	Read Aloud					Comfortable space to listen to the book
12:40-1:10 Science	Science Lesson Guided Practice Collaboration					STEM Scope handout
1:10-1:20 Break	Brain Break					Space to move
1:20-2:30 iReady	Reading Math					Open iReady-ToDo List 1 lesson on Reading 1 lesson on Math
2:30 End of the Day Routine	Clean Up your workspace for tomorrow					Put supplies together Erase your white board Be ready for tomorrow

*** All learning does not need to be online. Some work will be completed in workbooks or worksheets assigned by the teacher. In addition, playing games such as Yahtzee, Boggle, Scrabble Jr., Monopoly, etc. are additional reading and math practice.**

Alternate K-3 Distance Learning Schedule (not time specific)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Routine	Wake-up, eat breakfast and get dressed. Go to your daily workspace (e.g. the kitchen table, a pile of pillows, your favorite spot on the couch, etc).				
Morning Meeting	Click into Teams for attendance.				
Reading 60 minutes	Reading	Reading	Reading	Reading	Reading
	Independent Reading				
	iReady activities- 10-15 minutes				
Stretch Break	Move around, play a game, get some exercise and fresh air!				
Math 60 minutes	Eureka Math Lesson	Eureka Math Lesson	Eureka Math Lesson	Eureka Math Lesson	Eureka Math Lesson
	Independent Math				
	iReady activities- 10-15 minutes				
Science 20 minutes	StemScopes	StemScopes	StemScopes	StemScopes	StemScopes
Lunch break	Breakfast and lunch are available to all children (18 and under)				
Special Areas 30 minutes	STEM	Art	Music	PE	Digital Library

*** All learning does not need to be online. Some work will be completed in workbooks or worksheets assigned by the teacher. In addition, playing games such as Yahtzee, Boggle, Scrabble Jr., Monopoly, etc. are additional reading and math practice.**

Sample 4-8 Distance Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Routine 8-8:30	Wake-up, eat breakfast and get dressed. Go to your daily workspace (e.g. the kitchen table, a pile of pillows, your favorite spot on the couch, etc).				
Coursework/ Classtime 8:30-12:00	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 1 ○ Period 2 ○ Period 3	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 1 ○ Period 2 ○ Period 3	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 1 ○ Period 2 ○ Period 3	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 1 ○ Period 2 ○ Period 3	Log into TEAMS for Advisory check in.* ○ AVID Weekly ○ Team Building ○ Assignment completion
Lunch & Movement	Breakfast and lunch are available to all students (18 and under). Movement- Go outside, take a walk, exercise				
12:30-3:00 Work on assignments Small group instruction with morning teachers	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math Early Release- 2pm Teacher Professional Learning Sessions	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math	Independent Worktime i-Ready- Complete at least 15 minutes per subject
3:00-3:30	Advisory Wrap Up	Advisory Wrap Up		Advisory Wrap Up	Advisory Wrap Up

***You must click into the attendance link in Teams in order to be counted for attendance.**

*** All learning does not need to be online. Some work will be completed in workbooks or worksheets assigned by the teacher.**

Alternative 4-8 Distance Learning Schedule (not time specific)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Routine	Wake-up, eat breakfast and get dressed. Go to your daily workspace (e.g. the kitchen table, a pile of pillows, your favorite spot on the couch, etc).				
Coursework/ Classtime	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 1 ○ Period 2 ○ Period 3	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 4 ○ Period 5 ○ Period 6	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 1 ○ Period 2 ○ Period 3	Log into TEAMS for Advisory check in.* Complete coursework for: ○ Period 4 ○ Period 5 ○ Period 6	Log into TEAMS for Advisory check in.* ○ AVID Weekly ○ Team Building ○ Assignment completion
Lunch & Movement	Breakfast and lunch are available to all students (18 and under). Movement- Go outside, take a walk, exercise				
Work on assignments	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math	○ Period 4 ○ Period 5 ○ Period 6 ○ Period 7 i-Ready- Complete at least 15 minutes for ELA & Math	Independent Worktime i-Ready- Complete at least 15 minutes per subject

***You must click into the attendance link in Teams in order to be counted for attendance.**

*** All learning does not need to be online. Some work will be completed in workbooks or worksheets assigned by the teacher.**

