

ARIZONA SCHOOL RISK RETENTION TRUST, INC.

ENDORSEMENT NO. 10

COVID-19 LIABILITY

This Endorsement is retroactive to July 1, 2020, if added by September 15, 2020. If added after September 15, 2020, coverage is effective on the date the Endorsement is signed. Notwithstanding Section 2.34 of the Appendix to which this Endorsement is attached, coverage is provided as follows:

1. COVERAGE PROVIDED:

Subject to the Limits of Liability expressly stated in this Endorsement, the Trust agrees to pay those sums that the District becomes legally obligated to pay as Damages by reason of liability imposed upon the District by law because of Bodily Injury or Property Damage caused by an Occurrence which occurs during an Agreement Period, and which arises out of the actual, alleged or threatened infectious, pathogenic, toxic or other harmful properties of the COVID-19 virus.

2. LIMITS OF LIABILITY/UNDERLYING LIMITS:

2.1 The Trust's Limit of Liability for Claims or Lawsuits covered by the terms and conditions of this Endorsement shall not exceed:

2.1.1 \$1,000,000 each Occurrence, including Defense Costs and indemnity payments.

2.1.2 \$10,000 each claimant in indemnity coverage, provided that the other limits identified herein are not exhausted.

2.1.3 \$2,000,000 Annual Aggregate per District, including Defense Costs and indemnity payments.

2.1.4 \$25,000,000 Annual Aggregate all Districts, including Defense Costs and indemnity payments.

2.2 The following deductibles will apply:

2.2.1 \$0 each Occurrence for Claims relating to a student for whom the District has obtained a signed Waiver, Release, and Assumption of Risk Form.

2.2.2 \$10,000 each Occurrence for Claims relating to a student for whom the District has obtained a signed Acknowledgment and Disclosure Form.

2.2.3 \$20,000 each Occurrence for Claims with no Waiver, Release, and Assumption of Risk Form or Acknowledgment and Disclosure Form in place relating to the Claim.

3. CONDITIONS:

3.1 The following conditions to coverage apply under this Endorsement:

3.1.1 The District must utilize a parent/guardian Acknowledgment and Disclosure Form or a Waiver, Release, and Assumption of Risk Form relating to the COVID-19 virus, in a form approved by the Trust, for all on-site students.

3.1.2 The District makes a good faith effort to implement a reopening plan that incorporates applicable guidelines issued by the Arizona Department of Education (ADE) for K-12 Districts, and Centers for Disease Control and Prevention (CDC) for Community College Districts.

3.1.3 Except as modified by this Endorsement, this coverage is subject to all provisions, exclusions, definitions, terms, and conditions of the Appendix to which this Endorsement is attached.

I, the undersigned, as the District Authorized Representative of Wilson Elementary School District No. 7 do hereby accept, on behalf of the above-named District, the coverage indicated above. I understand that no coverage, even if accepted, is in place if the corresponding contribution for the endorsement has not been paid to the Trust by the due date established by the Trust. I further represent and confirm that all information previously provided to the Trust by the District in the Exposure Summary for the applicable coverage period is accurate and complete.

Contribution for Appendix A.1 Endorsement 10 COVID-19 Liability Coverage: **\$20,000**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

# Wilson School District # 7

## Board Meeting Report

July 2020

Function Code	Function Description	FY 21 Budget	Expended YTD	Encumbered YTD	Exp & Enc YTD	Uncommitted Balance	% Committed
<b>MAINTENANCE AND OPERATIONS FUND 001</b>							
<b>001- 100/ 600 Regular Education/ Other Programs</b>							
1000	Instruction	\$ 2,654,862	\$ 3,683	\$ 2,335,951	\$ 2,339,634	\$ 315,228	88%
2100	Support Svcs Student	507,655	7,393	296,119	303,513	204,142	60%
2200	Support Svcs Instr. Staff	462,737	20,147	252,846	272,993	189,743	59%
2300	Support Svcs Gen Admin	293,137	11,358	241,221	252,579	40,558	86%
2400	Support Svcs School Admin	398,114	6,519	286,840	293,359	104,755	74%
2500	Business & Technology	491,135	25,971	356,220	382,191	108,944	78%
2600	O & M Plant Svcs	1,328,921	64,260	1,225,952	1,290,213	38,708	97%
3100	Food Service Operations	24,568	-	14,291	14,291	10,277	58%
550-2200	K-3 Reading Program	78,527	-	51,096	51,096	27,431	65%
610-1000	Cocurricular Band/Choir	2,000	-	-	-	2,000	0%
620-1000	Athletic Programs	500	-	1,500	1,500	(1,000)	300%
900-3300	Community Services	910	-	375	375	535	41%
	<b>Subtotal</b>	<b>\$ 6,243,066</b>	<b>\$ 139,332</b>	<b>\$ 5,062,412</b>	<b>\$ 5,201,744</b>	<b>\$ 1,041,322</b>	<b>83%</b>
<b>001 - 200 Special Education</b>							
1000	Instruction	\$ 736,350	\$ -	\$ 635,064	635,064	\$ 101,286	86%
2100	Support Svcs Student	305,023	316	143,877	144,194	160,829	47%
2200	Support Svcs/ Omstr/ Staff	4,000	111	2,932	3,042	958	76%
2400	Support Svcs School Admin	-	1,170	104,571	105,741	(105,741)	#DIV/0!
2500	Business & Technology	1,500	-	-	-	1,500	0%
2600	O & M Plant Svcs.	-	-	-	-	-	#DIV/0!
2900		-	-	-	-	-	#DIV/0!
	<b>Subtotal</b>	<b>\$ 1,046,873</b>	<b>\$ 1,597</b>	<b>\$ 886,444</b>	<b>\$ 888,041</b>	<b>\$ 158,832</b>	<b>85%</b>
<b>001 - 400 Transportation</b>							
2600	District Trans. Svcs	\$ 11,500	\$ -	\$ 5,615	\$ 5,615	\$ 5,885	49%
2700	Student Trans. Svcs	\$ 342,631	\$ 857	\$ 281,048	\$ 281,905	\$ 60,726	82%
	<b>Subtotal</b>	<b>\$ 354,131</b>	<b>\$ 857</b>	<b>\$ 286,663</b>	<b>\$ 287,520</b>	<b>\$ 66,611</b>	<b>81%</b>
<b>511 - Desegregation Regular/Special Education</b>							
1000	Instruction	\$ 1,829,180	\$ 37	\$ 1,159,318	\$ 1,159,355	\$ 669,826	63%
2100	Support Svcs Student	23,912	-	2,003	2,003	21,909	8%
2200	Support Svcs Instr. Staff	9,708	-	23,754	23,754	(14,046)	245%
2400	School Administration	3,500	37	977	1,014	2,486	29%
	<b>Subtotal</b>	<b>\$ 1,866,300</b>	<b>\$ 74</b>	<b>\$ 1,186,052</b>	<b>\$ 1,186,126</b>	<b>\$ 680,174</b>	<b>64%</b>
<b>TOTAL M &amp; O</b>		<b>\$ 9,510,370</b>	<b>\$ 141,860</b>	<b>\$ 7,421,571</b>	<b>\$ 7,563,431</b>	<b>\$ 1,946,939</b>	<b>80%</b>

