RIVERSIDE ELEMENTARY SCHOOL DISTRICT NO. 2

Private Education in a Public School Setting

AGENDA FOR A SPECIAL BOARD MEETING OF THE GOVERNING BOARD

RIVERSIDE ELEMENTARY GOVERNING BOARD ROOM **1414 South 51st Avenue**

Monday, June 27, 2011 **5:30 p.m.**

Order of Business

All requests to speak must be submitted prior to the call to order, commencing the meeting.

PLEASE NOTE: Items may or may not be discussed in the order they appear on this agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Moment of Silence**
4. **Roll Call**

APPROVED

5. **Approval of Minutes:** Recommendation for the **APPROVAL** of the May 10, 2011 Special Board Meeting Minutes, the May 16, 2011 Regular Board Meeting and the June 8, 2011 Special Board Meeting Minutes as presented.
6. **Amendment(s):**
7. **Adoption of Agenda and Approval of Consent Agenda Item(s):** *(During this time Board Members may pull any items from the consent agenda for board discussion and possible action. - Consent agenda items will be APPROVED by one motion and there will be no specific discussion of these items.)*
8. **Public Participation –** *All requests to speak must be submitted prior to the call to order*

   Personal attacks upon board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjust or unfavorable impression may subject the presenter to civil action for defamation.

   Any person wishing to appear before the Governing Board must fill out a Request to Address form located at the counter where the Board convenes. The completed form must be presented to the Governing Board Secretary prior to the call to order. Requests to address are limited to a maximum of three minutes unless the Governing Board President determines that a shorter time is necessary to expedite an orderly meeting. Please refer to R2 Policy BEDH.

9. **AT ANY TIME DURING THE REGULAR AND/OR SPECIAL MEETING, THE GOVERNING BOARD MAY MOVE TO GO INTO EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE ON ISSUES WHICH MAY ARISE DURING THE MEETING, PURSUANT TO A.R.S. §38-431.03.A.3.**

   Ω ***Consent Agenda Items***

Superintendent Approved

10. School & District Spotlight(s): N/A

11. English to Spanish Interpretation – *All requests for interpretation must be made to the Governing Board Secretary.*

Notice to parents and community that English to Spanish interpretation is available to the public via wireless headphones. If interpretation is necessary, please inform the Governing Board Secretary and she will make them available to you.

Aviso a los padres y la comunidad que la interpretación de Inglés a español está disponible al publico a través de auriculares inalámbricos. Si la interpretación es necesaria, por favor informe a la secretaria de la Mesa Directiva y se pondrá a disposición de usted.

12. <u>Teaching and Learning Department (Human Resources & Federal Programs) – Mr. Ruben Gutierrez, Associate Superintendent.</u> ***Certified Personnel Item presented by Ms. Anna Villa, Human Resources Department.***

APPROVED

Ω 12.01 It is recommended that the Governing Board rescind the approval of non-renewal of contract for the 2011- 2012 SY to APPROVE the following Certified Personnel Resignation as ***presented by Ms. Anna Villa, Human Resources Department.***

Gutierrez, Rebecca A.	Teacher – Grade 4	Riverside Traditional School

<u>Supporting Documentation:</u>

Copy of Resignation Letter

APPROVED

Ω 12.02 It is recommended that the Governing Board APPROVE the following Certified Personnel Resignations. ***Presented by Ms. Anna Villa, Human Resources Department.***

Flickenger, Melissa	Teacher – 5th Grade	Kings Ridge Prep Academy
Jones, Emerald	Teacher – Special Education	Kings Ridge Prep Academy
Miller, Josie K.	Teacher – Preschool	Riverside Traditional School

<u>Supporting Documentation:</u>

Copy of Resignation Letters

APPROVED

Ω 12.03 It is recommended that the Governing Board approve the following Certified Personnel New Hires for the 2011- 2012 school year. ***Presented by Ms. Anna Villa, Human Resources Department.***

Name	***Position***	***Location***
Corchado, Andy	Teacher – 6th Grade	Kings Ridge Preparatory Academy
Graff, Jessica	Teacher – 5th Grade	Kings Ridge Preparatory Academy
Jahns, Samantha	Teacher – Preschool	Riverside Traditional School
Valverde, Ylva	Teacher – 4th Grade	Riverside Traditional School

<u>Supporting Documentation:</u>

Copy of Applications/Resumes

Ω ***Consent Agenda Items***

Superintendent Approved

APPROVED

Ω 12.04 It is recommended that the Governing Board RESCIND Approval of the following Group Insurance Benefit Plans for FY 2011-2012. ***Presented by Ms. Anna Villa, Human Resources Department.***