Parent Commitment

DRAFT

Wilson Virtual Academy

- Kindergarten–Grade 8
- 5 Full days per week
- Enrolled in Wilson Virtual Academy
- Internet connection required
- District device provided
- Live teacher-led instruction and asynchronous learning
- Class meetings, small groups, and 1-to-1 support
- Wilson teachers and curriculum
- Social-emotional support
- Accommodations and support services provided
- Specials and electives
- Online extracurricular activities and events

Instructional Day

- Students enrolled in Wilson Virtual Academy can expect a 6 hour day, structured with 3-5 hours of live instruction per day as well as direct contact and support. Wilson Virtual Academy instructors will be Wilson teachers, using Wilson curriculum. There will also be asynchronous learning and regularly scheduled breaks such as lunch. Your child’s Wilson Virtual Academy teachers will remain consistent throughout the year.
- Wilson Virtual Academy will use Microsoft Teams and OneNote, as well as other digital learning programs.
- At this time, only core subjects will be provided for Wilson Virtual Academy.

Grading

-

Special Education

- There will be a resource teacher on staff who will facilitate IEP meetings and provide services. Services will be provided as outlined in the student’s Individual Education Program (IEP). A student’s IEP team will meet to determine whether digital or in person services are necessary. Distance learning may not be appropriate for all students with disabilities.

Wilson District School Re-Opening Plan



2020-2021

Wilson School District Governing Board

Virginia Mendoza, President

Anna Martinez, Member

Mario Martinez, Member

Acknowledgements

Thank you to the following Wilson community members for their contribution to this plan:

School Safety and _____ Team

Antonio Sanchez, Superintendent
Rebecca Willey, Director of Curriculum & Instruction
Beth Strickler, Director of Business Services
Cindy Campton, Principal
Maki Wojcicki, Principal
Darrin Johnson, Director of Special Ed, Asst Principal, SSAPT facilitator
Rob Church, Plant Foreman
Kiko Herrera, Transportation
Cristobal Castro, Food Services
Gaby Duran, McKinney Vento
Luz Munoz, Community Center
Matt Felix, IT

Parent Advisory Team

Usebia Joyce, Secretary
Janet Nevarez, Parent
Erika Perez, Parent
Maria Bernal, Parent
Margarita De La Cruz, Parent
Josie Cortez, Parent
Gaby Duran, Parent
Eva Meza Reyna, Parent
Leticia Sorano, Parent

Teacher/Instructional Assistants Communication Team

Jodie Dominguez
Linda Lopez
Jennifer Sanchez
Deborah Brady
Carol Conti
Carmen Lopez
Alyson Heusch
Cecilia Chevalier
Ruth Harris
Katarina Perez
Cesar Sanchez
Cynthia Cantu
Brittany Morgan
Roberta Madrid
Michele Elek
Aggie Nava
Roberto Gonzalez
Annie McGrath
Michael Cunningham
Rebecca Kent
Leslie Garnham

Wilson School District

COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. (Please review ADE's [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow do not address whether a district should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made. The protocols are based on CDC "step" guidelines—specifically, Steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate.

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

STAFFING ASSIGNMENTS

At the district level, the School Safety Assessment and Prevention Team will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The Point of Contact (POC) will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator or designee will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the Plant Foreman will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse/health associate, or other designee will coordinate and implement the protocols set forth in the **Protocols: Employees** section of this document for screening of staff. That individual will be responsible for:

- Communicating any reported case of COVID-19 among the school population to Human Resources who will inform the Superintendent.
- Informing the site supervisor if absences of students and staff on any given day are above average or if there appears to be a cluster of respiratory-related illnesses.

The Director of Special Education and Special Education Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

In conjunction with Director of Curriculum & Instruction, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Communication

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents and staff regarding these protocols.

Each school site has a person to be the designated to be the COVID-19 point of contact. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact are:

District Office: Alex Dumas

Wilson Primary, PAC: Maki Wojcicki

Wilson Elementary: Cindy Campton

Head Start: Kim Pollins

Cafeteria: Cris Castro

Maintenance: Rob Church

*If the supervisor is unavailable, contact Alex Dumas.

Procedures and communication regarding COVID-19 exposure is found in the final section of this document.

PROTOCOLS: STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state, or local orders. These practices are put in place as part of a general scale-up of operations.

Face Coverings

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.