# Wilson School District # 7

## Board Meeting Report

July 2020

Function Code	Function Description	FY 21 Budget	Expended YTD	Encumbered YTD	Exp & Enc YTD	Uncommitted Balance	% Committed
<b>CLASSROOM SITE FUNDS 011, 012 AND 013</b>							
<b>011- 100 Regular Education - Base</b>							
1000	Instruction	\$ 350,000	\$ -	\$ 50,823	\$ 50,823	\$ 299,177	15%
2000	Support Services & Interest	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	<b>Subtotal</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 50,823</b>	<b>\$ 50,823</b>	<b>\$ 299,177</b>	<b>15%</b>
<b>011- 200 Special Education - Base</b>							
1000	Instruction	\$ 62,782	\$ -	\$ 4,033	\$ 4,033	\$ 58,749	6%
	<b>Subtotal</b>	<b>\$ 62,782</b>	<b>\$ -</b>	<b>\$ 4,033</b>	<b>\$ 4,033</b>	<b>\$ 58,749</b>	<b>6%</b>
	<b>Total CSF- Base</b>	<b>\$ 412,782</b>	<b>\$ -</b>	<b>\$ 54,856</b>	<b>\$ 54,856</b>	<b>\$ 357,926</b>	<b>13%</b>
<b>012- 100 Regular Education - Performance</b>							
1000	Instruction	\$ 789,663	\$ -	\$ 24,588	\$ 24,588	\$ 765,075	3%
2000	Support Services & Interest	15,000	-	1,400	1,400	13,600	9%
	<b>Subtotal</b>	<b>\$ 804,663</b>	<b>\$ -</b>	<b>\$ 25,988</b>	<b>\$ 25,988</b>	<b>\$ 778,675</b>	<b>0%</b>
<b>012- 200 Special Education - Performance</b>							
1000	Instruction	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	0%
	<b>Subtotal</b>	<b>\$ 170,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,000</b>	<b>0%</b>
	<b>Total CSF - Performance</b>	<b>\$ 974,663</b>	<b>\$ -</b>	<b>\$ 25,988</b>	<b>\$ 25,988</b>	<b>\$ 948,675</b>	<b>3%</b>
<b>013- 100 Regular Education - Menu</b>							
1000	Instruction	\$ 512,752	47,714	132,745	21,805	\$ 490,947	4%
2000	Support Services & Interest	2,000	1,446	-	1,446	554	72%
	<b>Subtotal</b>	<b>\$ 514,752</b>	<b>\$ 49,160</b>	<b>\$ 132,745</b>	<b>\$ 23,251</b>	<b>\$ 491,501</b>	<b>5%</b>
<b>013- 200 Special Education - Menu</b>							
1000	Instruction	\$ 86,755	\$ -	\$ 10,533	\$ 10,954	\$ 75,802	13%
	<b>Subtotal</b>	<b>\$ 86,755</b>	<b>\$ -</b>	<b>\$ 10,533</b>	<b>\$ 10,954</b>	<b>\$ 75,802</b>	<b>13%</b>
	<b>TOTAL CSF - MENU</b>	<b>\$ 601,507</b>	<b>\$ 49,160</b>	<b>\$ 143,278</b>	<b>\$ 34,205</b>	<b>\$ 567,302</b>	<b>6%</b>
<b>TOTAL CLASSROOM SITE FUND (CSF)</b>		<b>\$ 1,988,952</b>	<b>\$ 49,160</b>	<b>\$ 224,122</b>	<b>\$ 115,048</b>	<b>\$ 1,873,904</b>	<b>6%</b>

# Wilson School District # 7

## Board Meeting Report

July 2020

Function Code	Function Description	FY 21 Budget	Expended YTD	Encumbered YTD	Exp & Enc YTD	Uncommitted Balance	% Committed
<b>UNRESTRICTED CAPITAL OUTLAY FUND 610</b>							
1000	Instruction	\$ 740,387	\$ 139,093	\$ 324,368	\$ 463,461	\$ 276,926	63%
2100	Support Svcs Student	11,000	-	9,292	\$ 9,292	1,708	118%
2200	Media/ Library	167,250	6,761	60,195	\$ 66,956	100,294	40%
2300	Support Svcs Gen Admin *	10,000	-	-	\$ -	10,000	0%
2400	Support Svcs School Admin*	100,000	-	-	\$ -	100,000	0%
2500	Business & Technology	26,500	12,218	74,125	\$ 86,343	(59,843)	326%
2600	O & M Plant Svcs	112,000	-	19,516	\$ 19,516	92,484	17%
2700	Student Trans. Svcs	-	-	-	\$ -	-	N/A
3100	Food Service Operations	-	-	-	\$ -	-	N/A
3300	Community	-	-	-	\$ -	-	N/A
4500	Building Acquisition	-	-	-	\$ -	-	N/A
4600	Site Improvements	40,000	-	-	\$ -	40,000	0%
4700	Building Improvement	120,000	59,072	132,384	\$ 191,456	(71,456)	160%
200-1000	Special Ed Instruction	-	-	-	\$ -	-	N/A
200-21/2200	Special Ed Student Support	6,000	-	-	\$ -	6,000	0%
610-1000	Cocurricular Bank/Choir	-	-	-	\$ -	-	N/A
511-1000	Desegregation - Instruction	-	-	-	\$ -	-	N/A
511-2000	Desegregation - Support Svcs	20,000	-	-	\$ -	20,000	0%
511-4000	Desegregation - Bldg Improv	-	-	-	\$ -	-	N/A
<b>TOTALS</b>		<b>\$ 1,353,137</b>	<b>\$ 217,144</b>	<b>\$ 619,881</b>	<b>\$ 837,025</b>	<b>\$ 516,112</b>	<b>62%</b>

**ACTION ITEMS**

**DATE:** August 11, 2020

**ITEM:** Approval of Implementation Plan for Education Services, Inc. (ESI) to Provide Substitute Leasing Program.

**SUBMITTED BY:** \_\_\_\_\_  
Alex Dumas, Human Resources Director

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve the Implementation Plan for Education Services, Inc. (ESI) to provide Substitute leasing program.

