

DISTRICT NAME Wilson Elementary School District #7

COUNTY Maricopa

CTDS NUMBER 070407000



ANNUAL FINANCIAL REPORT

We, the Governing Board of the District, hereby certify the
Annual Financial Report per A.R.S. §15-904
for the Fiscal Year
2020

SIGNATURE/DATE

SIGNATURE/DATE

The Annual Financial Report file(s) for FY 2020 uploaded to the Arizona Department of Education's website on _____ contain(s) the data for the AFR described above.
Date

Superintendent Signature

Antonio A. Sanchez
Superintendent (Typed Name)

Beth Strickler
District Contact Employee

Business Manager Signature

Beth Strickler
Business Manager (Typed Name)

602-681-2200
Telephone Number

beth.strickler@wsd.k12.az.us
Email

TOTAL EXPENDITURES BY FUND

1. Maintenance & Operation (from page 2, line 32)	\$ <u>8,950,789</u>
2. Classroom Site Funds (from page 3, line 55)	\$ <u>496,198</u>
3. Unrestricted Capital Outlay (from page 4, UCO Fund line 10)	\$ <u>624,163</u>

FUNDS AVAILABLE

Beginning Fund Balance (1)

REVENUES

1000 Local

1110 Property Taxes	2.	4,764,964	471,633	0		559,114	2.
1140 Penalties and Interest on Taxes	3.	0					3.
1280 Revenue in Lieu of Taxes	4.	156,369	15,497	0		18,263	4.
1311 Tuition from Individuals Excluding Summer School	5.	0	0			0	5.
1312 Tuition from Individuals for Summer School	6.	0	0			0	6.
1320 Tuition from Other Arizona Districts	7.	4,500	0			0	7.
1330 Tuition from Out-of-State Districts	8.	0	0			0	8.
1340 Tuition from Other Private Sources (Other than Individuals)	9.	0	0			0	9.
1350 Tuition from Other Government Sources Within Arizona	10.	0	0			0	10.
1360 Tuition from Other Government Sources Outside Arizona	11.	0	0			0	11.
1410 Transportation Fees from Individuals	12.	0	0			0	12.
1420 Transportation Fees from Other Arizona Districts	13.	0	0			0	13.
1430 Transportation Fees from Out-of-State Districts	14.	0	0			0	14.
1440 Transportation Fees from Other Private Sources (Other than Individuals)	15.	0	0			0	15.
1450 Transportation Fees from Other Government Sources Within Arizona	16.	0	0			0	16.
1460 Transportation Fees from Other Government Sources Outside Arizona	17.	0	0			0	17.
1500 Investment Income	18.	38,961	(2,112)	0	0	(158,927)	18.
Other (Specify) (2) 1940	19.	451,135	1	0	0	0	19.
Subtotal (lines 2-19)	20.	5,415,929	485,019	0	0	418,450	20.

2000 County

2110 County School Fund	21.	0	0				21.
2120 County Equalization Assistance	22.	320,635	41,450				22.
2210 Special County School Reserve Fund	23.	0	0				23.
Other (Specify)	24.	0	0				24.
Subtotal (lines 21-24)	25.	320,635	41,450				25.

3000 State

3100 Unrestricted	26.	44,763	0				26.
3110 State Equalization Assistance	27.	3,706,960	0				27.
3120 Additional State Aid	28.	9,119	0				28.
Other (Specify) 3100	29.	1	0			0	29.
Subtotal (lines 26-29)	30.	3,760,843	0			0	30.

4000 Federal

4100 Unrestricted Revenue Received Directly from the Federal Government	31.	0					31.
4200 Unrestricted Revenue Received from the Federal Government through the State	32.	0					32.
	33.	0					33.
4700 Revenue Received from the Federal Government through Other Intermediate Agencies	34.	0					34.
4800 Revenue in Lieu of Taxes	35.	0					35.
4900 Revenue for/on Behalf of the District	36.	0				0	36.
Other (Specify)	37.	0				0	37.
Subtotal (lines 31-36)							

Total Fund Revenue (lines 20, 25, 30, and 37)

5100 Issuance of Bonds	38.	9,497,407	526,469	0	0	418,450	38.
5200 Fund Transfers-In	39.				0	0	39.
Other (Specify) 5600	40.	0	0	0	0	0	40.
	41.	0	0	0	0	(420,000)	41.

TOTAL FUNDS AVAILABLE (lines 1 and 38 through 41)

Total Expenditures

6900 Other Financing Uses and Other Items Including Transfers-Out	42.	11,546,703	483,936	0	96,255	627,890	42.
	43.	8,950,789	624,163	0	0	604,414	43.
	44.	0	0	0	0	0	44.
TOTAL EXPENDITURES AND OTHER USES (lines 43 plus 44)	45.	8,950,789	624,163	0	0	604,414	45.
ENDING FUND BALANCE (line 42 minus line 45) (3)	46.	2,595,914	(140,227)	0	96,255	23,476	46.

- (1) The Maintenance and Operation Fund beginning fund balance includes the revolving account cash balance of \$5,007 at 7/1/19.
- (2) The Government Property Lease Excise Tax revenue included on line 19 is \$451,130
- (3) The Maintenance and Operation Fund ending fund balance includes the revolving account cash balance of \$5,007 at 6/30/20.
- (4) Debt Service Fund, interest expenditures amount: \$158,927

DISTRICT NAME Wilson Elementary School District #7

COUNTY Maricopa

CTDS NUMBER 070407000

MAINTENANCE AND OPERATION FUND (001)—EXPENDITURES

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
100 Regular Education										
1000 Instruction	1.	1,574,765	621,266	39,914	43,897	7,336	2,332,064	2,287,178	2,134,668	7.1%
2000 Support Services										
2100 Students	2.	281,272	96,132	10,334	5,240	0	414,561	392,978	353,068	11.3%
2200 Instructional Staff	3.	270,195	81,677	62,171	38,284	1,029	443,004	453,356	452,262	0.2%
2300 General Administration	4.	199,120	57,840	69,947	2,863	4,342	299,272	334,112	390,041	-14.3%
2400 School Administration	5.	316,699	100,391	1,235	5,345	799	387,114	424,469	364,215	16.5%
2500 Central Services	6.	265,201	92,105	92,444	11,304	18,428	512,135	479,482	531,057	-9.7%
2600 Operation & Maintenance of Plant	7.	392,867	161,970	320,416	415,132	2,287	1,483,916	1,292,672	1,414,406	-8.6%
2900 Other	8.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	9.	14,057	3,327	0	0	0	34,568	17,384	34,921	-50.2%
610 School-Sponsored Cocurricular Activities	10.	0	0	0	0	0	3,000	0	0	0.0%
620 School-Sponsored Athletics	11.	0	0	0	4,755	600	3,000	5,355	5,807	-7.8%
630 Other Instructional Programs	12.	0	0	0	0	0	0	0	0	0.0%
700, 800, 900 Other Programs	13.	750	153	0	0	0	1,000	903	882	2.4%
Regular Education Subsection Subtotal (lines 1-13)	14.	3,314,926	1,214,861	596,461	526,820	34,821	5,913,634	5,687,889	5,681,327	0.1%
200 and 300 Special Education										
1000 Instruction	15.	474,716	172,910	125,475	218	1,459	832,750	774,778	698,529	10.9%
2000 Support Services										
2100 Students	16.	86,071	24,118	41,003	871	0	235,023	152,063	202,062	-24.7%
2200 Instructional Staff	17.	39,560	11,445	450	575	0	5,500	52,030	2,407	2061.6%
2300 General Administration	18.	0	0	0	0	0	0	0	0	0.0%
2400 School Administration	19.	104,803	33,274	0	27	0	76,000	138,104	76,507	80.5%
2500 Central Services	20.	0	0	1,039	0	0	3,500	1,039	3,769	-72.4%
2600 Operation & Maintenance of Plant	21.	0	0	0	0	0	0	0	0	0.0%
2900 Other	22.	0	0	0	0	0	0	0	0	0.0%
3000 Operation of Noninstructional Services	23.	0	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	24.	705,150	241,747	167,967	1,691	1,459	1,152,773	1,118,014	983,274	13.7%
400 Pupil Transportation	25.	85,490	31,927	154,791	15,006	0	354,131	287,214	296,912	-3.3%
510 Desegregation										
(from Districtwide Desegregation Expenditures, page 2, line 44)	26.	1,352,581	438,510	0	0	0	1,866,300	1,791,091	1,866,365	-4.0%
530 Dropout Prevention Programs										
1000 Instruction	27.	0	0	0	0	0		0	0	0.0%
2000-3000 Support Serv. & Oper. of Noninstructional Serv.	28.	0	0	0	0	0		0	0	0.0%
Subtotal (lines 27 and 28)	29.	0	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center	30.	0	0	0	0	0	0	0	0	0.0%
550 K-3 Reading Program	31.	50,531	16,050	0	0	0	78,527	66,581	87,856	-24.2%
Total Expenditures (lines 14, 24-26, 29-31)	32.	5,508,678	1,943,095	919,219	543,517	36,280	9,365,365	8,950,789	8,915,734	0.4%

CLASSROOM SITE FUNDS (011, 012, AND 013)—REVENUES, EXPENDITURES, AND FUND BALANCES

	Beginning Fund Balance	Actual Revenues	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400,6500 6810, 6890	Supplies 6600	Interest on Short-Term Debt 6850 (1)	Total Expenditures			% Increase/Decrease in Actual	Ending Fund Balance
								Budget	Actual	Prior Year Actual		
Classroom Site Fund 011 - Base Salary												
Revenues												
CSF Allocation (20%)	1.	110,548										1.
Interest Income and Other Revenues	2.	3,989										2.
Total Revenues (lines 1 and 2)	3.	114,537										3.
Expenditures												
100 Regular Education												
1000 Instruction	4.		52,259	10,605				268,191	62,864	61,890	1.6%	4.
2100 Support Services - Students	5.		0	0				0	0	0	0.0%	5.
2200 Support Services - Instructional Staff	6.		0	0				0	0	0	0.0%	6.
Program 100 Subtotal (lines 4-6)	7.		52,259	10,605				268,191	62,864	61,890	1.6%	7.
200 and 300 Special Education												
1000 Instruction	8.		4,020	811				103,713	4,831	4,701	2.8%	8.
2100 Support Services - Students	9.		0	0				0	0	0	0.0%	9.
2200 Support Services - Instructional Staff	10.		0	0				0	0	0	0.0%	10.
Program 200 and 300 Subtotal (lines 8-10)	11.		4,020	811				103,713	4,831	4,701	2.8%	11.
Other Programs (Specify)												
1000 Instruction	12.		0	0				0	0	0	0.0%	12.
2100 Support Services - Students	13.		0	0				0	0	0	0.0%	13.
2200 Support Services - Instructional Staff	14.		0	0				0	0	0	0.0%	14.
3300 Community Services Operations	15.		0	0				0	0	0	0.0%	15.
Other Programs Subtotal (lines 12-15)	16.		0	0				0	0	0	0.0%	16.
Total Classroom Site Fund 011 - Base Salary	17.	196,444	114,537	56,279	11,416		0	371,904	67,695	66,591	1.7%	243,286
Classroom Site Fund 012 - Performance Pay												
Revenues												
CSF Allocation (40%)	18.	221,095										18.
Interest Income and Other Revenues	19.	11,822										19.
Total Revenues (lines 18 and 19)	20.	232,917										20.
Expenditures												
100 Regular Education												
1000 Instruction	21.		140,733	28,673				651,780	169,406	162,392	4.3%	21.
2100 Support Services - Students	22.		0	0				0	0	0	0.0%	22.
2200 Support Services - Instructional Staff	23.		2,700	548				0	3,248	0	-	23.
Program 100 Subtotal (lines 21-23)	24.		143,433	29,221				651,780	172,654	162,392	6.3%	24.
200 and 300 Special Education												
1000 Instruction	25.		0	0				141,308	0	8,127	-100.0%	25.
2100 Support Services - Students	26.		0	0				0	0	0	0.0%	26.
2200 Support Services - Instructional Staff	27.		0	0				0	0	0	0.0%	27.
Program 200 and 300 Subtotal (lines 25-27)	28.		0	0				141,308	0	8,127	-100.0%	28.
Other Programs (Specify)												
1000 Instruction	29.		0	0				0	0	0	0.0%	29.
2100 Support Services - Students	30.		0	0				0	0	0	0.0%	30.
2200 Support Services - Instructional Staff	31.		0	0				0	0	0	0.0%	31.
3300 Community Services Operations	32.		0	0				0	0	0	0.0%	32.
Other Programs Subtotal (lines 29-32)	33.		0	0				0	0	0	0.0%	33.
Total Classroom Site Fund 012 - Performance Pay	34.	534,927	232,917	143,433	29,221		0	793,088	172,654	170,519	1.3%	595,190
Classroom Site Fund 013 - Other												
Revenues												
CSF Allocation (40%)	35.	221,095										35.
Interest Income and Other Revenues	36.	4,471										36.
Total Revenues (lines 35 and 36)	37.	225,566										37.
Expenditures												
100 Regular Education												
1000 Instruction	38.		200,938	40,846	0	0		479,013	241,784	210,188	15.0%	38.
2100 Support Services - Students	39.		1,200	245	0	0		0	1,445	1,441	0.3%	39.
2200 Support Services - Instructional Staff	40.		0	0	0	0		0	0	0	0.0%	40.
2310 Support Services - Governing Board	41.		0	0	0	0		0	0	0	0.0%	41.
Program 100 Subtotal (lines 38-41)	42.		202,138	41,091	0	0		479,013	243,229	211,629	14.9%	42.
200 and 300 Special Education												
1000 Instruction	43.		10,500	2,120	0	0		163,935	12,620	12,277	2.8%	43.
2100 Support Services - Students	44.		0	0	0	0		0	0	0	0.0%	44.
2200 Support Services - Instructional Staff	45.		0	0	0	0		0	0	0	0.0%	45.
2310 Support Services - Governing Board	46.		0	0	0	0		0	0	0	0.0%	46.
Program 200 and 300 Subtotal (lines 43-46)	47.		10,500	2,120	0	0		163,935	12,620	12,277	2.8%	47.
530 Dropout Prevention Programs												
1000 Instruction	48.		0	0	0	0		0	0	0	0.0%	48.
Other Programs (Specify)												
1000 Instruction	49.		0	0	0	0		0	0	0	0.0%	49.
2100, 2200 Support Serv. Students & Instructional Staff	50.		0	0	0	0		0	0	0	0.0%	50.
2310 Support Services - Governing Board	51.		0	0	0	0		0	0	0	0.0%	51.
3300 Community Services Operations	52.		0	0	0	0		0	0	0	0.0%	52.
Other Programs Subtotal (lines 49 -52)	53.		0	0	0	0		0	0	0	0.0%	53.
Total Classroom Site Fund 013 - Other	54.	285,543	225,566	212,638	43,211	0	0	642,948	255,849	223,906	14.3%	255,260
Total Classroom Site Funds (lines 17, 34, and 54)	55.	1,016,914	573,020	412,350	83,848	0	0	1,807,940	496,198	461,016	7.6%	1,093,736

(1) Include amounts expended for registered warrant expense in Funds 011, 012, and 013 on lines 17, 34, and 54, respectively.