Plan Type	*Insurance Carrier*	*Plan Coverage*
Medical	CIGNA HEALTHCARE OF ARIZONA	July 1, 2011 – June 30, 2012
Dental	CIGNA DENTAL DHMO	July 1, 2011 – June 30, 2012
Dental	CIGNA DENTAL PPO – Voluntary	July 1, 2011 – June 30, 2012

Supporting Documentation:

Executive Summary of Recommendations – HUB International (District's Broker)

APPROVED

Ω 12.05 It is recommended that the Governing Board APPROVE the following Group Insurance Benefit Plans for FY 2011-2012. ***Presented by Ms. Anna Villa, Human Resources Department.***

Plan Type	*Insurance Carrier*	*Plan Coverage*
Medical	ASBAIT – A$35 PLAN	July 1, 2011 – June 30, 2012
Medical	ASBAIT – HDHP $1200	July 1, 2011 – June 30, 2012
Dental	UNITED CONCORDIA	July 1, 2011 – June 30, 2012

Supporting Documentation:

Executive Summary of Recommendations – HUB International (District's Broker)

13. Special Education & Early Childhood Department – Dr. Anthony Perkins, Director of Special Education & Early Childhood – ***Presented by Dr. Anthony Perkins, Director of Special Education & Early Childhood - NONE***

13. Business Services – Mr. Jose Moreno, Executive Director of Business & Student Services. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

APPROVED

Ω 14.01 It is recommended that the Governing Board RATIFY all actions taken by the governing board on special board meeting of May 16, 2011 except for the resolution authorizing the issuance and sale of Riverside Elementary School District No. 2 of Maricopa County, Arizona, Refunding Bonds, Series 2011. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Supporting Documentation

Pursuant to Arizona Revised Statutes Section 38-431.05, the Governing Board of Riverside Elementary School District No. 2 of Maricopa County, Arizona will act on June 27, to ratify all actions taken by such Governing Board at the regular meeting held on May 16, 2011, except for the resolution authorizing the issuance and sale of Riverside Elementary School District No. 2 of Maricopa County, Arizona, Refunding Bonds, Series 2011 **(such resolution has been repealed)**.
Due to a failure to post notice on the District's website of the change of dates for the Governing Board's regular meeting to the third Monday of each month, the May 16, 2011 regular meeting of the District's Governing Board was misdated and shown on the District's website as scheduled to be held on May 21, 2011. The Governing Board will hold a special meeting on June 27, 2011 at which meeting the Governing Board shall, along with one or more other items, consider and act to approve the minutes of the May 16, 2011 meeting and also act to ratify all actions taken at such meeting. A tape recording of such meeting may be reviewed at the District office at 1414 South 51st Avenue, Phoenix, Arizona 85043. The agenda and all written and signed resolutions for the May 16, 2011 meeting are also available for review at the same location. Any interested person may review the tape recording and may obtain a written copy of the agenda and resolutions for, and, when available, the minutes of, such meeting in order to obtain a detailed written description of the actions to be ratified. See also: About Us – Governing Board

Ω ***Consent Agenda Items***

Supporting Documentation: May 16, 2011 Approved Board Agenda

APPROVED

Ω 14.02 It is recommended that the Governing Board ratify the Payroll and Expense Vouchers listed below. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Vouchers represent orders for payment of salaries, materials, equipment and services.

Payroll/Expense Vouchers for the period of: April 28, 2011 through May 10, 2011
Payroll/Expense Vouchers as follows:

Voucher No.	Amount	Voucher No.	Amount
24,1113-Payroll	$159,885.42	1117-Expense	$48,263.60
24.1, 1116-Payroll	$295,479.29	1118-Expense	$174,612.44
24.1, 1116-Payroll	$83,251.38	1120-Expense	$38,211.65
		1121-Expense	$11,510.90
1112-Expense	$8,004.38		
1110-Expense	$21,153.29		
1111-Expense	$16,523.53		
1114-Expense	$18,462.09		
1115-Expense	$14,174.22		

Total of Payroll Vouchers: $ 538,616.09

Total of Expense Vouchers: $ 350,916.10

APPROVED

Ω 14.03 It is recommended that the Governing Board accept, *for information only*, the monthly summary report of receipts, disbursements and cash balances for the Student Activity Account Clubs for May 1, 2011 - May 31, 2011. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Supporting Information:

In accordance with the USFR (X-H-15), a **Report of Cash Receipts, Disbursements, Transfers, and Cash Balances** must be prepared monthly by the student activities treasurer and submitted to the governing board in a timely manner.

APPROVED

Ω 14.04 It is recommended that the Governing Board approve the FY 2011-2012 Proposed Expenditure Budget. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

The District is statutorily required to propose a budget prior to July 5 annually in order to conduct a public hearing and adoption of a budget prior to July 15. The budget has been prepared as directed by the Auditor General's office and takes into consideration estimated student counts based upon the **projected** FY 2011 200th day Average Daily Membership (ADM).