**RATIONALE:**

Educational Services Inc. (ESI) is the leading provider of employee staffing solutions for Arizona school districts. ESI's featured programs include Arizona's premier return-to-work program, known as, RetireRehire, and its SubSource program, the largest substitute staffing program in the state.

**INFORMATION ITEM**

**DATE:** August 11, 2020

**ITEM:** Board Financial Report as of July 31, 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:** August 11, 2020

**ITEM:** Minutes for July 14, 2020 - Public Hearing, July 14, 2020 - Regular Meeting and July 30, 2020 – Special Meeting.

Minutes following



**ACTION ITEM****DATE:** August 11, 2020

**ITEM:** Approval Wilson Elementary School District fundraising activities for 2020—2021 school year.

**SUBMITTED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve Wilson Elementary School District fundraising activities for 2020-2021 school year:

School store	Before /after school snack/food sales
After school candy sales	T-shirt/sweatshirt sales
Buck a bottom/dress down days	Funny dress days
Fall Festival	Uniform store
School Supplies (pencil machine, etc.)	Cookie Dough sale
Dances/Dance marathons	Board game marathons
Penny drives	Coupon books catalog sales
Car washes	Book Fair
Game Nights	Crazy Olympics
Smencils and other “fun” supplies	Tape and/or Silly String the Principal
Merchant Fundraising Card	Little Caesars Pizza
Restaurant Fundraisers	Silent Auction at PTO Meeting
Laser Tag	Game room fundraisers
Food-Grahams/Candy Grahams	Photo Booth
Coupon Cards	Santa Store
Haunted Hallway	Field Trips
Vending Machine (propel)	
AVID/Wilson supplies (such as lanyards, note paper, etc)	
Food Trucks and company fundraisers (such as the taco truck, ice cream truck, Peter Piper, Jamba Juice etc)	

Fundraising will be done at the school level – These are possible fundraising activities.

**ACTION ITEM**

**DATE:** August 11, 2020

**ITEM:** Approval of the list of teacher evaluators for 2020-2021 school year.

**SUBMITTED BY:** \_\_\_\_\_  
Rebecca Willey, Curriculum Director

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve the list of teacher evaluators for 2020-2021 school year:

- |                   |                  |
|-------------------|------------------|
| Antonio Sanchez,  | Maki Wojcicki,   |
| Cindy Campton,    | Darrin Johnson,  |
| Rebecca Willey,   | Theresa Hulihan, |
| Nancy Feiring,    | Leslie Beauchamp |
| Christianne Nutt, | Tracie Price     |
| Kendra Moreno.    |                  |

**DISCUSSION ITEM**

**DATE:** August 11, 2020

**ITEM:** First Reading – Policies:  
GBGB-R – Staff Personal Security and Safety  
IHA – Basic Instructional Program  
JICA-RB – Student Dress  
KB – Parent Involvement in Education  
KI-RB – Visitors to Schools

**SUBMITTED BY:** \_\_\_\_\_  
Alex Dumas, Human Resource Director

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**DISCUSSION:**

First Reading – Policies:  
GBGB-R – Staff Personal Security and Safety  
IHA – Basic Instructional Program  
JICA-RB – Student Dress  
KB – Parent Involvement in Education  
KI-RB – Visitors to Schools

**ACTION ITEM**

**DATE:** August 11, 2020

**ITEM:** Approval of the Wilson Elementary School Resolution

**SUBMITTED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve the Wilson Elementary School Resolution.

**ACTION ITEM****DATE:** August 11, 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		Nadezda Allen	1.0	Certified Teacher (Jr. High L.A. Teacher)	07-28-2020	\$40,000.00
		X		Isabella Barrera	1.0	Temp. School Counselor (Primary)	07-28-2020	\$55,000.00
			X	Alex Pina Viguera	1.0	Data Clerk/Attendance Clerk (Elementary)	07-31-2020	\$13.64 hr

**RECOMMENDATION:**

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

**ACTION ITEM**

**DATE:** August 11, 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	Mary Patton	.94	Spec Ed I.A. (Elementary)	07-17-2020	X					
			X	Leslie Munoz	.94	Reach Associate I.A. (Primary)	08-12-2020	X					

**RECOMMENDATION:**

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

**ACTION ITEM****DATE:** August 11, 2020**ITEM:** Approval of Leave of Absence**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	Angelica Moreno	.94	Spec Ed. I.A. (Elementary)	7-29-2020 – 10-21-2020 Maternity FMLA						X

**RECOMMENDATION:**

It is recommended that the Governing Board approve the following individual Leave of Absence.

# POLICY SERVICES

## ADVISORY

Volume 32, Number 2

July 2020

Policy Advisory No. 672 .....	Regulation GBGB-R — Staff Personal Security and Safety
Policy Advisory No. 673 .....	Policy IHA — Basic Instructional Program
Policy Advisory No. 674 <b>NEW</b> .....	Regulation JICA-RB — Student Dress
Policy Advisory No. 675 .....	Policy KB — Parent Involvement in Education
Policy Advisory No. 676 <b>NEW</b> .....	Regulation KI-RB — Visitors to Schools

### POLICY ADVISORY DISCUSSION

The following policy advisories are the result of the Governor’s Executive Order on July 23, 2020 and the result of actions taken by the 54th Legislature, Second Regular Session which convened in January 13, 2020 and adjourned sine die on May 26, 2020.

The General Effective Date of these bills, unless passed as emergency legislation, is August 25, 2020.