UNRESTRICTED CAPITAL OUTLAY (610) FUND—EXPENDITURES

Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
								Budget	Actual	Prior Year Actual	
Unrestricted Capital Outlay Override (1)	1.	0	0	0	0	0	0	495,000	0	0	0.0%
Unrestricted Capital Outlay Fund 610 (2)											
1000 Instruction	2.	0	53,504	190,162			(1)	822,804	243,665	557,825	-56.3%
2000 Support Services											
2100, 2200 Students and Instructional Staff	3.	0	15,463	160,729			0	256,421	176,192	199,562	-11.7%
2300, 2400, 2500, 2900 Administration	4.	0		26,292		0	0	150,915	26,292	18,093	45.3%
2600 Operation & Maintenance of Plant	5.	0		124,658			0	4,000	124,658	77,516	60.8%
2700 Student Transportation	6.	0		0			0	0	0	0	0.0%
3000 Operation of Noninstructional Services	7.	0		0			0	0	0	0	0.0%
4000 Facilities Acquisition and Construction	8.	0		0			53,356	53,356	53,356	37,215	43.4%
5000 Debt Service	9.					0		0	0	0	0.0%
Total Unrestricted Capital Outlay Fund (lines 2-9)	10.	0	68,967	501,841	0	0	53,355	1,287,496	624,163	890,211	-29.9%

(1) Amounts in the Unrestricted Capital Outlay Override, line 1 above, must also be included in the Unrestricted Capital Outlay Fund (610) individual line items.

(2) Expenditures, if any, in the Unrestricted Capital Outlay Fund on lines 2-9 for the K-3 Reading Program as described in A.R.S. §15-211:

Budget \$0 Actual \$0

OTHER FUNDS—REQUIRED CAPITAL EXPENDITURE DETAIL [A.R.S. §15-904(B)]

Selected Expenditures by Object Code		UNRESTRICTED CAPITAL OUTLAY Fund 610		BOND BUILDING Fund 630		NEW SCHOOL FACILITIES Fund 695		ADJACENT WAYS Fund 620	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Total Fund Expenditures	1.	1,287,496	624,164	0	0	0	0	0	0
6150 Classified Salaries	2.	0	0	0	0	0	0	0	0
6200 Employee Benefits	3.	0	0	0	0	0	0	0	0
6450 Construction Services	4.	57,356	53,356	0	0	0	0	0	0
6710 Land and Improvements	5.	0	0	0	0	0	0	0	0
6720 Buildings and Improvements	6.	0	0	0	0	0	0	0	0
673X Furniture and Equipment	7.	150,915	114,988	0	0	0	0	0	0
673X Vehicles	8.	0	0	0	0	0	0	0	0
673X Technology-Related Hardware and Software	9.	407,617	386,853	0	0	0	0	0	0
6831, 6832 Redemption of Principal	10.	0	0	0	0	0	0	0	0
6841, 6842, 6850 Interest	11.	0	0	0	0	0	0	0	0
Total (lines 2-11)	12.	615,888	555,197	0	0	0	0	0	0
Total amounts reported on lines 2 through 11 above for:									
Renovation	13.	57,356	0	0	0			0	0
New Construction	14.	0	0	0	0	0	0	0	0
Other	15.	558,532	555,197	0	0	0	0	0	0
Total (lines 13-15)	16.	615,888	555,197	0	0	0	0	0	0

Funds 610, 630, 695, and 620

1. New construction cost per square foot	\$	0
2. Land acquisition costs	\$	0

CAPITAL ASSETS AS OF JUNE 30, 2020	
Land and Improvements	\$5,665,140 1.
Buildings and Improvements	\$32,664,222 2.
Furniture, Equipment, Vehicles, and Technology	\$4,049,511 3.
Construction in Progress	\$0 4.
Total	\$42,378,873 5.

FEDERAL AND STATE PROJECTS

	BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS (1)	EXPENDITURES		ENDING FUND BALANCE
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
FEDERAL PROJECTS						
100-130 ESEA Title I - Helping Disadvantaged Children	0	539,535	0	642,157	573,322	(33,787)
140-150 ESEA Title II - Prof. Development and Technology	0	25,950	0	29,844	29,104	(3,154)
160 ESEA Title IV - 21st Century Schools	(2,244)	134,419	0	207,419	188,132	(55,957)
170-180 ESEA Title V - Promote Informed Parent Choice	0	0	0	0	0	0
190 ESEA Title III - Limited English & Immigrant Students	0	41,811	(1,927)	57,284	40,227	(343)
200 ESEA Title VII - Indian Education	0	0	0	0	0	0
210 ESEA Title VI - Flexibility and Accountability	0	0	0	0	0	0
220 IDEA Part B	2,628	165,362	(6,099)	283,899	164,520	(2,629)
230 Johnson-O'Malley	0	0	0	0	0	0
240 Workforce Investment Act	0	0	0	0	0	0
250 AEA-Adult Education	0	0	0	0	0	0
260-270 Vocational Education - Basic Grants	0	0	0	0	0	0
280 ESEA Title X - Homeless Education	0	0	0	0	0	0
290 Medicaid Reimbursement	154,387	0	0	116,988	5,927	148,460
374 E-Rate	139,855	117,471	0	69,121	6,873	250,453
378 & 699 Impact Aid and Federal Impact Aid (Construction)	0	0	0	0	0	0
300-399 Other Federal Projects (Besides E-Rate & Impact Aid)	53,231	1,076,436	0	2,052,640	1,154,846	(25,179)
Total Federal Project Funds (lines 1-17)	347,857	2,100,984	(8,026)	3,459,352	2,162,951	277,864
Total COVID-19 Federal Relief Funds included in line 17 above		3,130	0		3,130	0
STATE PROJECTS						
400 Vocational Education	0	0	0	0	0	0
410 Early Childhood Block Grant	0	0	0	0	0	0
420 Ext. School Yr. - Pupils with Disabilities	0	0	0	0	0	0
425 Adult Basic Education	0	0	0	0	0	0
430 Chemical Abuse Prevention Programs	0	0	0	0	0	0
435 Academic Contests	0	0	0	0	0	0
450 Gifted Education	0	0	0	0	0	0
456 College Credit Exam Incentives	0	0	0	0	0	0
457 Results-based Funding	0	0	0	0	0	0
460 Environmental Special Plate	0	0	0	0	0	0
465-499 Other State Projects	0	30,064	0	158,809	29,108	956
Total State Project Funds (lines 20-30)	0	30,064	0	158,809	29,108	956
Total Federal and State Projects (lines 18 and 31)	347,857	2,131,048	(8,026)	3,618,161	2,192,059	278,820

(1) In accordance with the USFR Chart of Accounts, the Impact Aid Fund may transfer monies (object code 6930) to the M&O and Teacherage Funds; the Impact Aid Fund may also receive transfers-in (object code 5200) from the Impact Aid Revenue Bond Building and Impact Aid Revenue Bond Debt Service Funds; all other Federal Projects Funds may not receive any transfers-in and may only make transfers-out to the Indirect Costs Fund based on an approved indirect cost rate (object code 6910) and for any interest on federal program monies the district is not required to revert and chooses to transfer to the Indirect Cost Fund (object code 6930).

(2) In accordance with the USFR Chart of Accounts, transfers of monies between funds should be made only when specifically authorized by statute or allowed by a federal grant. Currently, there are no allowable transfers to or from any state projects.

		BEGINNING FUND BALANCE	REVENUES	NET OTHER FINANCING SOURCES AND USES INCLUDING TRANSFERS	EXPENDITURES		ENDING FUND BALANCE
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL
OTHER FUNDS							
020 Instructional Improvement	1.	424,909	57,521		359,256	91,567	390,863
050 County, City, and Town Grants	2.	1,349	12,485	0	26,752	10,452	3,382
071 English Language Learner (1)	3.	0	0	0	0	0	0
072 Compensatory Instruction (1)	4.	0	0	0	0	0	0
500 School Plant	5.	857,283	130,632	614	820,756	419,040	569,489
515 Civic Center	6.	63,169	1,200	0	60,961	0	64,369
520 Community School	7.	3,454	11,625	0	37,000	17,684	(2,605)
525 Auxiliary Operations	8.	19,073	13,142	0	10,000	6,280	25,935
526 Extracurricular Activities Fees Tax Credit	9.	137,731	45,401	0	119,832	35,040	148,092
530 Gifts and Donations	10.	151,759	66,782	33	212,177	65,316	153,258
535 Career & Tech. Ed. & Voc. Ed. Projects	11.	0	0	0	0	0	0
540 Fingerprint	12.	879	17	0	0	0	896
545 School Opening	13.	0	0	0	0	0	0
550 Insurance Proceeds	14.	44,455	859	0	0	0	45,314
555 Textbooks	15.	12,184	619	0	0	0	12,803
565 Litigation Recovery	16.	135,484	3,450	0	0	0	138,934
570 Indirect Costs	17.	365,262	6,234	8,026	474,328	177,983	201,539
575 Unemployment Insurance	18.	23,804	466	0	25,000	22,297	1,973
580 Teacherage	19.	0	0	0	0	0	0
585 Insurance Refund	20.	31,451	630	0	0	0	32,081
590 Grants and Gifts to Teachers	21.	0	0	0	0	0	0
595 Advertisement	22.	0	0	0	0	0	0
596 Career Technical Education	23.	0	0	0	0	0	0
639 Impact Aid Revenue Bond Building	24.	0	0	0	0	0	0
650 Gifts and Donations—Capital	25.	0	0	0	0	0	0
660 Condemnation	26.	0	0	0	0	0	0
665 Energy and Water Savings	27.	0	0	0	0	0	0
686 Emergency Deficiencies Correction	28.	0	0	0	0	0	0
691 Building Renewal Grant	29.	(4)	0	0	7,597	0	(4)
695 New School Facilities	30.	0	0		0	0	0
720 Impact Aid Revenue Bond Debt Service	31.	0	0	0	0	0	0
850 Student Activities	32.	10,501	73,803		52,000	46,584	37,720
Other	33.	0	0	0	0	0	0
INTERNAL SERVICE FUNDS 950-989							
9__ Self Insurance	1.	0	0	0	0	0	0
955 Intergovernmental Agreements	2.	0	0	0	0	0	0
9__ OPEB	3.	0	0	0	0	0	0
9__	4.	0	0	0	0	0	0

Instructional Improvement Fund 020	BUDGET	ACTUAL
Expenditures		
Teacher Compensation Increases	250,000	71,905
Class Size Reduction	0	0
Dropout Prevention Programs	0	0
Instructional Improvement Programs	109,256	19,662
Total Expenditures (lines 1-4)	359,256	91,567
Total Expenditures from accounting data		91,567

Check this box if your district did not have expenditures in the Instructional Improvement Fund

(1) Actual Revenues and Actual Expenditures should agree with Supplement, Fund 071—line 13 and Fund 072—line 26.

DISTRICT NAME Wilson Elementary School District #7

COUNTY Maricopa

CTDS NUMBER 070407000

A. Bonds and Short-term Debt

1. Bonds Outstanding, July 1, 2019	\$3,885,000	1.
2. Bonds issued during FY 2020	0	2.
3. Bonds retired during FY 2020	(420,000)	3.
4. Bonds Outstanding, June 30, 2020	\$3,465,000	4.
5. Short-term Debt Outstanding, July 1, 2019	\$0	5.
6. Short-term Debt Outstanding, June 30, 2020	\$0	6.

B. District Assessed Valuation and Other District Information

1. FY 2020 Assessed Valuations and Tax Rates			
a. Primary	\$104,614,211	Tax Rate	3.7529
b. Secondary	\$104,614,211	Tax Rate	1.8709
2. Number of Schools			2
3. Actual Days in Session			180
4. Area of School District (Square Miles)			10

(Report this WHETHER OR NOT district changed boundaries in FY 2020)

C. County Approved Liabilities incurred in excess of district budget (A.R.S. §15-907)

	M & O	Unrestricted Capital Outlay	
1. Destruction or damage	0	0	1.
2. Excessive/unexpected legal expenses	0	0	2.
3. Mitigation or removal of health or safety hazard	0	0	3.