The District will require universal masking. Students will be required to wear a cloth, or surgical face mask, subject of the health condition exception stated below.* Students will not be required to wear face coverings when eating or drinking.

**Any student who has difficulty breathing or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed by parents and staff.*

Students may bring their own cloth face covering or surgical mask to and from school. Schools will also have a supply of face coverings available to provide students do not have their own and for students who arrive without a face mask.

It is understandable that some students may require time to adjust to wearing face masks. Staff will use their professional judgement to assist a student having difficulty transitioning to wearing a face mask during the day by having a student remove the mask and separate from other students for no more than a 5-minute break before transitioning back to wearing a face mask. ***This will be the exception and not the norm.***

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face shields, which provide protection for the wearer, will not be required, but will be permitted.

BEFORE SCHOOL ARRIVAL

The CDC provides a 'self-check' to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

At Home- Daily Health Screenings and Reporting

Students must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. A student with a runny nose or congestion due to allergies **should not be kept at home.*

The District will inform parents via registration documents, on the District and school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present or have a household member who has contracted COVID-19. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

For the health and safety of other students and of teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 should not come to school.

If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal and nurse/health aide for further guidance.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

On the bus

Students will stand together, at the bus stop, while still observing social distancing guidelines. Signage will be posted on the exterior of the bus which communicates to parents which symptoms may be seen with COVID-19 and that students exhibiting

symptoms should not enter the bus. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained.

If a bus driver or aide observes a student exhibiting visible symptoms,¹ the following steps will be taken:

- The driver will notify school staff that a potentially symptomatic student is arriving and should see the school nurse/health assistant.
- The driver will ensure that the student is socially distanced.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff has been so informed, students with symptoms of runny nose or cough should be permitted to ride the bus.

Bus Seating

Wilson will transport those who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity. Drivers, aides, and students will be required to wear a face mask.

- All students will be required to hand sanitize prior to boarding the bus and wear a mask for the duration of the route.
- The bus driver will instruct students to load the bus from the back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will instruct students to sit one person to a seat, unless they are riding with a family member.
- The driver will keep the seat immediately behind them unoccupied, if possible.
- Students will sit next to the window which will increase social distancing.
- Bus windows will be slightly open during routes.
- The front seat, passenger side, will be reserved for students who may display symptoms.

Transportation will follow the same face covering guidelines outlined for all students and staff. If students are not wearing a face covering when entering the bus, then one will be provided for them.

Additional Bus Information

¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

Bus drivers or custodial staff will disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

15 minutes will be scheduled between schools/routes to allow for disinfecting buses.

Students riding the bus will be dismissed up to 15 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. Updated schedules will be available on the district website and the Wilson app in mid-July.

To assist in the prevention of potential spread, Wilson not offer field trips. When athletic events resume, Wilson will transport students to athletic events following the same guidance above.

SCHOOL ARRIVAL

Upon arrival at school, each student will proceed directly to the student's homeroom or first period classroom.

A staff member will visually check each student prior to students entering the school or classroom. Any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

Drop-Off/Pick-Up Procedures

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with expressed permission from a site administrator that is provided for good cause. If a parents has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students. If the parent walks a student to school, the parent will not be allowed to enter the school or grounds and must drop off the student outside of the school campus. If parent's families ride a bike to school

with student bike riders, parents will not be allowed to enter the school grounds and must drop off the student outside of the campus.

Each campus will have more specific drop-off/pick-up procedures since each campus is unique.

Enhanced Social Distancing

Basic social distancing practices

Staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.

Primary students will remain with the same groupings and the same staff throughout the day. Schedules for 4-8 students will be created to allow the same groupings of students to remain with each other, as much as possible.

Classroom Layout

All classrooms will attempt to physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, when possible.

Hallways and Walkways

Hallways and walkways will be marked to direct students to stay on one side of the hallway for each direction of travel. Many walkways will be designated one-way.

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess and masks will be required. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations.

Cafeterias and Other Areas During Lunch

Schools will use the cafeteria and possibly eat in the classrooms. Because masks cannot be worn while eating, students must eat within a 15-minute timeframe.* (active eating time- once the student has begun to eat) and proper physical distancing is more important than ever. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food cannot be delivered to the school.