<b>Policy Advisory No. 672</b>	<b>Regulation GBGB-R — Staff Personal Security and Safety</b>
<b><u>NEW</u> Policy Advisory No. 674</b>	<b>Regulation JICA-RB — Student Dress</b>
<b><u>NEW</u> Policy Advisory No. 676</b>	<b>Regulation KI-RB — Visitors to Schools</b>

These regulations are updated or created in response to the State of Arizona Executive Order 2020-51, *Arizona: Open for Learning*, see <https://azgovernor.gov/executive-orders>. The Executive Order requires the use of face coverings until the Arizona Department of Health Services (ADHS) determines that face coverings are no longer necessary or recommended to contain the spread of the coronavirus.

Guidance in the regulation also comes from the Centers for Disease Control and Prevention (CDC), see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>, and ADHS, see <https://www.azdhs.gov/preparedness/emergency-preparedness/index.php#school-resources>.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.



The new language is identical in each of the three regulations to address that face coverings are to be worn by staff, students, and visitors. Districts should review the recommended guidelines to ensure that the needs of their schools and community are adequately met.

**Policy Advisory No. 673**

**Policy IHA — Basic Instructional Program**

House Bill 2625 has added A.R.S. 1-319; amended A.R.S. 15-203; and added A.R.S. 15-710.01 relating to civics.

A.R.S. 1-319 specifies that September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. If Sandra Day O'Connor Civics Celebration Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday

A.R.S. 15-203 states that the State Board of Education shall, for the purposes of Sandra Day O'Connor Civics Celebration Day instruction under section A.R.S. 15-710.01, develop a list of recommended resources relating to civics education that align with the academic standards prescribed by the State Board Of Education in social studies pursuant to sections 15-701 and 15-701.01. The state board shall establish a process that allows public schools to recommend resources for addition to the list.

A.R.S. 15-710.01 adds that on Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

**Policy Advisory No. 675**

**Policy KB — Parent Involvement in Education**

Senate Bill 1061 has added section 15-249 to the statutes, relating to the department of education, which states that the DOE shall establish and post on its website a statutory handbook of parental rights that consists of the text of the following statutes:

1. Title 1, chapter 6.
2. Section 15-102.
3. Section 15-110.
4. Section 15-113.
5. Section 15-117.
6. Section 15-351.
7. Section 15-721.

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- 8. Section 15-722.
- 9. Section 15-730.

Each school district and charter school in this state shall prominently post on a publicly accessible portion of its website a link to the statutory handbook of parental rights.

The appropriate language has been added to Policy KB, Parent Involvement in Education.



If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, General Counsel/Associate Executive Director; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or David DeCabooter, Policy Consultant/Staff Attorney. Our e-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [ddcabooter@azsba.org]. You may also fax information to (602) 254-1177.

**Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.**

**GBGB-R ©**

**REGULATION**

**STAFF PERSONAL SECURITY  
AND SAFETY**

**Threats**

Any employee who is threatened with harm by an individual or a group while carrying out assigned duties shall immediately notify the school principal or supervisor. The principal or supervisor shall then immediately notify the Superintendent's office of the threat and together they shall take immediate steps in cooperation with the employee to provide every reasonable precaution for the employee's safety. Precautionary steps, including any advisable legal action, shall be reported to the Superintendent's office at the earliest possible time.

**Eye Protective Devices**

Every student, teacher, and visitor in public schools shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to:

- A. Molten metals or other molten materials.
- B. Cutting, shaping, and grinding of materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Welding fabrication processes.
- E. Explosive materials.
- F. Caustic solutions.
- G. Radiation materials.

The Board shall equip the schools with eye protective ware.

Schools may receive and expend federal, state, and local monies to provide eye protective devices.

For purposes of this procedure, *eye protective ware* means devices meeting the standards of the U.S.A. Standard Safety Code for head, eye, and respiratory protection, Z21-1959, and subsequent revisions thereof, approved by the United States of America Standards Institute, Inc.

## **Cloth Face Coverings**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

Cloth face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

**IHA ©  
BASIC INSTRUCTIONAL PROGRAM**

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each school educating students in kindergarten and grades one (1) through three (3) shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program.

The instructional program will ensure that on or before July 1, 2021, at least one (1) kindergarten through third (K-3) grade teacher in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15- 219 and A.R.S. 15-501.01 which includes enabling teachers to understand and recognize dyslexia and to implement structured literacy instruction that is systematic, explicit, multisensory and evidence-based to meet the educational needs of students with dyslexia.

Attention to the above-listed priorities shall not result in neglect of other areas of the curriculum.

The instructional program will include planned sequences in:

- A. Language arts - reading, spelling, handwriting, English grammar, composition, literature, and study skills.
- B. Mathematics experiences.
- C. Social studies - history including Native American history, geography, civics, economics, world cultures, political science, and other social science disciplines.
- D. Science experiences.
- E. Fine and practical arts experience - art education, vocal and instrumental music, and vocational/business education.

- F. Technology skills.
- G. Health and safety education.
- H. Physical education.
- I. Foreign or Native American language.

The planned program for all students shall also include library instruction, individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations.

September 25, in each year, shall be observed as Sandra Day O'Connor Civics Celebration Day, which is not a legal holiday. On Sandra Day O'Connor Civics Celebration Day, each public school in this state shall dedicate the majority of the school day to civics education.

If Sandra Day O'Connor Civics Celebration Day falls on a Saturday, Sunday or other day when a public school is not in session, the preceding or following school day shall be observed in the public school as the holiday

The Superintendent is directed to emphasize the use of the resources developed by the State Board of Education relating to civics education which align with the academic standards in social studies pursuant to A.R.S.15-701 and 15-701.01.

Adopted:

LEGAL REF.:

A.R.S.

1-139

15-203

15-211

15-219

15-341

15-501.01

15-701

15-701.01

15-704

15-710

15-741.01

15-802

A.A.C.

R7-2-301 *et seq.*

CROSS REF.:

IJNDB - Use of Technology Resources in Instruction

**JICA-RB ©**

**REGULATION**

**STUDENT DRESS**

**(Cloth Face Coverings)**

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District.

Cloth face coverings should not be worn by:

- A. Children under the age of 2;
- B. Anyone who has trouble breathing;
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear a cloth face covering while keeping in mind the health and safety of everyone involved.