D. Current Expenditures by Category

1. Classroom Instruction excl. Supplies (Function 1000, except line 2 amount)	\$6,816,200
2. Classroom Supplies (Function 1000, Object Code 6600)	\$191,561
3. Administration (Functions 2300, 2400, 2500, & 2900)	\$1,760,983
4. Support Services—Students (Function 2100)	\$768,615
5. All Other Support Services & Operations (Functions 2200, 2600, 2700, 3100, & 3400)	\$3,478,355
6. Total Current Expenditures	\$13,015,714
7. Total Current Expenditures from Federal Funds, excluding those funds intended to replace local tax revenues (e.g., impact aid funds)	\$2,083,043
8. Total Current Expenditures from State and Local Funds, including those funds intended to replace local tax revenues (e.g., impact aid funds)	\$10,932,671

E. Total salaries and benefits expenditures related to an agreement with Department of Labor to settle a decision based on the Fair Labor Standards Act	\$0
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F. Rewards, Discounts, Incentives, and Other Financial Consideration Received from Credit Card Companies (A.R.S. §35-391)	\$0
---------------------------------------------------------------------------------------------------------------------------	-----

G. Cash and Investments held at June 30, 2020

1. Sinking funds	\$0
2. Bond funds	\$0
3. Other funds, except for any employee retirement funds	\$0

H. Average Teacher Salary (A.R.S. §15-903.E)

1. Average salary of all teachers employed in FY 2020	\$48,969
2. Average salary of all teachers employed in FY 2019	\$46,969
3. Increase in average teacher salary from prior year	\$2,000
4. Percentage increase	4.3%

Comments on Average Salary Calculation (Optional):

5. Average salary of all teachers employed in FY 2018	\$45,859
6. Total percentage increase in average teacher salary since FY 2018	6.8%

A. ENROLLMENT OF GIFTED PUPILS BY GRADE (A.R.S. §15-779.02)

Areas of Identification [A.R.S. §15-203(A)(15)]

	GRADE													
	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
1. Quantitative Reasoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Verbal Reasoning	0	0	0	0	0	0	0	0	1	0	0	0	0	1
3. Nonverbal Reasoning	0	0	0	1	0	0	2	3	7	0	0	0	0	13
4. Total Duplicated Enrollment (lines 1-3)	0	0	0	1	0	0	2	3	8	0	0	0	0	14

B. M&O SPECIAL EDUCATION PROGRAMS BY TYPE

(A.R.S. § 15-761)

	PROGRAM 200 & 300 BUDGET	PROGRAM 200 & 300 ACTUAL
1. Total All Disability Classifications	1,130,237	1,095,478
2. Gifted Education	22,536	22,536
3. Remedial Education	0	0
4. ELL Incremental Costs	0	0
5. ELL Compensatory Instruction	0	0
6. Vocational and Technological Education (non-CTED)	0	0
7. Career Education	0	0
8. Career Technical Education (CTED programs in 300 range)	0	0
9. Total (lines 1-8)	1,152,773	1,118,014
10. IEP required pupil transportation costs coded within Program 400		3,871

C. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR GIFTED PUPILS (ELEMENTARY, SECONDARY, AND TOTAL)

Actual Expenditures for all Gifted Programs:

K-8	\$ 22,536
9-12	\$ 0
Total	\$ 22,536

D. EXPENDITURES FOR AUDIT SERVICES

	BUDGET	ACTUAL
1. Nonfederal Audit Expenditures - M&O Fund	6350	40,500
2. Federal Audit Expenditures - All Funds	6330	0
		3,350

E. MAINTENANCE AND OPERATION FUND EXPENDITURES FOR PERFORMANCE PAY (A.R.S. §15-920)

Actual Expenditures made in FY 2020 \$ 0

F. TUITION

Type 03 Districts Only

- Tuition to Other Arizona Districts for high school students only (objects 6561 & 6565)
- Tuition to Other Arizona Districts for all other students (objects 6561)
- Tuition to Out-of-State Districts for high school students only (objects 6562 & 6565)
- Tuition to Out-of-State Districts for all other students (objects 6562)

Non-Type 03 Districts

- Tuition to Other Arizona Districts (object 6561)
- Tuition to Out-of-State Districts (object 6562)

All Districts

- Tuition to Private Schools (object 6563)
- Tuition to Ed Services(Coops)IGAs (object 6564)
- Tuition Other (object 6569) (1)
- Total (lines 1-9)

Tuition Expenditures			
Operations	Capital	Debt	Total
0	0	0	0
0	0		0
0	0	0	0
0	0		0
0	0		0
0	0		0
140,873	0		140,873
0	0		0
0	0		0
140,873	0	0	140,873

(1) Tuition paid to the State and other governmental organizations, such as the Arizona School for the Deaf and Blind, as reimbursement for providing specialized instructional services to students residing within the boundaries of the paying district.

ADDITIONAL INFORMATION FOR NATIONAL PUBLIC EDUCATION FINANCIAL SURVEY (NPEFS) REPORTING

	Programs 100-630										Programs 700-900	Total
	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Dues and Fees 6810	Judgments Against a District 6820	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	Miscellaneous 6890	All Object Codes (excluding 6900)	
Funds 001-799 (excluding 575)												
1000 Instruction	1. 4,983,632	1,637,951	168,935	191,561	283,827	17,007				8,675	0	7,291,588
2000 Support Services												
2100 Students	2. 487,931	168,508	87,457	22,927	10,933	0			1,791	0	0	779,547
2200 Instructional Staff	3. 511,875	157,725	136,798	55,733	152,020	1,029			0	0	0	1,015,180
2300 General Administration	4. 227,898	64,741	117,150	2,863	735	18,040	0		0	0	0	431,427
2400 School Administration	5. 531,410	178,070	1,434	6,252	326	799			0	0	0	718,291
2500, 2900 Central Services, Other	6. 308,653	107,379	144,268	11,304	25,231	19,633		0	0	0	0	616,468
2600 Operation and Maintenance of Plant	7. 404,686	161,970	492,238	419,782	141,387	2,287			0	1,238	0	1,623,588
2700 Student Transportation	8. 87,656	32,418	168,416	13,367	0	0			0	0	0	301,857
3000 Operation of Noninstructional Services												
3100 Food Service Operations	9. 173,539	75,108	608,734	14,097	30,246	1,030			0	1,204	0	903,958
3200 Enterprise Operations	10. 0	0	0	0	0	0			0	0	0	0
3300 Community Services Operations	11. 0	0	0	0	0	0			0	37,043	0	37,043
3400 Bookstore Operations	12. 0	0	0	0	0	0			0	0	0	0
Total (lines 1-12)	13. 7,717,280	2,583,870	1,925,430	737,886	644,705	59,825	0	0	10,466	39,485	0	13,718,947
From Federal Funds	14. 1,434,290	443,533	109,455	108,138	87,933	3,900	0	0	0	1,458	0	2,188,707
From State and Local Sources	15. 6,282,990	2,140,337	1,815,975	629,748	556,772	55,925	0	0	10,466	38,027	0	11,530,240
4000 Facilities Acquisition and Construction	16. 0	0	242,572	0	0	0			0	0	0	242,572
5000 Debt Service	17. 0	0	0	0	0	0		510,000	93,209	0	0	603,209

Teacher Salaries (Funds 001-799 excluding 575, Function 1000)

	Certified Teachers (in Object 6100)	Certified Substitutes (in Object 6100)	Contract Teachers (in Object 6300)	Contract Substitutes (in Object 6300)
1. Regular Education (Programs 100, 280, 520, and 550)	2,722,433	40,442	0	13,688
2. Special Education (Programs 200-230, 250, 512, 514, and 515)	352,358	0	0	250
3. Vocational Ed. and CTED (Programs 270, 300-399, and 540)	0	0	0	0
4. Other (Programs 240, 260, 265, 510, 511, 513, and 530)	1,201,367	0	0	0
5. Cocurricular Activities, Athletics, and Other (Program 600-630)	8,749	0	0	0

Other Items (Funds 001-799, excluding 575)

6. Textbooks used for Instruction (Function 1000, Object 6640)	4,181
7. Number of FTE-Certified Teachers	75
8. Number of FTE-Contract Teachers	0

Utilities and Energy Detail (Funds 001-799 excluding 575, Only Function 2600)

1. 6410-6411 Utility Services	77,189
2. 6620-6629 Energy	346,923

CTED Districts Only (Funds 001-799 excluding 575, All Functions)

1. 6591 Services Purchased from Other Arizona Districts	0
2. 6870 Pass-through Payments	0
3. 6880 Sub-awards	0

Detailed technology reporting on lines 1 through 3 is optional until fiscal year 2022.

Programs 700-900 Expenditure Detail (Funds 001-799, excluding 575)

	Property 6700	All Other (excluding 6900)	Total
1. Program 700	0	0	0
2. Program 800	0	0	0
3. Program 900	0	40,259	40,259
4. Total (lines 1-3)	0	40,259	40,259

Property Detail for Function 4000 (Funds 001-799, excluding 575)

1. 6710 Land and Improvements	0
2. 6720 Buildings and Improvements	0
3. 6731-39 Equipment	0
4. Total (lines 1-3)	0
5. 6450 Construction	242,572

Technology (Funds 001-799 excluding 575, All Functions)

1. 6340 Technical Services	55,050
2. 6432 Technology-Related Repairs and Maintenance	0
3. 6443 Rental of Computers and Related Equipment	0
4. 6531 Telecommunications	86,158
5. 6650 Supplies-Technology-Related	22,137
6. 6737-38 Technology-Related Hardware & Software (less than \$5,000)	334,945
7. Subtotal (Lines 1-6)	498,290
8. 6739 Technology-Related Hardware & Software (\$5,000 or more)	82,216

SUMMARY OF SCHOOL DISTRICT ANNUAL FINANCIAL REPORT

CTDS NUMBER 070407000

I certify that the Annual Financial Report of **Wilson Elementary School District, Maricopa** County, for fiscal year 2020 was approved by the Governing Board on **October 13, 2020**, and that the complete Annual Financial Report may be reviewed by contacting **Beth Strickler** at the District Office, telephone **602-681-2200**, during normal business hours.

Avg. Daily Membership

2019

2020

Attending

1,124,377

1,084,533

2020 Tax Rates:

Primary

3.7529

Secondary

1.8709

Rev. 8/20 Arizona Department of Education and Auditor General

President of the Governing Board

Fund/Program	Beginning Fund Balance	Revenues	Net Other Financing Sources and Uses Including Transfers	Budgeted Expenditures	Actual Expenditures	Ending Fund Balance
Regular Education				5,913,634	5,687,889	
Special Education				1,152,773	1,118,014	
Pupil Transportation				354,131	287,214	
Desegregation				1,866,300	1,791,091	
Dropout Prevention Programs				0	0	
Joint Career & Tech. Ed. & Voc. Ed. Center				0	0	
K-3 Reading Program				78,527	66,581	
Maintenance and Operation Total	2,049,296	9,497,407	0	9,365,365	8,950,789	2,595,914
Classroom Site Funds	1,016,914	573,020		1,807,940	496,198	1,093,736
Instructional Improvement	424,909	57,521		359,256	91,567	390,863
Unrestricted Capital Outlay	(42,533)	526,469	0	1,287,496	624,163	(140,227)
Adjacent Ways	0	0	0	0	0	0
Bond Building	96,255	0	0	0	0	96,255
Other Capital Funds	0	0	0	0	0	0
New School Facilities	0	0		0	0	0
Federal Projects	347,857	2,100,984	(8,026)	3,459,352	2,162,951	277,864
State Projects	0	30,064	0	158,809	29,108	956
County, City, and Town Grants	1,349	12,485	0	26,752	10,452	3,382
English Language Learner	0	0	0	0	0	0
Compensatory Instruction	0	0	0	0	0	0
School Plant Fund	857,283	130,632	614	820,756	419,040	569,489
Food Service	329,484	771,347	0	774,545	901,010	199,821
Civic Center	63,169	1,200	0	60,961	0	64,369
Community School	3,454	11,625	0	37,000	17,684	(2,605)
Auxiliary Operations	19,073	13,142	0	10,000	6,280	25,935
Extracurricular Activities Fees	137,731	45,401	0	119,832	35,040	148,092
Gifts and Donations	151,759	66,782	33	212,177	65,316	153,258
Career & Tech. Ed. & Voc. Ed. Projects	0	0	0	0	0	0
Fingerprint	879	17	0	0	0	896
School Opening	0	0	0	0	0	0
Insurance Proceeds	44,455	859	0	0	0	45,314
Textbooks	12,184	619	0	0	0	12,803
Litigation Recovery	135,484	3,450	0	0	0	138,934
Indirect Costs	365,262	6,234	8,026	474,328	177,983	201,539
Unemployment Insurance	23,804	466	0	25,000	22,297	1,973
Teacherage	0	0	0	0	0	0
Insurance Refund	31,451	630	0	0	0	32,081
Grants and Gifts to Teachers	0	0	0	0	0	0
Advertisement	0	0	0	0	0	0
Career Technical Education	0	0	0	0	0	0
Impact Aid Revenue Bond Building	0	0	0	0	0	0
Debt Service	629,440	418,450	(420,000)	750,000	604,414	23,476
Emergency Deficiencies Correction	0	0	0	0	0	0
Building Renewal Grant	(4)	0	0	7,597	0	(4)
Impact Aid Rev. Bond Debt Service	0	0	0	0	0	0
Student Activities	10,501	73,803		52,000	46,584	37,720
Self-Insurance	0	0	0	0	0	0
Intergovernmental Agreements	0	0	0	0	0	0
OPEB	0	0	0	0	0	0
Other Funds	0	0	0	0	0	0

**CLASSROOM SITE FUND
NARRATIVE RESULTS SUMMARY FISCAL YEAR (FY) 2020**

As required by A.R.S. §15-977(J), districts must provide a summary of results achieved through programs funded with Classroom Site Fund (CSF) monies. This summary information is used to annually report district-specific and statewide Proposition 301 results. Please include details in your responses, such as the number of teachers/students participating in various programs, program results, and amounts spent.

Keep all descriptions and information within designated cells. Information in cells may not be fully visible. To view all information entered, double click on the cell. Do **not** add any rows, columns, or worksheets.

This form is statutorily required and should be submitted to the Arizona Department of Education with the Annual Financial Report, as it is required to be filed by November 15.

If you have any questions regarding this summary, please contact Alexa Tavasci or Karl Calderon from the Arizona Auditor General's Division of School Audits at (602) 553-0333.