Supporting Documentation: FY2011-12 Proposed Expenditure Budget and Worksheets.

APPROVED

Ω 14.05 It is recommended that the Governing Board ADOPT the resolution to authorize the Maricopa County Education Service Agency office to continue as our Chief Disbursing Officer for garnishments for FY2011-12. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Supporting Documentation:

The Maricopa County has acted as the District's Chief Disbursing Officer for garnishments. Effective July 1, 2002 the County began charging a $50.00 set-up fee (per case) to districts for the service of processing garnishment actions

Superintendent Approved

against wages of school district employees. This is a yearly (fiscal year) resolution that is needed for the Maricopa County Education Service Agency office to continue these services for the District.

FY2011-2012 Resolution

APPROVED

Ω 14.06 It is recommended that the Governing Board ADOPT the resolution that authorizes the signing of payroll and expense vouchers between board meetings for FY 2011-2012. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Supporting Documentation:

Each year the Governing Board must sign a resolution to approve payroll and expense vouchers between board meetings if the Board chooses to conduct business in this manner. It is advantageous to the District to sign between board meetings to expedite payments to vendors.

FY2011-2012 Resolution

APPROVED

Ω 14.07 It is recommended that the Governing Board APPROVE the renewal of following Cooperative Contracts: Arizona State Procurement, Mohave Educational Services Cooperative, Inc. (Mohave), Strategic Alliance for Volume Expenditures (SAVE), Greater Phoenix Purchasing Consortium of Schools (GPPCS) and the Westside Consolidated Buying Group (WCBG). ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Supporting Documentation:

Riverside School District has been a member of these purchasing cooperatives for many years. The Signed Intergovernmental Agreements are on file in the Business Office. Using contracts awarded by these cooperatives has afforded the District economy of sales and time savings in not having to issue bids or quotes.

The District will continue to do due diligences on the contracts it uses through these cooperatives to be incompliance with the USFR requirements.

These services will be funded from M&O Funds.

APPROVED

Ω 14.08 It is recommended that the Governing Board renew the following contracts listed below. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Vendor	Description	Contract No.	Award Date	Contract Ends	Estimated Expenditure
Teachers On Call-AZ	Substitute Teacher Services	RFP 10-013-15	05/18/2010	06/30/2015	$ 50,000.00
Larsen Allen	Annual Financial Auditing Services	RFQ 10-012-15	4/20/2010	06/30/2015	$ 19,200.00
Hunt/Caraway Architects	Architectural and Engineering Services	RFQ 06-05-11	10/21/2006	10/21/2011	$ 50,000.00

The estimated expenditures shown are estimate costs subject to change based on actual expenditures during 2011-2012

Supporting Documentation:

These contracts were awarded by the Governing Board on the dates shown above. Since performance under these contracts has been satisfactory, extension of the contracts is recommended. The estimated requirements cover the period of the contracts and are reasonable and continuing. A multi-term contract encourages effective competition and promotes economies in school district procurement. Contracts are on file for review in the Purchasing Office.

Ω ***Consent Agenda Items***

Superintendent Approved

These services will be funded from M&O Funds.

APPROVED

Ω 14.09 It is recommended that the Governing Board of Education of RESD approve the annual renewal of Sole Source Utility Contracts for the school year 2011-2012. ***Presented by Mr. José Moreno, Executive Director of Business & Student Services.***

Supporting Documentation:

Pursuant to R7-2-1053, The Governing Board has determined that these utility vendors are the only source to service the District for utility services. The District has contracted with the following utility vendors:

Utility Company	Type of Service	Projected Budget
City of Phoenix	Water	$50,000
Salt River Project	Electricity	$250,000
Southwest Gas	Gas	$7,000
Wireless Generation, Inc.	DIBELS Next Software	$12,000

Funding source will be from the Maintenance & Operations Budget.

15. Superintendent's Office: Dr. Jaime A. Rivera - Updates (NONE)

16. Board Member(s) – Board Member(s) Updates

17. Adjournment

Mr. Martin Gonzales
President – 2011

Ms. Joyce Luckie
Vice President - 2011

Mrs. Maria Marin
Member - 2011

The Next Special Board Meeting will be held on/at:

DATE: July 11, 2011
TIME: 5:30 PM – 7:00 PM
PLACE: RIVERSIDE GOVERNING BOARD ROOM
1414 SOUTH 51ST AVENUE
PHOENIX, AZ 85043

The Next Regular Board Meeting will be held on/at:

DATE: July 18, 2011
TIME: 5:30 PM – 7:00 PM
PLACE: RIVERSIDE GOVERNING BOARD ROOM
1414 SOUTH 51ST AVENUE
PHOENIX, AZ 85043

Ω *Consent Agenda Items*

Superintendent Approved