Cloth face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A cloth face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their cloth face covering and to wash their hands frequently. To ensure the proper use of cloth face coverings, staff and students are to be educated on how to wear and care for their cloth face coverings.

**KB ©  
PARENTAL INVOLVEMENT  
IN EDUCATION**

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.

B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

C. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.

D. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.

E. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.

F. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to students in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.

G. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.



H. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

I. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt into a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.
13. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.

15. Policies related to parental involvement pursuant to A.R.S. 15- 102 and set out herein.
16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]
17. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.
18. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.
19. Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, which is posted on the DOE website and is prominently posted on a publicly accessible portion of the District website with a link to the statutory handbook of parental rights with the title and sections as listed below:
  - a. Title 1, chapter 6.
  - b. Section 15-102.
  - c. Section 15-110.
  - d. Section 15-113.
  - e. Section 15-117.
  - f. Section 15-351.
  - g. Section 15-721.
  - h. Section 15-722.
  - i. Section 15-730.

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***Optional language: The following outlined items (to next double line) setting out the manner in which parents may be made aware of the District's Parental Involvement Policy are optional in whole or in part as determined by the local Governing Board.***

The District plan under this policy may also include:

- A. Making parents aware of this District parental involvement policy, including:
  1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
  2. The parent's right to inspect the District policies and curriculum.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

- B. Efforts to encourage the development of parenting skills.
- C. The communication to parents of techniques designed to assist the student's learning experience in the home.
- D. Efforts to encourage access to community and support services for children and families.
- E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- F. Identifying opportunities for parents to participate in and support classroom instruction at the school.
- G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.
- H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.
- I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.
- J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- K. Provide to parents the information in this policy in an electronic form.

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Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

- A. The Superintendent or principal shall:
  - 1. Deliver the requested information to the parent within ten (10) calendar days, or
  - 2. Provide to the parent a written explanation for denial of the requested information.

B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Adopted:

LEGAL REF.:

A.R.S.

1-601

1-602

15-101

15-102

15-110

15-113

15-117

15-249

15-341

15-351

15-721

15-722

15-730

CROSS REF.:

ABA - Community Involvement in Education

IHBD - Compensatory Education

IJ - Instructional Resources and Materials

IJND - Technology Resources

JHD - Exclusions and Exemptions from School Attendance

KDB - Public's Right to Know/Freedom of Information

**KI-RB ©**

**REGULATION**

**VISITORS TO SCHOOLS**

**(Cloth Face Coverings)**

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**WILSON ELEMENTARY SCHOOL DISTRICT NO. 7  
OF MARICOPA COUNTY, ARIZONA**

**RESOLUTION RE: COVID-19**

WHEREAS, the Wilson Elementary School District No. 7 (“the District”) closed schools effective March 16, 2020, pursuant to orders from the Governor of Arizona (the “Governor”) and the Arizona Superintendent of Public Instruction; and

WHEREAS, subsequent orders and legislation called for the closure of schools for the remainder of the 2019-2020 academic year due to the outbreak of COVID-19 in Arizona; and

WHEREAS, the Governor’s Executive Orders 2020-18, 2020-24 and 2020-33 (the “Closure Orders”) established certain restrictions on public activities in response to the COVID-19 outbreak; and

WHEREAS, the Governor’s Executive Order 2020-36 (the “Return Order”) was issued outlining requirements for businesses and other Arizona entities to assist in mitigating the spread of COVID-19 as they reopened;

WHEREAS, Executive Order 2020-41 (2020-2021 School Year *Prioritizing Kids and Schools During COVID-19*) was issued on June 24, 2020 and Executive Order 2020-44 (*Protecting Public Health for Students and Teachers*) was issued on June 29, 2020;

WHEREAS, Executive Order 2020-51 (*Arizona: Open for Learning*), was issued on July 23, 2020, outlining the Governor’s plan for the reopening of schools for the 2020-2021 school year; and

WHEREAS, the Governing Board wishes to resume educational activities and business operations for the 2020-2021 school year in a manner that is consistent with existing Executive Orders but with recognition that there are many unknowns about future conditions that affect the District’s ability to conduct its educational mission and other activities and that current Executive Orders may be superseded or modified by future Executive Orders or federal or state laws;

NOW, THEREFORE be it resolved by the Governing Board of Wilson Elementary School District No. 07 of [Maricopa] County, Arizona that:

The Governing Board hereby directs and/or authorizes the District’s Superintendent or his/her delegates, to take the following actions to ensure that the District complies with Executive Order 2020-51 and the provisions of Executive Orders 2020-41 and 2020-44 still in effect:

1. In conformity with Order 1 of Executive Order 2020-51:
  - a. Provide the Governing Board with a recommendation as to when in-person, teacher led classroom instruction can safely be made available; and

- b. Provide the Governing Board with a mitigation plan for its consideration and approval prior to the opening of a school building for on-site support services or in person instruction. Such plan was approved by the Governing Board on July 30, 2020. The Board authorizes the Superintendent to revise the mitigation plan without further Board approval.

It is hereby recommended that in person, teacher led classroom instruction be available starting October 12, 2020 unless the administration returns to the Board with an alternative date based on meeting the health metrics ~~to be~~ issued by the Arizona Department of Health Services.

2. In conformity with Order 2 of Executive Order 2020-51:
  - a. Ensure that teacher-led distance learning instruction begins by the first day of the District's instructional calendar submitted to the Arizona Department of Education; and
  - b. Submit the District's distance learning plan to the Arizona Department of Education no later than the start date of distance learning instruction or August 14, 2020, whichever is earlier.
3. In conformity with Order 3 of Executive Order 2020-51:
  - a. Arrange for free on-site learning opportunities and support services for students who need a place to go during the school day, beginning on August 17, 2020;
  - b. Develop procedures to help ensure that social distancing and other mitigation strategies are implemented for the free on-site programs;
  - c. Pursuant to Order 3.d of Executive Order 2020-51, authorize the Superintendent to apply for a waiver of the requirement to provide free on-site learning if the County Health Department, in conjunction with the Arizona Department of Health Services (ADHS), advises the District to close due to a COVID-19 outbreak.
4. In conformity with Order 4 of Executive Order 2020-51, comply with the posting and notification requirements described in Order 4.a – d.
5. In conformity with Order 5 of Executive Order 2020-51, develop, recommend and implement a policy relating to face coverings, and revise the same as needed to comport with new guidance or requirements from the ADHS and/or the Centers for Disease Control and Prevention (CDC).
6. In conformity with Order 6 of Executive Order 2020-51, the Governing Board has determined that it will continue to pay its employees during periods of school building closures based upon data and information provided by the Superintendent and other sources that affirms that such payments:
  - a. Are necessary to preserve a properly trained, qualified and experienced workforce;
  - b. Serve the public purpose of protecting the District's investment in its workforce;
  - c. Are feasible because the District has sufficient revenues to continue such payments;and

To be eligible for payment, District employees must remain committed and available to work during the employee's normal work hours during periods of school closures, whether the

work is to be performed in-person or remotely or is alternative work for which the employee is qualified to perform.  
Supporting documentation of the cost to release, rehire and train employees is submitted as back-up.