1. Total PSD-12 classroom teacher full-time equivalent staff (FTE) at FY 2020 100th day [Do **not** include FTE for: substitute teachers; individuals paid from funds 250, 425, 515, and 520 for teaching in community service programs (e.g., daycare or preschool for students without IEPs) or those teaching adult education programs that should be coded to programs 700 through 900, those paid from functions other than 1000; or retirees returning to work as leased teachers through a third party.]

FY 2020 FTE	
75.00	
(Yes or No)	If questions 2 or 3 are answered "Yes" please include the number of teachers paid in your explanation below.
No	
No	

2. Were any base salary or menu payments made to teachers from funds other than CSF (i.e., a teacher fully funded by Title I)?

3. Were any performance payments made in the current year paid to FY 2019 teachers no longer employed by the District in FY 2020?

Table I - Base Pay (Fund 011) and Performance Pay (Fund 012) salaries and Menu Options (Fund 013)-Teacher Compensation Base Salary Increases

Positions	Base Pay (Fund 011)	Performance Pay (Fund 012)			Menu Options (Fund 013)
	Total salary amount paid from Fund 011 (w/o benefits)	Number of FTE that were eligible for Fund 012 pay	Number of FTE who received Fund 012 pay	Total salary amount paid from Fund 012 (w/o benefits)	Total base salary increases paid from Fund 013 (w/o benefits)
Classroom teachers	\$54,671	73.00	73.00	\$141,308	\$211,438
Other staff (list positions below)					
Speech Language Therapist	\$804	1.00	1.00	\$1,063	\$600
Speech Therapist	\$804	1.00	1.00	\$1,063	\$600

Table II - Performance Pay Goals and Results (Fund 012)

Goal type [Including goals described in A.R.S. §15-977 (C) - (E)]	Number of goals established	Number of goals achieved	Achievement based on (select below)	Comments / Descriptive Information (Please describe the goal, how performance was measured, and results achieved.)
School district performance				
School performance				
Individual teacher performance	1	1	Individual	Teachers will receive a performance classification of Effective or Highly Effective. This goal was measured by the REIL score. 52/56 teachers met the goal.
Measures of academic progress (student achievement)	3	3	Individual	ELA, Math &/or Science goals established for content area teachers. Performance was measured by Pre/Post assessments in ATI and Edgenuity. 80% of established goals were met.
Dropout / graduation rates				
Student attendance				
Parent / student satisfaction				
Parent involvement	3	3	School-level	Special Area teachers established goals to increase parent involvement in afterschool events such as attendance at first day, musicals, or art shows. Performance was measured by sign-in attendance sheets. All Special Area teachers met the established goal.
Teacher attendance				
Teacher professional development	1	1	Individual	Goal was to participate in PD afterschool hours. Survey data was collected, as well as sign-in sheets. Teachers increased knowledge of EL strategies, technology strategies, and coaching skills. Teachers also participated in Microsoft Innovative Educators, books studies, and self-led PD through AVID.
Teacher evaluations / demonstrated skills	1	1	Individual	Teachers will receive a performance classification of Effective or Highly Effective. This goal was measured by the REIL score. 52/56 teachers met the goal.
Leadership activities (mentor, committee work, etc.)	1	1	Individual	Goal was to participate in leadership activities such as Committee participation (sign-in sheets); leadership roles; organize and facilitate fund raising clubs; Mentoring interns or student teachers; Present at a PTO meeting or Board Meeting; Organize and facilitate evening events; Writing grants, tax donations, and obtaining scholarships of at least \$2,000.00. All teachers met the goal of participating leadership activities.

Tutoring / extracurricular activities	1	1	Individual	P.E. Teachers established a goal for intramural games afterschool or during lunch, as well as facilitating afterschool sports programs. Performance was measured by student participation in the events. Both teachers met the established goal.
Other (describe below)				

Table III - Menu Options (Fund 013) FY 2020 results (list the amount spent in each allowable area and briefly describe the results achieved)

Menu Option (the notations in parentheses are examples of types of information to provide when summarizing results)	FY 2020 Salaries	FY 2020 Benefits	Description of Results (Please enter any information needed to further describe how the district used Fund 013 monies.)
Teacher Compensation Increases (Expenditures from Fund 013 for base salary from the Table I above as well as any benefit increases, or pay for additional duties not included in other menu option categories below. For example, do not include amounts paid to teachers, if any for providing assessment intervention tutoring; report those amounts in the assessment intervention category below.)	\$369,750	\$75,011	Each qualified employee received additional compensation of \$2,100
Class size reduction (Number of teachers and/or aides hired, subjects taught, courses added, resulting change in class sizes.)			
Assessment intervention (Number of teachers participating and compensation earned, if any; number of students participating; activities initiated; changes in test scores, or other results.)			
Teacher development (Number of teachers participating and compensation earned, if any; activities involved. For example, "10 teachers earned up to \$1,500 each for completing 15 hours of professional development in math, reading, and technology.")	\$42,600	\$8,837	Seventy-one (71) certified teachers earned \$600 each for attending an eight (8) hour 'Ready' training, let by Kim Hertzog with Curriculum Associates.
Dropout prevention (Activities initiated; number of students impacted; results. For example, "50 at-risk students participated in summer programs and earned credits toward graduation.")			
Teacher liability insurance (Include only CSF monies spent for liability premiums. Do not include liability premiums paid from other funds.)			
Totals (should agree to AFR page 3, line 48, salaries and employee benefits columns)	\$412,350	\$83,848	

Other Comments (please include any additional information or comments you believe are necessary to ensure the information provided above is interpreted and reported correctly)

Contact Information

Name Beth Strickler Telephone 602-681-2205
 Title Director of Business Services and Technology E-mail beth.strickler@wsd.k12.az.us

District Name Wilson Elementary School District #7
 CTDS Number 070407000

FISCAL YEAR 2020 DISTRICTWIDE DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

Number of individual school reports 2

Maintenance and Operation (M&O) Fund Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals			% Increase/ Decrease in Actual
						Budget	Actual	Prior Year Actual	
511 Desegregation - Regular Education									
1000 Classroom Instruction	1,317,901	406,337				1,724,277	1,724,238	1,773,009	-2.8%
2000 Support Services									
2100 Students	3,402	13,099				102,326	16,501	61,211	-73.0%
2200 Instructional Staff	22,278	17,666				28,978	39,944	23,693	68.6%
2300 General Administration						0	0	0	0.0%
2400 School Administration	3,000	201				3,566	3,201	1,199	167.0%
2500 Central Services						0	0	0	0.0%
2600 Operation & Maintenance of Plant						0	0	0	0.0%
2900 Other						0	0	0	0.0%
3000 Operation of Noninstructional Services						0	0	0	0.0%
Subtotal (lines 1-9)	1,346,581	437,303	0	0	0	1,859,146	1,783,884	1,859,112	-4.0%
512 Desegregation - Special Education									
1000 Classroom Instruction	4,000	807				4,767	4,807	4,795	0.3%
2000 Support Services									
2100 Students	2,000	400				2,387	2,400	2,393	0.3%
2200 Instructional Staff						0	0	0	0.0%
2300 General Administration						0	0	0	0.0%
2400 School Administration						0	0	0	0.0%
2500 Central Services						0	0	0	0.0%
2600 Operation & Maintenance of Plant						0	0	0	0.0%
2900 Other						0	0	0	0.0%
3000 Operation of Noninstructional Services						0	0	0	0.0%
Subtotal (lines 11-19)	6,000	1,207	0	0	0	7,153	7,207	7,188	0.3%
513 Desegregation - Pupil Transportation						0	0	0	0.0%
514 Desegregation - ELL Incremental Costs									
1000 Classroom Instruction						0	0	0	0.0%
2000 Support Services									
2100 Students						0	0	0	0.0%
2200 Instructional Staff						0	0	0	0.0%
2300 General Administration						0	0	0	0.0%
2400 School Administration						0	0	0	0.0%
2500 Central Services						0	0	0	0.0%
2600 Operation & Maintenance of Plant						0	0	0	0.0%
2700 Student Transportation						0	0	0	0.0%
2900 Other						0	0	0	0.0%
3000 Operation of Noninstructional Services						0	0	0	0.0%
Subtotal (lines 22-31)	0	0	0	0	0	0	0	0	0.0%

FISCAL YEAR 2020 DISTRICTWIDE DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

M&O Fund (Concluded)	Salaries	Employee Benefits	Purchased Services 6300, 6400, 6500	Supplies	Other	Totals			% Increase/ Decrease in Actual
						Budget	Actual	Prior Year Actual	
Expenditures	6100	6200	6500	6600	6800				
515 Desegregation - ELL Compensatory Instruction									
1000 Classroom Instruction 33.						0	0	0	0.0%
2000 Support Services									
2100 Students 34.						0	0	0	0.0%
2200 Instructional Staff 35.						0	0	0	0.0%
2300 General Administration 36.						0	0	0	0.0%
2400 School Administration 37.						0	0	0	0.0%
2500 Central Services 38.						0	0	0	0.0%
2600 Operation & Maintenance of Plant 39.						0	0	0	0.0%
2700 Student Transportation 40.						0	0	0	0.0%
2900 Other 41.						0	0	0	0.0%
3000 Operation of Noninstructional Services 42.						0	0	0	0.0%
Subtotal (lines 33-42) 43.	0	0	0	0	0	0	0	0	0.0%
Total M&O Fund Desegregation (lines 10, 20, 21, 32, & 43) (must agree to AFR page 2, line 26) 44.	1,352,581	438,510	0	0	0	1,866,300	1,791,091	1,866,300	-4.0%

- The date that the school district was determined to be out of compliance with Title VI of the Civil Rights Act of 1964 (42 United States Code Section 2000d) and the basis for that determination. A.R.S. §15-910(J)(3)(c) _____ 06/10/1988 _____
- The initial date that the school district began to levy property taxes to provide funding for desegregation expenses. A.R.S. §15-910(J)(3)(d) _____
- An estimate of when the school district will be in compliance with the court order or administrative agreement. A.R.S. §15-910(J)(3)(r) _____
- Number of students who participate in desegregation activities. A.R.S. §15-910(J)(3)(f) _____

Desegregation Revenues A.R.S. §15-910(J)(3)(a), & (j):

Tax Levy:	\$ 1,866,300
Other (description): _____	\$ _____
Other (description): _____	\$ _____
Other (description): _____	\$ _____

Employees Needed to Conduct Desegregation Activities A.R.S. §15-910(J)(3)(h)

Teachers	Administrators	Others	Total
26	-	12	38

The amounts above should be the actual number of positions required.

FISCAL YEAR 2020 DISTRICTWIDE DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

Unrestricted Capital Outlay (UCO) Fund Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals			% Increase/ Decrease in Actual
							Budget	Actual	Prior Year Actual	
511 Desegregation - Regular Education										
1000 Classroom Instruction	45.						0	0	0	0.0%
2000 Support Services	46.						0	0	0	0.0%
3000 Operation of Noninstructional Services	47.						0	0	0	0.0%
4000 Facilities Acquisition & Construction	48.						0	0	0	0.0%
5000 Debt Service	49.						0	0	0	0.0%
Subtotal (lines 45-49)	50.	0	0	0	0	0	0	0	0	0.0%
512 Desegregation - Special Education										
1000 Classroom Instruction	51.						0	0	0	0.0%
2000 Support Services	52.						0	0	0	0.0%
3000 Operation of Noninstructional Services	53.						0	0	0	0.0%
4000 Facilities Acquisition & Construction	54.						0	0	0	0.0%
5000 Debt Service	55.						0	0	0	0.0%
Subtotal (lines 51-55)	56.	0	0	0	0	0	0	0	0	0.0%
513 Desegregation - Pupil Transportation	57.						0	0	0	0.0%
514 Desegregation - ELL Incremental Costs										
1000 Classroom Instruction	58.									
2000 Support Services	59.									
3000 Operation of Noninstructional Services	60.									
4000 Facilities Acquisition & Construction	61.									
5000 Debt Service	62.									
Subtotal (lines 58-62)	63.									
515 Desegregation - ELL Compensatory Instruction										
1000 Classroom Instruction	64.						0	0	0	0.0%
2000 Support Services	65.						0	0	0	0.0%
3000 Operation of Noninstructional Services	66.						0	0	0	0.0%
4000 Facilities Acquisition & Construction	67.						0	0	0	0.0%
5000 Debt Service	68.						0	0	0	0.0%
Subtotal (lines 64-68)	69.	0	0	0	0	0	0	0	0	0.0%
Total UCO Fund Desegregation (lines 50, 56, 57, 63, & 69) (Include in Fund 610 AFR page 4, lines 2-9)	70.	0	0	0	0	0	0	0	0	0.0%

FISCAL YEAR 2020 SCHOOL-BY-SCHOOL DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

Maintenance and Operation (M&O) Expenditures (M&O Fund and Impact Aid Fund)	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals	
						Budget	Actual
511 Desegregation - Regular Education							
1000 Classroom Instruction 1.	677,400	201,706				879,112	879,106 1.
2000 Support Services							
2100 Students 2.	2,592	3,479				56,900	6,071 2.
2200 Instructional Staff 3.	1,606	1,019				0	2,625 3.
2300 General Administration 4.						0	0 4.
2400 School Administration 5.	2,000	0				2,370	2,000 5.
2500 Central Services 6.						0	0 6.
2600 Operation & Maintenance of Plant 7.						0	0 7.
2900 Other 8.						0	0 8.
3000 Operation of Noninstructional Services 9.						0	0 9.
Subtotal (lines 1-9) 10.	683,598	206,204	0	0	0	938,381	889,802 10.
512 Desegregation - Special Education							
1000 Classroom Instruction 11.	1,000	202				1,197	1,202 11.
2000 Support Services							
2100 Students 12.	1,000	203				1,196	1,203 12.
2200 Instructional Staff 13.						0	0 13.
2300 General Administration 14.						0	0 14.
2400 School Administration 15.						0	0 15.
2500 Central Services 16.						0	0 16.
2600 Operation & Maintenance of Plant 17.						0	0 17.
2900 Other 18.						0	0 18.
3000 Operation of Noninstructional Services 19.						0	0 19.
Subtotal (lines 11-19) 20.	2,000	405	0	0	0	2,392	2,405 20.
513 Desegregation - Pupil Transportation 21.						0	0 21.
514 Desegregation - ELL Incremental Costs							
1000 Classroom Instruction 22.						0	0 22.
2000 Support Services							
2100 Students 23.						0	0 23.
2200 Instructional Staff 24.						0	0 24.
2300 General Administration 25.						0	0 25.
2400 School Administration 26.						0	0 26.
2500 Central Services 27.						0	0 27.
2600 Operation & Maintenance of Plant 28.						0	0 28.
2700 Student Transportation 29.						0	0 29.
2900 Other 30.						0	0 30.
3000 Operation of Noninstructional Services 31.						0	0 31.
Subtotal (lines 22-31) 32.	0	0	0	0	0	0	0 32.