**From the CDC: "Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission."*

When eating in the classroom or cafeteria, students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

When eating in the cafeteria, increased safety measures will include the following:

- Marking tables indicating where students may sit.
- Assign students to a specific seat with a minimum of 3 feet between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, only one class per serving line will line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.
- Prohibit students from sharing lunch items with one another.

Bathrooms

Students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear masks at all times. Posters reminding students of proper handwashing techniques will be displayed.

Front offices

Plexiglas divider will be installed and adhesive tape will be placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

Hand Washing

All students and staff will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- Prior to and after removing and putting on a face mask.

Student Belongings/Materials

Sharing of technology devices, school supplies and belonging among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will clean the item after each use. Parents should also clean student belongings before/after school. Students at the Primary campus will be permitted to carry a backpack. Students at the 4-8 campus will not be permitted to carry a backpack.

Trips and Activities

Field trips will be canceled. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may not be held with students assembled in the same physical location. As an alternative, if feasible, hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Back to School Night" or fall carnivals will be cancelled or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means.

Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document. To assist in the prevention of potential spread, Wilson will not offer field trips.

Specialized Classes

Some classes, such as choir, dance, art, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets. Face masks must be worn at all times.

Visitors and Volunteers

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible, and wearing a face mask.

STUDENT REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting.

If a student becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
 - a. If a student: School Principal or Nurse
Confidentiality must be maintained to the greatest extent possible.
2. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24 hour period.
5. The Principal will determine whether other individuals (employees or students) may have been exposed to the symptomatic student (within 6 feet and for a prolonged period of time, typically longer than 15 minutes). The Principal will notify the Superintendent and Human Resources. Parents will be notified. The notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine.
6. Students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the school site until they have met the CDC or State/County Health department's guidelines at that moment. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

PROTOCOLS: EMPLOYEES

Cloth Face Coverings

The District will require universal masking. Employees will be required to wear a cloth or surgical face mask. Staff members are required to universally mask during interaction with students or other staff unless they cannot do so for health reasons. In these cases, have employees notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Employees will contact the Human Resources or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face mask.

Unless a health condition prevents it, janitorial staff to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools and district facilities. Universal masking, wearing of cloth or surgical face masks, will be required for employees and subject to the health condition exception stated below.* Employees will not be required to wear face coverings when eating or drinking.

*Any employee who has difficulty breathing or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed, including the use of a face shield.

Employees may bring their own cloth or surgical face mask to and from school. Schools and sites will have a supply of face masks available to provide employees who do not have their own and for employees who arrive without a face mask. The District will also provide face shields and gloves, as requested.

Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19.

Daily Screening

Prior to employees returning to campus, they will be sent a copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District will send communication to all employees that outlines the symptoms for which

employees must screen each morning, as well as the expectation that employees will not report to work if they are exhibiting symptoms. The District will require, as part of the employee orientation and on a quarterly basis, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

Additionally:

An employee will take his/her temperature, if feasible, at home and assess whether or not she/her is experiencing any of the stated COVID-19 symptoms prior to arriving at work. When the employee arrives at work, the employee will confirm they do not have any of the symptoms listed above. The confirmation will be documented and maintained in a document that is created and maintained by the Human Resources Department. These records will be confidential and help within the HR Department.

Employees are required to report to the HR Department if they or a person who resides with them, have tested positive for COVID-19. If an employee believes that they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from the HR Department.

Hand Washing

Employees are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,

- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- Prior to and after removing and putting on a face mask.

Enhanced Social Distancing

Employees are required to maintain a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, for a student's or other person's safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

School and District Visitors

The District will limit nonessential visitors at each site except for the safety and well-being of students and staff. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols. District office employees will need to follow all protocols when visiting schools.

PROTOCOLS: CLEANING AND DISINFECTING

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas. The playground, sports equipment, and any other shared items (if they are being used) will be cleaned between uses by teachers and/or custodial staff utilizing district-provided approved cleaning products.

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting.

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
 - a. If a student: School Principal or Nurse
 - b. If an employee: Supervisor and Human Resources

Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
5. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24 hour period.
6. The site supervisor will determine whether other employees may have been exposed to the symptomatic individual (within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, the site supervisor will notify Human Resources. If it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine.
7. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the CDC or State/County Health department's guidelines at that moment. Because guidelines in

this area change regularly, describing the steps that will be taken would not be prudent.