7. In conformity with Order 7 of Executive Order 2020-51, the District will begin providing in-person developmental preschool programming and services on October 12, 2020, so long as it can do so consistent with CDC and ADHS public health recommendations.
8. The Governing Board authorizes the Superintendent to work with relevant governmental authorities to comply with all laws, regulations, Orders and guidelines designed to prevent the spread of COVID-19 as the District resumes its operations and activities. The Superintendent may implement regulations or protocols to support such compliance.
9. The District's regular practices, protocols and procedures, as set forth in Governing Board Policies, Administrative Regulations, Board adopted Employee Agreements or otherwise, may not be reasonable, feasible or advisable to implement during the COVID-19 outbreak. Therefore, the Governing Board authorizes the Superintendent to temporarily suspend compliance with or implementation of the same as needed to comply with applicable laws, regulations, Orders and guidelines, and/or to promote the health, safety and welfare of the school community and/or to efficiently and effectively operate District programs and services during the COVID-19 pandemic. Should the Superintendent exercise the discretion authorized by this Section, the Superintendent shall provide the Governing Board with prompt notice of the actions taken.
10. The Governing Board authorizes the Superintendent execute any further documentation to effectuate this Resolution, including but not limited to any requisite documentation required by the Arizona Department of Education or legal authorities with jurisdiction over the District.
11. To the extent that any provision in this Resolution conflicts with or is superseded by enacted federal or state legislation or local ordinances, the District shall comply with those laws or ordinances.

This Resolution was adopted at a properly noticed meeting of the Governing Board on July 30, 2020. The Governing Board hereby authorizes the Governing Board President to sign this Resolution on behalf of the Governing Board.

**WILSON ELEMENTARY SCHOOL DISTRICT NO. 7**

By: \_\_\_\_\_, 2020

Virginia Mendoza,  
Governing Board President





# Wilson Elementary School District

## Draft Implementation Plan

7/20/2020

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DRAFT

# Document Overview

This implementation plan is the framework that we will use to implement Educational Services, Inc. (ESI) services in Wilson Elementary School District (district).

This document will outline the implementation process for SubSource specifically. SubSource is ESI's substitute leasing program.

Version	Date	Author	Rationale
Draft	7/20/20	Jocelyn Phok	<ul style="list-style-type: none"> <li>Initial plan draft</li> </ul>

*Educational Services Inc. (ESI) is the leading provider of employee staffing solutions for Arizona school districts. Founded in 1999 by three educators, ESI has a passion for helping people and making a positive impact in education.*

*ESI's featured programs include Arizona's premier return-to-work program, known as, RetireRehire, and its SubSource program, the largest substitute staffing program in the state.*

*Districts develop partnerships with ESI to provide personalized support for educators returning to work after retirement and resources including benefits and professional development for substitute teachers.*

## Assumptions and Constraints

- District Board Approval
- Signed Employee Staffing Agreement
- ESI access to absence management system
- Effective date TBD for 2020-2021 SY

## Implementation Contact List

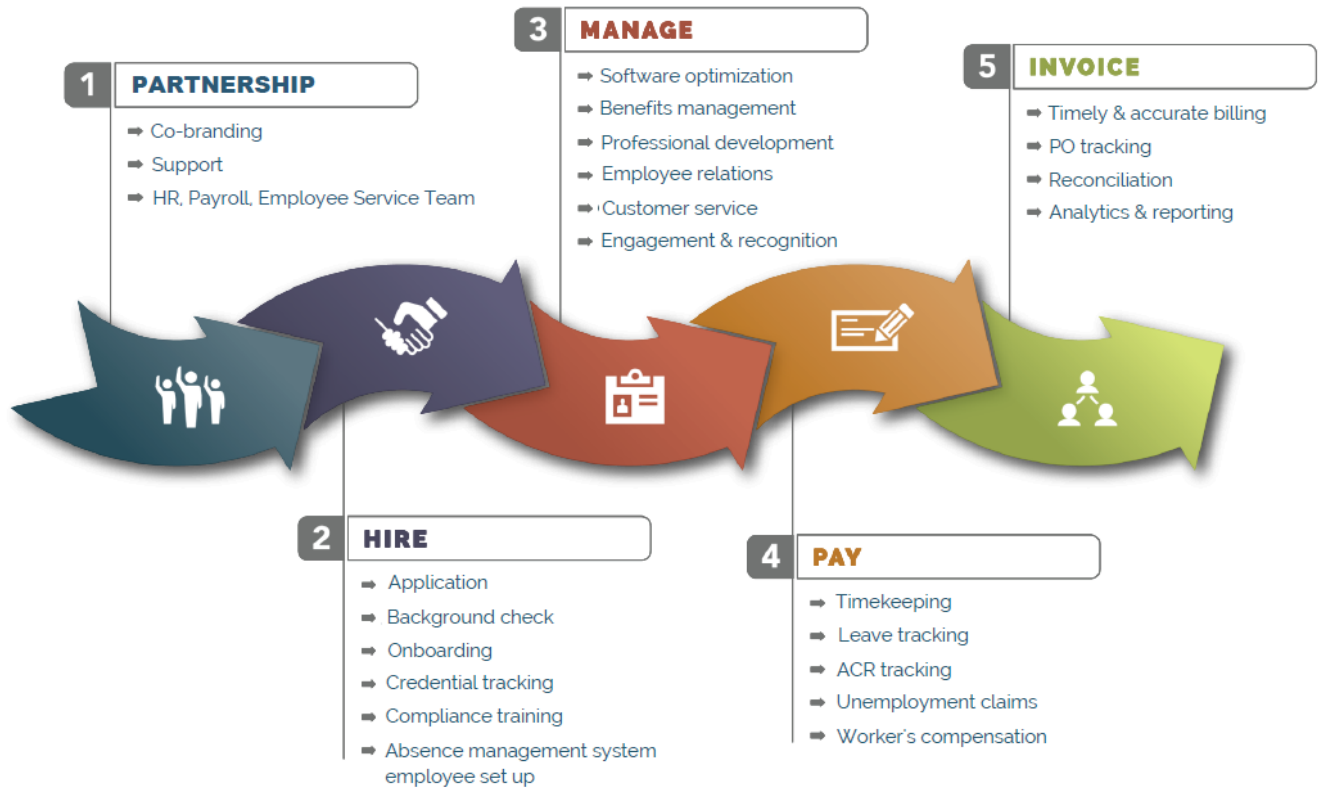
Name	Organization	Title	Phone	Email
Donnie Atkinson	ESI	Director of Operations - Information Systems	480-719-3229	<a href="mailto:datkinson@esiaz.us">datkinson@esiaz.us</a>
Jocelyn Phok	ESI	Director of Operations - Employee Services	480-719-3548	<a href="mailto:jocelyn@esiaz.us">jocelyn@esiaz.us</a>
Serena English	ESI	Client Manager	480-795-2468	<a href="mailto:serena@esiaz.us">serena@esiaz.us</a>