M&O Expenditures (Concluded) (M&O Fund and Impact Aid Fund)	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals	
						Budget	Actual
515 Desegregation - ELL Compensatory Instruction							
1000 Classroom Instruction 33.						0	0 33.
2000 Support Services							
2100 Students 34.						0	0 34.
2200 Instructional Staff 35.						0	0 35.

FISCAL YEAR 2020 SCHOOL-BY-SCHOOL DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

2300 General Administration	36.						0	0	36.
2400 School Administration	37.						0	0	37.
2500 Central Services	38.						0	0	38.
2600 Operation & Maintenance of Plant	39.						0	0	39.
2700 Student Transportation	40.						0	0	40.
2900 Other	41.						0	0	41.
3000 Operation of Noninstructional Services	42.						0	0	42.
Subtotal (lines 33-42)	43.	0	0	0	0	0	0	0	43.
Total M&O Desegregation (lines 10, 20, 21, 32, & 43)	44.	685,598	206,609	0	0	0	940,773	892,207	44.

Number of students who participate in desegregation activities _____

FISCAL YEAR 2020 SCHOOL-BY-SCHOOL DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

Capital Expenditures (Unrestricted Capital Outlay Fund and Impact Aid Fund)	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals	
							Budget	Actual
511 Desegregation - Regular Education								
1000 Classroom Instruction 45.							0	0 45.
2000 Support Services 46.							0	0 46.
3000 Operation of Noninstructional Services 47.							0	0 47.
4000 Facilities Acquisition & Construction 48.							0	0 48.
5000 Debt Service 49.							0	0 49.
Subtotal (lines 45-49) 50.	0	0	0	0	0	0	0	0 50.
512 Desegregation - Special Education								
1000 Classroom Instruction 51.							0	0 51.
2000 Support Services 52.							0	0 52.
3000 Operation of Noninstructional Services 53.							0	0 53.
4000 Facilities Acquisition & Construction 54.							0	0 54.
5000 Debt Service 55.							0	0 55.
Subtotal (lines 51-55) 56.	0	0	0	0	0	0	0	0 56.
513 Desegregation - Pupil Transportation 57.							0	0 57.
514 Desegregation - ELL Incremental Costs								
1000 Classroom Instruction 58.								58.
2000 Support Services 59.								59.
3000 Operation of Noninstructional Services 60.								60.
4000 Facilities Acquisition & Construction 61.								61.
5000 Debt Service 62.								62.
Subtotal (lines 58-62) 63.								63.
515 Desegregation - ELL Compensatory Instruction								
1000 Classroom Instruction 64.							0	0 64.
2000 Support Services 65.							0	0 65.
3000 Operation of Noninstructional Services 66.							0	0 66.
4000 Facilities Acquisition & Construction 67.							0	0 67.
5000 Debt Service 68.							0	0 68.
Subtotal (lines 64-68) 69.	0	0	0	0	0	0	0	0 69.
Total Capital Desegregation (lines 50, 56, 57, 63, & 69) 70.	0	0	0	0	0	0	0	0 70.

FISCAL YEAR 2020 SCHOOL-BY-SCHOOL DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

Maintenance and Operation (M&O) Expenditures (M&O Fund and Impact Aid Fund)	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals	
						Budget	Actual
511 Desegregation - Regular Education							
1000 Classroom Instruction 1.	640,501	204,630				845,165	845,131 1.
2000 Support Services							
2100 Students 2.	810	9,619				45,426	10,429 2.
2200 Instructional Staff 3.	20,672	16,647				28,979	37,319 3.
2300 General Administration 4.						0	0 4.
2400 School Administration 5.	1,000	201				1,196	1,201 5.
2500 Central Services 6.						0	0 6.
2600 Operation & Maintenance of Plant 7.						0	0 7.
2900 Other 8.						0	0 8.
3000 Operation of Noninstructional Services 9.						0	0 9.
Subtotal (lines 1-9) 10.	662,983	231,097	0	0	0	920,766	894,080 10.
512 Desegregation - Special Education							
1000 Classroom Instruction 11.	3,000	606				3,570	3,606 11.
2000 Support Services							
2100 Students 12.	1,000	197				1,191	1,197 12.
2200 Instructional Staff 13.						0	0 13.
2300 General Administration 14.						0	0 14.
2400 School Administration 15.						0	0 15.
2500 Central Services 16.						0	0 16.
2600 Operation & Maintenance of Plant 17.						0	0 17.
2900 Other 18.						0	0 18.
3000 Operation of Noninstructional Services 19.						0	0 19.
Subtotal (lines 11-19) 20.	4,000	803	0	0	0	4,761	4,803 20.
513 Desegregation - Pupil Transportation 21.						0	0 21.
514 Desegregation - ELL Incremental Costs							
1000 Classroom Instruction 22.						0	0 22.
2000 Support Services							
2100 Students 23.						0	0 23.
2200 Instructional Staff 24.						0	0 24.
2300 General Administration 25.						0	0 25.
2400 School Administration 26.						0	0 26.
2500 Central Services 27.						0	0 27.
2600 Operation & Maintenance of Plant 28.						0	0 28.
2700 Student Transportation 29.						0	0 29.
2900 Other 30.						0	0 30.
3000 Operation of Noninstructional Services 31.						0	0 31.
Subtotal (lines 22-31) 32.	0	0	0	0	0	0	0 32.

M&O Expenditures (Concluded) (M&O Fund and Impact Aid Fund)	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals	
						Budget	Actual
515 Desegregation - ELL Compensatory Instruction							
1000 Classroom Instruction 33.						0	0 33.
2000 Support Services							
2100 Students 34.						0	0 34.
2200 Instructional Staff 35.						0	0 35.

FISCAL YEAR 2020 SCHOOL-BY-SCHOOL DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

2300 General Administration	36.						0	0	36.
2400 School Administration	37.						0	0	37.
2500 Central Services	38.						0	0	38.
2600 Operation & Maintenance of Plant	39.						0	0	39.
2700 Student Transportation	40.						0	0	40.
2900 Other	41.						0	0	41.
3000 Operation of Noninstructional Services	42.						0	0	42.
Subtotal (lines 33-42)	43.	0	0	0	0	0	0	0	43.
Total M&O Desegregation (lines 10, 20, 21, 32, & 43)	44.	666,983	231,900	0	0	0	925,527	898,883	44.

Number of students who participate in desegregation activities _____

FISCAL YEAR 2020 SCHOOL-BY-SCHOOL DESEGREGATION EXPENDITURES [A.R.S. §15-910(J)]

Capital Expenditures (Unrestricted Capital Outlay Fund and Impact Aid Fund)	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6831, 6832	Interest 6841, 6842, 6850	All Other Object Codes (excluding 6900)	Totals	
							Budget	Actual
511 Desegregation - Regular Education								
1000 Classroom Instruction 45.							0	0 45.
2000 Support Services 46.							0	0 46.
3000 Operation of Noninstructional Services 47.							0	0 47.
4000 Facilities Acquisition & Construction 48.							0	0 48.
5000 Debt Service 49.							0	0 49.
Subtotal (lines 45-49) 50.	0	0	0	0	0	0	0	0 50.
512 Desegregation - Special Education								
1000 Classroom Instruction 51.							0	0 51.
2000 Support Services 52.							0	0 52.
3000 Operation of Noninstructional Services 53.							0	0 53.
4000 Facilities Acquisition & Construction 54.							0	0 54.
5000 Debt Service 55.							0	0 55.
Subtotal (lines 51-55) 56.	0	0	0	0	0	0	0	0 56.
513 Desegregation - Pupil Transportation 57.							0	0 57.
514 Desegregation - ELL Incremental Costs								
1000 Classroom Instruction 58.								58.
2000 Support Services 59.								59.
3000 Operation of Noninstructional Services 60.								60.
4000 Facilities Acquisition & Construction 61.								61.
5000 Debt Service 62.								62.
Subtotal (lines 58-62) 63.								63.
515 Desegregation - ELL Compensatory Instruction								
1000 Classroom Instruction 64.							0	0 64.
2000 Support Services 65.							0	0 65.
3000 Operation of Noninstructional Services 66.							0	0 66.
4000 Facilities Acquisition & Construction 67.							0	0 67.
5000 Debt Service 68.							0	0 68.
Subtotal (lines 64-68) 69.	0	0	0	0	0	0	0	0 69.
Total Capital Desegregation (lines 50, 56, 57, 63, & 69) 70.	0	0	0	0	0	0	0	0 70.

FOOD SERVICE

FUND 510	
ACTUAL	
1.	329,484 1.
2.	9,173 2.
3.	24,839 3.
4.	2,000 4.
5.	735,335 5.
6.	0 6.
7.	771,347 7.
8.	0 8.
9.	1,100,831 9.

BEGINNING FUND BALANCE (1) REVENUES

1500 Investment Income	2.	9,173	2.
1600 Food Service	3.	24,839	3.
Other Local 1920	4.	2,000	4.
4500 Restricted Revenue Rec. from Fed. Gov.	5.	735,335	5.
4900 Revenue for/on Behalf of the District	6.	0	6.
TOTAL REVENUE (lines 2-6)	7.	771,347	7.
5000 Other Financing Sources and Fund Transfers-In	8.	0	8.
TOTAL AVAILABLE (lines 1, 7, and 8)	9.	1,100,831	9.

A. Number of operating months

B. Number of Meals Served

- 1. Served at District Locations
 - a. Reimbursable Meals Only
 - b. Program Adults/Adult Workers
 - c. Other
- 2. Served at Other Locations
 - a. Reimbursable Meals Only
 - b. Program Adults/Adult Workers
 - c. Other

	BREAKFASTS	LUNCHES/ SUPPERS	A LA CARTE*	SNACKS
a. Reimbursable Meals Only	90,443.00	173,114.00	5,403.00	14,238.00
b. Program Adults/Adult Workers	0.00	1,763.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00
a. Reimbursable Meals Only	0.00	0.00	0.00	0.00
b. Program Adults/Adult Workers	0.00	0.00	0.00	0.00
c. Other	0.00	0.00	0.00	0.00

* Divide all revenues from a la carte sales by the free lunch reimbursement rate received.

C. Meal Prices

	P-6	7-8	9-12	Adult
1. Reduced breakfast	0.00	0.00	0.00	
2. Reduced lunch	0.00	0.00	0.00	
3. Reduced snack	0.00	0.00	0.00	
4. Paid breakfast	0.00	0.00	0.00	2.25
5. Paid lunch	0.00	0.00	0.00	3.75
6. Paid snack	0.00	0.00	0.00	0.00

D. Special Milk Program

Charge to children per 1/2 pint milk unit	\$0.00
Number of 1/2 pint milk units served to children	0

(1) Includes Food Service Fund revolving account cash balance of

EXPENDITURES

6150 Classified Salaries	10.	159,962	14,057	0	10.
6200 Employee Benefits	11.	71,895	3,327	0	11.
6400 Purchased Property Services	12.	8,925	0	0	12.
6570 Food Service Management	13.	608,734	0		13.
6591 Services Purchased from Other AZ Districts	14.	0	0		14.
6610 General Supplies (Nonfood Items)	15.	5,585	0	0	15.
6620 Energy	16.	0	0		16.
6631 USDA Commodities (Excluding Freight)	17.	0			17.
6632 USDA Commodities (Freight Only)	18.	4,097			18.
6633 Other Food	19.	0			19.
6634 Storage Costs for USDA Commodities	20.	0			20.
6700 Property (Excluding 6731-39)	21.			0	21.
6731-32, 6734-35, 6737-38 Furniture & Equipment, Vehicles, & Tech. costing under \$5,000	22.	34,975			22.
6733, 6736, 6739 Furniture & Equipment, Vehicles, & Tech. costing \$5,000 or more	23.	0			23.
Other Expenditures: 6635, 6637, 6810	24.	6,837	0	0	24.
TOTAL EXPENDITURES (lines 10-24)	25.	774,545	901,010	17,385	0 25.
6910 Indirect Costs Transfers-Out	26.	0			26.
6900 Other Financing Uses and Fund Transfers-Out (excluding Indirect Costs Transfers-Out)	27.	0			27.
TOTAL EXPENDITURES & OTHER USES (lines 25-27)	28.	901,010			28.
ENDING FUND BALANCE (line 9 minus line 28) (1)	29.	199,821			29.

FOOD SERVICE FUND 510		M&O EXPENDITURES FUND 001	CAPITAL EXPENDITURES FUND 610
BUDGET	ACTUAL	ACTUAL	ACTUAL
	159,962	14,057	0
	71,895	3,327	0
	8,925	0	0
	608,734	0	
	0	0	
	5,585	0	0
	0	0	
	0		
	4,097		
	0		
	0		
			0
	34,975		0
	0		0
	6,837	0	0
	774,545	901,010	17,385
	0		
	0		
	901,010		
	199,821		

E. Detail of Food Service Management Company Expenditures

Classified Salaries	0
Employee Benefits	0
Supplies and Materials (Nonfood)	0
Food	0
Management Fee	611,762
Other	0
Total (must equal total of amounts on line 13 above)	611,762

\$0 at 7/1/19 or \$0 at 6/30/20, as applicable.



Overview:

User Account Protection Policies are an important component of information and network security. The use of a User ID/Login and password combination serves to identify and authenticate a user to system resources and information assets. It is only through authenticated access that the enterprise can be assured that systems and data are being accessed appropriately. As such, passwords must be constructed, used and protected appropriately to ensure that the level of security they imply is actually met.

Purpose

The purpose of this policy is to provide the guidelines necessary for all of the employees and students of Wilson School District to create, manage and protect their Digital Accounts

Scope

This policy applies to all employees and students of Wilson School District who have any form of computer or application account that requires password access. Examples of accounts include:

- Workstation (desktop/laptop/tablet)
- E-mail system (Office365)
- Accounting application (Infinite Visions, Quickbooks, etc.)
- School Data applications (Infinite Campus)

Please note: This list is not intended to be all-inclusive; it is simply provided for reference purposes.

Policy

1. Password construction, lifecycle and re-use parameters will be variable according to the classification of the system, user, or data that they are intended to protect.
2. Passwords should not be based on well-known or easily accessible information, including personal information, nor should they be words commonly found within a standard dictionary.
3. Wilson School District will use technical measures to ensure that users conform to the policy.
4. All passwords must conform to the guidelines outlined in this policy

Account Creation Guidelines

Technology Dept.

Passwords used by Technology Dept. Staff to access Technology systems (Servers, Routers, Firewalls, Switches and Cloud Apps) must be a minimum of ten (10) characters in length. Further these passwords must use at least one of the four character types, those being lower case letters, upper case letters, numbers and special characters.

All accounts should be protected by MFP (Multi Factor Authentication) if available

Administration (Directors, Principals, Secretaries, Assistants, etc.)

Passwords used by administration to access Workstations and all Applications must be a minimum of ten (10) characters in length. Further these passwords must use at least one of the four character types, those being lower case letters, upper case letters, numbers and special characters.

All accounts should be protected by MFP (Multi Factor Authentication) if available

Basic User (Teachers, Food Service, Maintenance, IAs, Substitutes, etc.)

Passwords used by Basic Users to access Workstations and All Applications must be a minimum of ten (10) characters in length. Further these passwords must use at least one of the four character types, those being lower case letters, upper case letters, numbers and special characters.

Student

Passwords used by Students to access Workstations and All Applications will be set by Administrations and distributed as needed.



Password Lifecycle Guidelines

Technology Dept.

Devices, Websites and Applications used by the Technology Dept. must be at minimum reset every ninety (90) Days.

Administration (Directors, Principals, Secretaries, Assistants, etc.)

Devices, Websites and Applications used by Administrators. must be at minimum reset every one (1) years.

Basic User (Teachers, Food Service, Maintenance, IAs, Substitutes, etc.)

Devices, Websites and Applications used by Basic Users. must be at minimum reset every one (1) years.

Student

Devices, Websites and Applications used by Students may be at minimum reset every one hundred eighty (180) days.

Password Protection Guidelines

1. Passwords are to be treated as confidential information. Under no circumstances is an employee or student to give, tell, or hint at their password to another person, including IT staff, administrators, superiors, other co-workers, friends, and family members. Except when Student Passwords are being distributed by their Teachers or Administrators
2. Under no circumstances will any member of the organization request a password in person without using the secure Password Reset Website provided by the district.
3. Passwords are not to be transmitted electronically over the unprotected Internet, such as via e-mail. However, passwords may be used to gain remote access to company resources via the company's Virtual Private Network or SSL-protected Web site.

4. No employee or student is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. Unless it's being protected by a district provided Secure Vault. .
5. Do not use the "Remember Password" feature of applications.
6. Passwords used to gain access to company systems are not to be used as passwords to access non-company accounts or information. Similarly, passwords used to access personal, non-work related accounts are not to be used to access company accounts.
7. Each application, system and data point should be protected by a different password where possible. The use of the same password to protect all access is strongly discouraged.
8. If an employee or student either knows or suspects that his/her password has been compromised, it must be reported to the IT Department and the password changed immediately.
9. The IT Department may attempt to crack or guess the passwords of Technology Dept. Administration or Basic Users as part of its ongoing security vulnerability auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change his or her password immediately.

Password Reuse Guidelines

All passwords may be reused every third password. As such a completely new password is required for the first two expiries; thereafter the first password can be reused. "Completely new" is defined as having at least fifty percent (50%) of the characters different from the previous password.

Enforcement

Any employee or student who is found to have violated this policy may be subject to disciplinary action.



Password Policy User Agreement

I hereby agree to the terms and conditions of Wilson School District 7's Password Policy.

User Classification:

Technology Dept. **Administration** **Basic User** **Student**

Employee / Student Name (print)

Employee / Student Signature

Date

Wilson School District # 7

Board Meeting Report

August 2020

Function Code	Function Description	FY 21 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	\$ 2,654,862	\$ 499,463	\$ 2,631,405	\$ 3,130,868	\$ (476,006)	118%
2100	Support Svcs Student	507,655	79,670	321,052	400,722	106,933	79%
2200	Support Svcs Instr. Staff	462,737	99,117	299,887	399,004	63,733	86%
2300	Support Svcs Gen Admin	293,137	52,345	227,858	280,202	12,935	96%
2400	Support Svcs School Admin	398,114	82,735	295,341	378,076	20,038	95%
2500	Business & Technology	491,135	114,606	381,399	496,005	(4,870)	101%
2600	O & M Plant Svcs	1,328,921	336,647	1,119,854	1,456,501	(127,580)	110%
2800		-	26,795	-	26,795	(26,795)	#DIV/0!
3100	Food Service Operations	24,568	3,592	14,098	17,690	6,878	72%
550-2200	K-3 Reading Program	78,527	11,704	54,945	66,649	11,878	85%
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%
	Subtotal	\$ 6,243,066	\$ 1,306,674	\$ 5,347,714	\$ 6,654,389	\$ (411,323)	107%
001 - 200 Special Education							
1000	Instruction	\$ 736,350	\$ 109,025	\$ 631,930	740,955	\$ (4,605)	101%
2100	Support Svcs Student	305,023	23,273	145,781	169,054	135,969	55%
2200	Support Svcs/ Omstr/ Staff	4,000	803	2,812	3,615	385	90%
2400	Support Svcs School Admin	-	25,619	112,764	138,383	(138,383)	#DIV/0!
2500	Business & Technology	1,500	-	285	285	1,215	19%
	Subtotal	\$ 1,046,873	\$ 158,720	\$ 893,571	\$ 1,052,292	\$ (5,419)	101%
001 - 400 Transportation							
2500	Business & Technology	\$ -	\$ 1,469	\$ -	\$ 1,469	\$ (1,469)	#DIV/0!
2600	District Trans. Svcs	\$ 11,500	\$ 686	\$ 7,137	\$ 7,823	\$ 3,677	68%
2700	Student Trans. Svcs	\$ 342,631	\$ 21,194	\$ 286,266	\$ 307,461	\$ 35,171	90%
	Subtotal	\$ 354,131	\$ 23,348	\$ 293,404	\$ 316,752	\$ 37,379	89%
511 - Desegregation Regular/Special Education							
1000	Instruction	\$ 1,829,180	\$ 220,012	\$ 1,142,476	\$ 1,362,488	\$ 466,693	74%
2100	Support Svcs Student	23,912	385	2,017	2,402	21,510	10%
2200	Support Svcs Instr. Staff	9,708	7,284	27,370	34,654	(24,946)	357%
2400	School Administration	3,500	267	935	1,203	2,297	34%
	Subtotal	\$ 1,866,300	\$ 227,949	\$ 1,172,798	\$ 1,400,746	\$ 465,554	75%
TOTAL M & O		\$ 9,510,370	\$ 1,716,692	\$ 7,707,487	\$ 9,424,179	\$ 86,191	99%

Wilson School District # 7

Board Meeting Report

August 2020

Function Code	Function Description	FY 21 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	\$ 350,000	\$ 10,751	\$ 50,952	\$ 61,702	\$ 288,298	18%
	Subtotal	\$ 350,000	\$ 10,751	\$ 50,952	\$ 61,702	\$ 288,298	18%
011- 200 Special Education - Base							
1000	Instruction	\$ 62,782	\$ 837	\$ 4,000	\$ 4,838	\$ 57,944	8%
	Subtotal	\$ 62,782	\$ 837	\$ 4,000	\$ 4,838	\$ 57,944	8%
	Total CSF- Base	\$ 412,782	\$ 11,588	\$ 54,952	\$ 66,540	\$ 346,242	16%
012- 100 Regular Education - Performance							
1000	Instruction	\$ 789,663	\$ 299	\$ 26,376	\$ 26,675	\$ 762,988	3%
2000	Support Services & Interest	15,000	102	2,002	2,104	12,896	14%
	Subtotal	\$ 804,663	\$ 401	\$ 28,378	\$ 28,779	\$ 775,884	0%
012- 200 Special Education - Performance							
1000	Instruction	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	0%
	Subtotal	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	0%
	Total CSF - Performance	\$ 974,663	\$ 401	\$ 28,378	\$ 28,779	\$ 945,884	3%
013- 100 Regular Education - Menu							
1000	Instruction	\$ 512,752	75,788	133,083	21,805	\$ 490,947	4%
2000	Support Services & Interest	2,000	1,446	-	1,446	554	72%
	Subtotal	\$ 514,752	\$ 77,233	\$ 133,083	\$ 23,251	\$ 491,501	5%
013- 200 Special Education - Menu							
1000	Instruction	\$ 86,755	\$ 2,187	\$ 10,447	\$ 10,954	\$ 75,802	13%
	Subtotal	\$ 86,755	\$ 2,187	\$ 10,447	\$ 10,954	\$ 75,802	13%
	TOTAL CSF - MENU	\$ 601,507	\$ 79,420	\$ 143,531	\$ 34,205	\$ 567,302	6%
TOTAL CLASSROOM SITE FUND (CSF)		\$ 1,988,952	\$ 91,409	\$ 226,860	\$ 129,523	\$ 1,859,429	7%

Wilson School District # 7

Board Meeting Report

August 2020

Function Code	Function Description	FY 21 Budget	Expended YTD	Encumbered YTD	Exp & Enc YTD	Uncommitted Balance	% Committed
UNRESTRICTED CAPITAL OUTLAY FUND 610							
1000	Instruction	\$ 740,387	\$ 532,616	\$ 96,861	\$ 629,477	\$ 110,910	85%
2100	Support Svcs Student	11,000	-	9,292	\$ 9,292	1,708	118%
2200	Media/ Library	167,250	45,218	77,713	\$ 122,930	44,320	74%
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	78,756	12,882	\$ 91,639	(65,139)	346%
2600	O & M Plant Svcs	112,000	660	18,857	\$ 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	191,456	-	\$ 191,456	(71,456)	160%
200-1000	Special Ed Instruction	-	-	-	\$ -	-	N/A
200-21/2200	Special Ed Student Support	6,000	1,033	-	\$ 1,033	4,967	17%
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
TOTALS		\$ 1,353,137	\$ 849,739	\$ 215,605	\$ 1,065,344	\$ 287,793	79%

BOARD APPROVAL OF ADD'L COMPENSATION

Revised 10/2/2020

Name	Position Description	Fund	Rate of pay	From	To
<u>Work Agreements</u>					
BUS DRIVER	EXTRA DUTY TRANSPORTATION	1	Hourly Rate	9/11/2020	5/21/2021
CUSTODIAN	EXTRA DUTY TRANSPORTATION	1	Hourly Rate	9/11/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
INSTRUCTIONAL ASSISTANT	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	9/18/2020	5/21/2021
OFFICE CLERK/RECEPTIONIST	EXTRA DUTY SPED TRANSPORTATION	1	Hourly Rate	10/9/2020	10/9/2020
CUSTODIAN	EXTRA DUTY MAINTENANCE	1	Hourly Rate	10/5/2020	5/21/2021
CUSTODIAN	EXTRA DUTY MAINTENANCE	1	Hourly Rate	10/5/2020	5/21/2021
CUSTODIAN	EXTRA DUTY MAINTENANCE	1	Hourly Rate	10/5/2020	5/21/2021
CUSTODIAN	EXTRA DUTY MAINTENANCE	1	Hourly Rate	10/5/2020	5/21/2021
CUSTODIAN	EXTRA DUTY MAINTENANCE	1	Hourly Rate	10/5/2020	5/21/2021
CUSTODIAN	EXTRA DUTY MAINTENANCE	1	Hourly Rate	10/5/2020	5/21/2021
BUS DRIVER	EXTRA DUTY MAINTENANCE	1	Hourly Rate	10/5/2020	5/21/2021
MAINTENANCE MECHANIC	EXTRA DUTY MAINTENANCE (EMERGENCY/AFTER HRS)	1	Hourly Rate	9/9/2020	5/21/2021
IT ASSISTANT	EXTRA DUTY TECHNOLOGY	1	Hourly Rate	9/17/2020	9/17/2020
<u>STIPENDS</u>					
TEACHER	BRAINYOLOGY-SITE COORDINATOR	162	\$6,000.00	9/21/2020	5/21/2021
<u>SCHEDULE F</u>					
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
LONG TERM SUB	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021

BOARD APPROVAL OF ADD'L COMPENSATION

Revised 10/2/2020

TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021
TEACHER	BRAINYOLOGY-AFTER SCHOOL PROGRAM	162	\$25.00/Hr.	9/21/2020	5/21/2021

State of Arizona
Office of the Governor
Enrollment Stabilization Grant (ESG) Program

ERMT Grant Number: ERMT-21-2600
Award Amount: TBD- Section I

Grant Agreement Terms and Conditions

This Grant Agreement (“Agreement”) is between Wilson School District (CTDS: 70407000) (“Grantee”) and the State of Arizona, acting through the Governor’s Office (“Grantor”), (sometimes, individually, a “Party,” or collectively, “Parties”).