The district team that is typically involved in the implementation process consists of at least one HR representative, Substitute Coordinator, Payroll representative and Accounts Payable representative. We welcome any additional personnel that the district would like to participate in the implementation process. It is a partnership relationship and we recognize that much of the heavy lifting occurs during this period since district participation is key to a successful implementation process and transition.

## Service Description and Scope of Work

ESI will be the employer of record for substitutes in the district. There is a spectrum of district involvement that can be tailored to the district's preferences. ESI conducts pre-employment screening, onboarding, employee relations, professional development, payroll, and benefits. In addition, program analytics and compensation consulting are built into the service package.

### ESI Service Cycle Overview



Below is a high-level view of the two major implementation phases: Kickoff (HR) and Payroll/Billing Implementation, as it pertains to the SubSource service cycle. Each main section will be detailed out in the following pages as it relates to the implementation process.



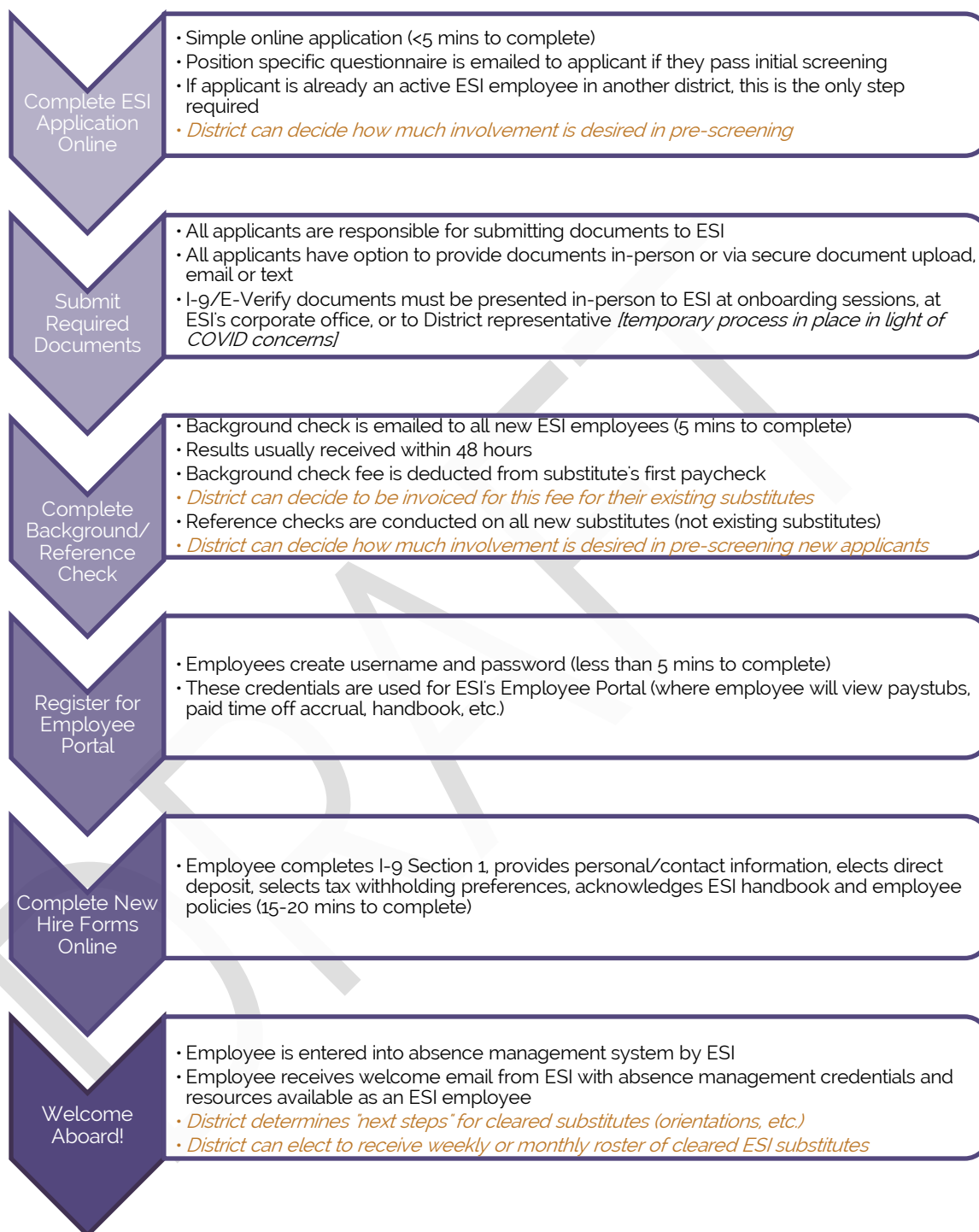
## Inform

- ESI will design a co-branded banner with the district logo alongside ESI's logo to use on all communication pieces to emphasize the partnership aspect of ESI's SubSource program.
- ESI will provide email/letter templates to notify the existing substitute pool of the transition.
- District will provide ESI with organizational admin user access to absence management system.
- District will provide list of existing substitutes that should be transitioned to ESI (including contact information).
- ESI will provide district with access to application system if District desires access.
- ESI will reach out to existing substitute pool to inform them of onboarding process.