I. Purpose

Support Local Education Agencies (LEAs) and Charter schools in Arizona with the safe reopening of schools, by providing funding through the U.S. Department of Treasury’s Coronavirus Relief Fund (CRF), Catalog of Federal Domestic Assistance (CFDA) number 21.019, as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The specific formula award amount will be known on or about November 19, 2020 at which time a grant adjustment notice (modification) shall be issued. The formula amounts will be based on 40th-day Average Day Membership (ADM) or the best possible estimate of 40th- day ADM.

II. Term, Effective Date, and Termination

The Agreement commences when it is signed by both Parties. The Agreement project period is March 1, 2020 through December 30, 2020. The Agreement expires at the end of the award term. The Agreement shall not bind nor purport to bind the Grantor for any commitment in excess of the original Agreement award term or amount.

In the event of a material breach of any provision of this Agreement, the non-breaching Party shall give written notice to the breaching Party specifically setting forth the nature of the breach. Upon being served with such notice, the breaching Party shall have ten (10) days in which to cure said breach. If said breach has not been cured within the ten (10) days, then the non-breaching Party may terminate this Agreement.

III. Renewal and Amendments

This Agreement is issued under the authority of the authorized Grantor representative who signed this Agreement. The Grantor shall have the right, at its sole and unfettered discretion, whether or not to extend this Agreement. If so, the Parties must execute a written Amendment or a new Agreement. A renewal may be considered if the Grantor adds additional funding and subsequent rounds of awards, the State of Arizona receives additional federal Coronavirus Disease 2019 (COVID-19) public health emergency funding, and/or the State of Arizona Legislature chooses to appropriate funding for this specific purpose. Also, consideration for renewal will be based on results of program and fiscal monitoring.

The Agreement may be modified only through an Agreement Amendment within the scope of the Agreement. Any changes to the Agreement by a person who is not specifically authorized by the Grantor representative in writing or made unilaterally by the Grantee are violations of the Agreement and of applicable law. Such changes, including unauthorized written Agreement Amendments shall be void and without effect, and the Grantee shall not be entitled to any claim under this Agreement based on those changes.

IV. Obligations of the Parties

Responsibilities of the Grantee:

- a. Grantee agrees that grant funds will be used in accordance with applicable statutes, program rules, guidelines and special conditions.
- b. Grantee agrees to remit all unexpended grant funds to the Grantor within thirty (30) days after the end of the project period.
- c. Grantee agrees that all encumbered funds must be expended on or before the expiration of this Agreement.
- d. Grantee agrees to cooperate and participate with any and all assessments, evaluation efforts or information and data collection requests, and acknowledges that the Grantor has the right to obtain, reproduce, publish, or use data provided under this award in accordance with applicable statutes, rules, and guidelines.
- e. Grantee understands that the Agreement may not be closed until Grantee is compliant with all requirements of the Agreement.
- f. Required programmatic and financial reports are submitted according to the grant solicitation.

V. Fund Management

Grantee must receive these funds under this Agreement in a separate ledger account/fund and cannot mix these funds with other sources. The Grantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Grantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** - it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. The Grantor reserves the right to review all business systems policies.

The Grantee shall manage funds according to applicable [federal regulations for administrative requirements, cost principles and audits](#)

VI. DUNS/CCR

Each Grantee must provide the following prior to an Agreement being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the [System for Award Management](#) (“SAM”). SAM is the Official U.S. Government system that consolidated the capabilities of Central Contractor Registration (“CCR”), Fed Reg, ORCA and EPLS. SAM registration must be maintained for the term of the Agreement. The DUNS website is located [here](#).

VII. Organizational Audit Requirements

Grantee agrees to comply with the organizational audit requirements of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from their organization’s single audit are not satisfactorily and promptly addressed. This CFR Title 2 Part 200 can be found [online](#).

Single Audit: Grantee expending \$750,000 or more of Federal funds from all sources during the organization’s fiscal year, must have an annual audit conducted in accordance with 2 CFR Part 200.

- a. If your organization is subject to the requirements of 2 CFR Part 200, then attach one copy of your organization’s most recently completed Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.

- b. If your organization is not subject to the requirements of 2 CFR Part 200, submit one copy of the most recently completed audit of financial statements.
- c. If your organization does not have a recently completed audit, attach one copy of the most recently prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flows along with a description of the source of the documents.

VIII. Unallowable Costs

All costs incurred prior to the project period start date and costs not consistent with the funding opportunity solicitation are not allowable under this award.

IX. Conflicts of Interest Policy

Grantee must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- a. address conditions under which outside activities, relationships, or financial interests are proper or improper;
- b. provide for advance disclosure of outside activities, relationships, or financial interests to a responsible organizational official;
- c. include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- d. specify the nature of penalties that may be imposed for violations.

X. Acknowledgement of Federal Funding in Communications and Contracting

Grantee must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds. Grantee is required to state: (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds; and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

XI. Mandatory Disclosures

Consistent with 45 CFR 75.113, Grantee must disclose in a timely manner, in writing, all information related to violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Disclosures must be sent in writing to the Grantor as stated in Section XVII.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 remedies for noncompliance, including suspension or debarment (see 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

XII. Data Collection and Performance Measurement

Grantee must comply with the performance goals, milestones, and expected outcomes as reflected in the funding opportunity solicitation and are required to submit data via the Grantor's data-entry and reporting system, eCivis.

XIII. Ad Hoc Submissions

Throughout the award term, the Grantor may determine that additional information is required beyond the standard deliverables.

XIV. Applicable law

In accordance with A.R.S. § 41-2701, *et seq.*, and Arizona Administrative Code, this Agreement shall be governed and interpreted by the laws of the State of Arizona.

XV. Payments

Full allocation payments will be made to the Grantee once the final grant award has been accepted in the grant management system, eCivis and a signed agreement is on file.

XVI. Notification of Program Changes

Grantee agrees to notify the Grantor in writing, thirty (30) calendar days in advance, of any changes in the program that will directly affect service delivery under the terms of the Agreement. No changes shall be implemented without the prior written approval of a formal Agreement Amendment issued by the Grantor.

XVII. Relationship of Parties

The individuals performing work on behalf of Grantee, its subgrantees or its subcontractors are not employees, servants, agents, partners, or joint venturers of the Grantor. The State of Arizona and the Grantor retains no control or direction over such individuals or over the detail, manner, or methods of performance of their services, and they do not have the authority to supervise or control their work. The individuals performing work on behalf of the Grantee, its subgrantees or its subcontractors are not entitled to receive benefits that employees of the State of Arizona are entitled to receive, including but not limited to, workers' compensation, unemployment compensation, health, vision, or dental insurance, retirement benefits, annual leave, and holiday pay.

XVIII. Other

- a. Grantee shall follow all applicable laws, rules, and regulations in the performance of work in furtherance of the solicitation, application, and award.
- b. In accordance with ARS § 35-154, every payment obligation of the Grantor under this Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the Grantor at the end of the period for which funds are available. No liability shall accrue to the Grantor in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- c. In accordance with A.R.S. § 35-214, the Grantee shall retain all data, books, and other records ("records") relating to this Agreement for a period of five years from the last financial report submitted to the Grantor. All such documents shall be subject to inspection and audit at reasonable times, including such records of any subgrantee, contractor, or subcontractor. Upon request, the Grantee shall produce the original of any or all such records to the offices of the Grantor.
- d. The Parties warrant that they are in compliance with A.R.S. § 41-4401 and further acknowledge that:
 - i. Any contractor or subcontractor who is contracted by a Party to perform work related to this Agreement shall warrant its compliance with all federal immigration laws and regulations that relate to its employees and its compliance with A.R.S. § 23-214(A);
 - ii. That any breach of the warranty in paragraph "b." above shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement;
 - iii. The Parties retain the legal right to inspect the employment records of any employee of any contractor or subcontractor who performs work related to this Agreement to ensure that the contractor or subcontractor is complying with the warranty in paragraph "b." above and that the contractor agrees to make all employment records of said employee available during normal working hours to facilitate such an inspection; and
 - iv. Nothing in this Agreement shall make any contractor or subcontractor an agent or

employee of the Parties to this Agreement.

- e. The Parties shall comply with the provisions of State Executive Order 2009-9, Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, as amended.
- f. This Agreement does not imply authority to perform any tasks or accept any responsibility not expressly stated in this Agreement.
- g. This Agreement does not create a duty or responsibility unless the intention to do so is clearly and unambiguously stated in this Agreement. This Agreement shall not relieve the Parties of any obligation or responsibility imposed on it by law.
- h. This Agreement contains the entire agreement of the Parties with respect to its subject matter and supersedes all prior and contemporaneous agreements, understandings, and inducements, whether express or implied, oral or written.
- i. Any change, modification, or extension of this Agreement must be submitted through the Grantor's online grant management system, eCivis, and approved by Grantor.
- j. This Agreement has been arrived at by negotiation and shall not be construed for or against any Party.
- k. The Parties agree that all the conditions set forth herein are material to this Agreement and a breach of any condition is a breach of this Agreement.
- l. The failure of either Party to insist in any one or more instances upon the full and complete performance of any of the terms and provisions of this Agreement to be performed by the other Party or to take any action permitted by this Agreement shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same or any other covenant or condition either in the past or in the future. The acceptance by either Party of sums less than may be due and owing at any time shall not be construed as an accord and satisfaction.
- m. The substantive laws of Arizona (without reference to any choice of law principles) shall govern the interpretation, validity, performance and enforcement of this Agreement. The Parties further agree to cooperate in all ways reasonable and necessary to comply with the applicable statutes, including amending this Agreement as needed in the future and making any refunds or payments that might be required to bring the Parties into full compliance with applicable law.
- n. Nothing in this Agreement is intended to create any third-party beneficiary rights; and the Grantor and the Grantee expressly state that this Agreement does not create any third-party rights of enforcement.
- o. This Agreement may be executed in any number of counterparts, all such counterparts shall be deemed to constitute one and the same instrument, and each of said counterparts shall be deemed an original hereof.
- p. If the last day of any time stated herein shall fall on a Saturday, Sunday, or legal holiday in the State of Arizona, then the duration of such time shall be extended so that it shall end on the next succeeding day which is not a Saturday, Sunday, or legal holiday.
- q. Except as expressly provided herein, no Party may delegate or assign its rights or responsibilities under this Agreement without prior written approval of the other Party and any purported assignment or delegation in violation of this provision shall be void.
- r. The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes.
- s. If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall be in full force and effect.
- t. Any deviation or failure to comply with the purpose and/or conditions of this Agreement without prior approval may constitute sufficient reason for the Grantor to terminate this

Agreement, revoke the grant, require the return of all unspent funds, perform an audit of expended funds, and require the return of any previously spent funds which are deemed to have been spent in violation of the purpose or conditions of this grant.

- u. The Parties acknowledge they have been advised by counsel, or have had the opportunity to be advised by counsel, in the execution of the Agreement.

State of Arizona
Office of the Governor
Arizona Enrollment Stabilization Grant (ESG) Program
Special Conditions

1. Grantees agree to comply with all provisions of Executive Order [2020-41](#), [2020-44](#), [2020-51](#).
2. Grantee agrees to comply with the provision of benchmark testing in Executive Order 2020-44.
3. Grantee certifies the LEA will provide 180 days of instructional time in the 2020-2021 school year.
4. Grantee certifies it did not limit the availability of, or refuse to provide, free on-site support services.
5. Grantee agrees to comply with all state and federal financial transparency requirements by October 15, 2020 or as extended by the Arizona Auditor General's Office.
6. Grantee agrees to submit to the Governor's Office, the data per federal law (ESEA §1111(b)(1)(C)(x), (h)(2)(C)), and state law (A.R.S. §15-746 E) for the Annual Financial Report.
 - a. Federal law requires LEAs to submit an annual report per-pupil expenditures of Federal, state, and local funds, disaggregated by source of funds. Per-pupil expenditures must include actual personnel and non-personnel expenditures. State law requires additional school-level financial transparency. Beginning in FY 2021, LEAs must provide an annual financial report for the prior fiscal year that includes all of the following:
 1. The detailed total revenues generated by weighted student count.
 2. The total allocated federal, state, and local revenue.
 3. The allocation of classroom site fund monies.
 4. The amounts allocated for teacher pay and benefits, classroom supplies, student support, and other expenditures.
 5. A comparison of the schools' funding information to other schools in the LEA.In addition, LEAs must also provide the total allocated philanthropic revenue for each school in the LEA.
7. Grantee agrees to not replace their instructional program with a dropout recovery program.
8. Grantee agrees to implement a policy to require face coverings per Executive Order 2020-51.
9. Grantee agrees that waiver requests submitted for the E.O 2020-51 requirement of on-site in person learning requirement, must be accompanied by the documentation provided by the county health department and the Arizona Department of Health Services, advising the charter or school district to close.
10. Grantee understands the fund source for this program is outlined in section 1 and is considered Federal pass through funding. All Federal guidelines, program guidance, and frequently asked questions as it pertains to the CRF fund source apply to the ESG Program grantees.
11. Based on CRF FAQ #53, Grantee understands the Governor's Office will allow Grantees to presume that the first \$500 worth of expenses per student are associated with the safe reopening of schools.

IN WITNESS WHEREOF, the Grantee has executed the Agreement the day and year first above written.

GRANTEE:

Authorized Signatory Date

Printed Name and Title

Additional signature(s) if required by Grantee Date

Printed Name and Title Date



DOUGLAS A. DUCEY
GOVERNOR

STATE OF ARIZONA
OFFICE OF THE GOVERNOR

EXECUTIVE OFFICE

October 7, 2020

Wilson School District (CTDS: 70407000):

I am pleased to inform you that we are awarding your entity funding from the Enrollment Stabilization Grant (ESG) Program. We appreciate your leadership and partnership during this difficult time. This program was designed to support Arizona's Local Education Agencies and Charters with the safe reopening of schools.

As you know, the health and safety of our schools' students and teachers is our top priority and ensuring that each Local Education Agency is able to provide safe and accessible learning spaces, whether distanced or in-person, for the 2020-2021 academic school year, is the key focus of the Enrollment Stabilization Grant Program.

If there is anything my office can do to assist in the implementation of your efforts, please don't hesitate to reach out.

Further details are enclosed.