## Hire

- *[Under normal non-COVID circumstances]* ESI will host multiple on-site onboarding workshops in which existing substitutes may complete the entire onboarding process.
  - District will provide dates for onboarding workshops, as well as secure necessary facility space (e.g. board room, computer lab, etc.) with internet access and laptop cart, if possible.
  - Onboarding workshops are hosted as open house sessions so substitutes can find a convenient time to complete the onboarding process.
  - ESI staff are on-site to answer individual questions and walk each employee through the onboarding process online and collect required documents.
  - Substitutes can expect to spend 20-30 mins total completing their onboarding. If they provide all required documents, they can walk out fully cleared and ready to begin working as an ESI substitute.
- *[While COVID considerations in place, ESI will virtually assist with onboarding via screenshares and phone calls]*
- ESI obtains all required documents and tracks expiration dates.
  - Certified substitutes are required to provide the following:
    - Valid Arizona Teacher/Substitute Certificate
    - Valid IVP Fingerprint Clearance Card (for both certified and classified substitutes)
    - MMR (or may waive during onboarding)
    - I-9/E-Verify Employment Authorization Documents
  - Classified substitutes are required to provide the following:
    - Valid IVP Fingerprint Clearance Card
    - MMR (or may waive during onboarding)
    - I-9/E-Verify Employment Authorization Documents
  - Special classes of substitutes, such as nurses, etc. require additional licenses.
  - ESI maintains database of substitute credentials and expiration dates within HRIS system.
    - Employees are notified several months in advance if their certificate or IVP card are nearing expiration, with instructions on how to renew so there is no lapse in employment.

- ESI's onboarding process consists of the following steps. District decision points *italicized*.



## Manage

- During implementation, ESI will provide district with points of contact for payroll, billing and employee relations.
- A dedicated ESI Client Manager and an Employee Service Representative will be assigned to the district to field all questions post-implementation.
- Any employee inquiries related to onboarding, payroll, or general employment questions should be directed to ESI.
- The process for employee incidents will be discussed with district HR personnel and district can decide how much involvement is desired.
- ESI's dedicated HR Officer handles all employee issues and works in partnership with district HR personnel
- District should continue to utilize their substitute coordinator and current process for securing emergency fill positions.
- ESI will assist in recruitment of new substitutes through job fairs, targeted marketing, and social media efforts.
- ESI utilizes the Affordable Care Act's lookback period (July 1 – June 30) to determine benefit eligibility for the following school year.
  - Substitutes must work 900 hours during the period (which equates to roughly 30 hours per week) to qualify for benefits.
  - ESI will extend benefits offer to those that have worked 900+ hours in previous school year *(reduced to 665 hours in 19-20 due to school closures)*
  - Enrollment will be available around first week of August
  - For July 1 implementations, ESI will credit existing substitutes for hours worked in previous school year for eligibility
  - Benefits will be effective 9/1/20
- In late Spring of the school year, ESI issues letters to substitutes confirming their continuation as a substitute for the next school year and makes necessary adjustments to statuses based on any opt-out responses.

## Pay

- ESI implementation team will work with district to understand pay rates and pay logic.
- ESI will help to optimize absence management system and configure substitute payroll report in the system.
- ESI will discuss the payroll report verification process with district.
- ESI will discuss the pay calendar and approval deadlines for payroll processing.
- ESI will field all employee payroll questions.
- ESI will set each employee up with a paid sick time bank, where they will accrue 1 hour of paid sick time for every 30 hours worked, according to The Fair Wages and Healthy Families Act.
  - District is not invoiced for paid sick time accrued with ESI and used by substitutes.
- ESI will handle all aspects of sick time off requests and tracking.
- ESI will provide ACR report for each biweekly period in the exact template that is required by ASRS.
  - District will still submit ACR payment to ASRS.



## Invoice

- ESI implementation team will go over the invoicing that is created with each payroll.
- ESI will customize billing summaries that accompany the general invoice for each pay period.
- ESI will work with district business personnel to decide on reconciliation frequency and process.
- ESI will discuss PO tracking with business personnel.

DRAFT

# Milestones & Deliverables

\*\*Placeholder dates entered for draft purposes.\*\*

Task Name	Start Date	End Date	Duration	% Complete	Assigned To
Secure Board Approval	7/1/2020	7/31/2020	30	0%	District
Sign Employee Staffing Agreement	7/1/2020	7/31/2020	30	100%	District
Provide District Logo	7/14/2020	7/31/2020	17	0%	District
Create Co-Branded Header	7/14/2020	7/31/2020	17	0%	Jocelyn
Complete Substitute Questionnaire	7/14/2020	7/31/2020	17	0%	District
Kickoff Meeting	7/14/2020	7/31/2020	17	0%	All
Provide Absence Management System Access to ESI	8/1/2020	8/30/2020	29	0%	District
Send Application Link to District	8/1/2020	8/30/2020	29	0%	Jocelyn
Add ESI Application link to District website	8/1/2020	8/30/2020	29	0%	District
Provide Communication Template(s)	8/1/2020	8/30/2020	29	0%	Jocelyn
Review Communication Template(s)	8/1/2020	8/30/2020	29	0%	District
Application System Access/Training	8/1/2020	8/30/2020	29	0%	Jocelyn
Provide Existing Sub List	8/1/2020	8/30/2020	29	0%	District
District Sends Notification(s) to Subs	8/10/2020	8/14/2020	4	0%	District
Onboarding Subs	8/1/2020	10/8/2020	68	0%	ESI
Payroll Configuration	8/1/2020	9/1/2020	31	0%	Donnie
Billing Configuration	8/1/2020	9/1/2020	31	0%	Donnie
Inactivate subs that have not cleared	10/7/2020	10/7/2020	0	0%	Donnie
Enter/Activate subs that have cleared	9/1/2020	10/8/2020	37	0%	ESI
Go Live	10/8/2020	10/8/2020	0	0%	ESI

# Milestones & Deliverables Timeline

## SubSource Implementation Timeline for an October Start