Sincerely,

A handwritten signature in black ink that reads "Douglas A. Ducey".

Douglas A. Ducey
Governor, State of Arizona

ACTION ITEM**DATE:** October 13, 2020**ITEM:** FY2019-2020 Annual Financial Report**SUBMITTED BY:** _____
Beth Strickler, Director of Business Services & Technology**RECOMMENDED:** _____
Mr. Antonio Sanchez, Superintendent

DISCUSSION: Arizona Revised Statutes §15-904 requires school districts to prepare and submit an Annual Financial Report (AFR) including school-level data, in electronic format, by October 15th of each year, for the prior fiscal year.

The following reports are being submitted for your review and approval:

- FY2019-2020 Annual Financial Report – Districtwide
- FY2019-2020 Annual Financial Report – Food Services
- FY2019-2020 Annual Financial Report – Desegregation
- Classroom Site Fund Narrative Results

The submission and publication timeline for the school district FY2020 School-Level Reporting (SLR) form has been extended to November 20, 2020. The report will be submitted at the November 10, 2020 board meeting for review and approval.

RECOMMENDED: It is recommended the Governing Board approve the reports presented.

INFORMATION ITEM

DATE: October 13, 2020

ITEM: Board Financial Report as of September 30, 2020

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

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

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

ACTION ITEM

DATE: October 13, 2020

ITEM: Minutes for September 15, 2020

Minutes following

ACTION ITEM

DATE: October 13, 2020

ITEM: Approval of extra duty and stipends.

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

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve of the extra duty and stipends.

DISCUSSION/ACTION ITEM

DATE: October 13, 2020

ITEM: Second Reading – Approval of the following Policies:
ACA & ACA-R – Sexual Harassment
ACAA & ACAA-R – Title IX Sexual Harassment

SUBMITTED BY: _____
Alex Dumas, Human Resource Director

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

DISCUSSION:

It is recommended that the Governing Board approve the following policies:
ACA & ACA-R – Sexual Harassment
ACAA & ACAA-R – Title IX Sexual Harassment

ACTION ITEM

DATE: October 13, 2020

ITEM: Approval of the Wilson Elementary School District #7 Technology Disaster Recovery Plan.

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

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the Wilson Elementary School District #7 Technology Disaster Recovery Plan.

ACTION ITEM

DATE: October 13, 2020

ITEM: Approval of the Enrollment Stabilization Grant.

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

RECOMMENDED BY: _____
Antonio Sanchez, Superintendent

RECOMMENDATION:

It is recommended that the Governing Board approve the Enrollment Stabilization Grant.

ACTION ITEM**DATE:** October 13, 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	Ana Arochi	.94	Preschool IA Floater (Primary)	09-21-2020	\$14.18 hr
			X	Chelsea De La Cruz	.94	Preschool IA (Primary)	09-21-2020	\$13.55 hr
			X	Neil Rosanoff	.94	Instructional Assistant (Elementary)	09-28-2020	\$14.18 hr
			X	Celeste Gabaldon	.94	Spec. Ed. Instr. Assistant (Elementary)	10-12-2020	\$13.55 hr
			X	Judy Brown	.94	Spec. Ed. Instr. Assistant (Elementary)	10-19-2020	\$12.96 hr
			X	Marina Castro	.94	Spec. Ed. Instr. Assistant (Elementary)	10-19-2020	\$13.55 hr

RECOMMENDATION:

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

ACTION ITEM

DATE: October 13, 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	Marilynda Milum	.94	Spec. Ed. IA (Elementary)	10-02-2020	X					

RECOMMENDATION:

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

ACTION ITEM

DATE: October 13, 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	Michael Dominguez	1.0	Custodian (Maintenance)	10-01-2020 - 06-30-2021 (Intermittent FMLA)						X

RECOMMENDATION:

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

WILSON ELEMENTARY SCHOOL DISTRICT NO. 7

Governing Board Meeting Minutes for Tuesday, September 15, 2020

Special Meeting -Webex – 5:00 p.m.

SPECIAL MEETING – WEBEX

1.0 GENERAL FUNCTIONS

Call to Order - Meeting began at 5:00 p.m.

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

Roll Call – Mrs. Joyce called roll.

Ms. Virginia Mendoza-Present

Mrs. Anna Martinez-Present

Mr. Mario Martinez-Present, by webex

1.01 Adoption of agenda.

ACTION

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

Vote passed, 3/0, unanimously.

2.0 PUBLIC PARTICIPATION

2.01 None

DISCUSSION

3.0 SUPERINTENDENT REPORT

3.01 Primary Report – Mrs. Wojcicki reported on:

DISCUSSION

- **Onsite support** – started with 7 students who needed Wi-Fi, three rooms, supported by IAs, each student has a designated desk and working area.
- **Distant learning Program** – K-3rd – 482 students, PK – 24 students, Average daily attendance is 89-92 %, office clerks are calling all absences and recording the reasons, completed iReady Diagnostic Tests and ATI Pre-test, receiving live lessons in ELA, Math and electives, supplies and consumerable distributions, progress reports posted.

3.02 Elementary Report – Ms. Campton reported on:

DISCUSSION

- **Onsite support** – called all families with working numbers who had students who were not logging in, 65 home visits of students who were not logging in and did not have working phone numbers, offered onsite to 16 students – 3 accepted, we had 3 but 2 of them have had internet installed, currently have 1 student.
- **Distant learning Program** – students are interacting, teachers are learning to share screen, monitor lobby, create assignments, utilize breakout rooms, and collaboration spaces, students are able to communicate with everyone, teachers helping each other, what we are working on - keeping all students engaged, students completing assignments on time, ensuring it is the students completing the assignments and quizzes, accurate data.

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

DISCUSSION

- **REIL Score updates and payouts** – Since the REIL Extend grant is a federal grant, MCESA had to go to US DOE to approve the model for the 19-20SY. USDOE approved that a stay in place model which means only educators that had a prior REIL score would be eligible for a REIL Score for the 19-20SY. This was great news because most of our educators had a REIL score to carry forward. They will receive the retention stipend, pay for performance, and non-compounding award to their base salary. However, this meant that 11 of our educators- mostly new teachers- would not be eligible for any of the REIL award because they would not have a REIL score. A group of teachers met with me and we proposed that since this group of educators would not receive any REIL award, we would pay them a onetime stipend from Prop 301 monies. In addition, we were able to pay a Reach Associate the stipend she would have earned if she had received a REIL score. This was a great show of community amongst our staff. We are in the final year of REIL Extend and are on track for all educators to earn the final year of payouts from the grant.
- **Community Center update** – Food distributions – hosted over 9 food distribution events in partnership with St. Mary’s Food Bank as well as Caring Coalition, 25,000 pounds of fresh produce, 400 food bags, served over 3,606 people, Salvation Army donated school supplies and 300 backpacks with supplies, Arizona Federal Credit Union donated whiteboards, expo markers, sanitation wipes, and 27 bags filled with food for Wilson families, Esperanca - a new partner will be doing virtual nutrition, health and physical classes to our community and donated 24 bags filled with sanitation items, have virtual classes and programs like Kith & Kin, Su Salud con Sabor Latino Class and GED classes.
- **Auditor General’s Office – Audit Report** – Mr. Sanchez met with Mrs. Strickler and went over how to fix the findings. Listed on the audit report is what steps are being taken to fix the findings.

4.0 APPROVAL OF CONSENT - ACTION

4.01 Ratification of expense vouchers:

- 1011 dated August 11, 2020 in the amount of \$103,956.10**
- 1014 dated August 13, 2020 in the amount of \$50,850.11**
- 1015 dated August 18, 2020 in the amount of \$22,870.46**
- 1016 dated August 20, 2020 in the amount of \$43,079.12**
- 1017 dated August 25, 2020 in the amount of \$54,205.99**
- 1019 dated August 27, 2020 in the amount of \$45,404.67**
- 1020 dated September 1, 2020 in the amount of \$39,945.53**
- 1107 dated August 13, 2020 in the amount of \$1,970.68**
- 1108 dated August 20, 2020 in the amount of \$54.05**
- 1109 dated August 27, 2020 in the amount of \$21,264.59**

4.02 Ratification of payroll vouchers:

- 1012 dated August 18, 2020 in the amount of \$118,008.65**
- 1013 dated August 17, 2020 in the amount of \$175,444.03**

1018 dated September 1, 2020 in the amount of \$340,906.32
 1021 dated September 8, 2020 in the amount of \$286,766.20
 1022 dated September 15, 2020 in the amount of \$342,022.98

4.03 Acceptance of gifts:

Donor	Gift	Purpose
Mr. Bryan S Kuban	\$600	Used; Yamaha 24-channel Audio Mixing Board
Valley of the Sun United Way	\$10,000	United for the Valley COVID-19 Expenses
City of Phoenix	Personal protective equipment	Students/Staff
	Sanitizers, gowns, cloth masks, clear masks	

4.04 Board Financial Report as of August 31, 2020

4.05 Minutes for August 11, 2020

4.06 New Employment:

Leydy Amador Barrios, Instructional Assistant, effective 8/10/20
 Kenneth McKenzie, Budget Accounting Specialist, effective 8/31/20
 Keybahir Tiruneh, Certified teacher (Jr. High Math), effective 8/31/20

4.07 Transfer of Employment:

Hannah Solomon, from Instructional Assistant to Reach Associate, effective 8/10/20

4.08 Discontinuance of Employment:

Marina Castro, Instructional Assistant, effective 9/1/20

4.09 Approval of extra duty and stipends as of 8/31/2020

It was moved by Mrs. Martinez and seconded by Ms. Mendoza to approve consent items 4.01-4.09.

Vote passed, 3/0, unanimously.

5.0 BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

5.01 Second Reading – Approval of following Policies:

**DISCUSSION/
ACTION**

- 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**

It was moved by Mr. Martinez and seconded by Mrs. Martinez to approve the Policies as listed on the agenda. Discussion followed with Mr. Martinez, Board Member asking a question on policy JICA-RB and Mr. Sanchez, Superintendent explaining that it was regarding wearing mask.

Vote passed, 3/0, unanimously.

5.02 First Reading – Policies:

DISCUSSION

- ACA & ACA-R – Sexual Harassment**
- ACAA & ACAA-R – Title IX Sexual Harassment**

6.0 SCHOOL BUSINESS

6.01 Approval of the utilization of the Maricopa County Health Department (MCHD) benchmarks to determine the reopening of schools. ACTION

It was moved by Mr. Martinez and seconded by Mrs. Martinez to approve the utilization of the Maricopa County Health Department (MCHD) benchmarks to determine the reopening of schools. Discussion followed with Mrs. Willey, Curriculum Director, explaining the benchmarks used to be able to reopen the schools, went over the learning options and Guiding Principles to ensure a safe, healthy school environment for students and staff.

Vote passed, 3/0, unanimously.

6.02 Approval of the change to the Mitigation Plan. ACTION

It was moved by Mr. Martinez and seconded by Mrs. Martinez to approve the change to the Mitigation Plan. Discussion followed with Mrs. Willey, Curriculum Director, explaining the changes to the Mitigation Plan.

Vote passed, 3/0, unanimously.

6.03 Approval of the Agreement between the Arizona Department of Education and Wilson Elementary School District – Positive Behavior Intervention and Support (PBIS). ACTION

It was moved by Mrs. Martinez and second by Mr. Martinez to approve the Agreement between the Arizona Department of Education and Wilson Elementary School District – Positive Behavior Intervention and Support (PBIS).

Vote passed 3/0, unanimously.

6.04 Approval of the participation in the Phoenix Union Career and Technical Education Internship Program. ACTION

It was moved by Mrs. Martinez and seconded by Mr. Martinez to approve the participation in the Phoenix Union Career and Technical Education Internship Program. Discussion followed with Mrs. Wojcicki, Principal, explaining that the Internship Program was with High School students from Betty Fairfax High School and would be done virtual.

Vote passed, 3/0, unanimously.

6.05 Approval of the Child Care COVID-19 grant in the amount of \$39,500. ACTION

It was moved by Mrs. Martinez and seconded by Mr. Martinez to approve the Child Care COVID-19 grant in the amount of \$39,500.

Vote passed, 3/0, unanimously.

7.0 ADJOURNMENT

It was moved by Mrs. Martinez and seconded by Mr. Martinez to adjourn the meeting. **ACTION**

Vote passed, 3/0, unanimously. Meeting adjourned at 6:58 p.m. Next meeting will be held on Tuesday, October 13, 2020 at 5:00 p.m.

Virginia Mendoza, Board President

Mario Martinez, Member

Anna Martinez, Member

POLICY SERVICES

ADVISORY

Volume 32, Number 3

August 2020

Policy Advisory No. 677Policy ACA — Sexual Harassment Regulation ACA-R

Policy Advisory No. 678 NEW..... Policy ACAA — Title IX Sexual Harassment Regulation ACAA-R

CLARIFICATIONS

Policy Alert – Policy BEC – Executive Sessions / Open Meetings

SB 1012, which was cited in the Policy Alert for Policy BEC in July 2020 with Policy Advisories 672-676, had an emergency clause to go into effect immediately. SB 1042 goes into effect August 25, 2020 and replaces the language added to A.R.S. 38-431.03 by SB 1012. The language in SB 1042 is as follows:

Discussions or consultations with designated representatives of the public body in order to discuss security plans, procedures, assessments, measures or systems relating to, or having an impact on, the security or safety of buildings, facilities, operations, critical infrastructure information and information technology maintained by the public body. Records, documentation, notes, or other materials made by, or provided to, the representatives pursuant to this paragraph are confidential and exempt from public disclosure under this chapter and 6 title 39, chapter 1.

There is no change to policy language. Governing Boards should be aware of the addition to A.R.S. 38-431.03, identifying the purposes for which a public body may hold an executive session.

Policy Advisory No. 672 Regulation GBGB-R — Staff Personal Security and Safety

Policy Advisory No. 674 NEW..... Regulation JICA-RB — Student Dress

Policy Advisory No. 676 NEW..... Regulation KI-RB — Visitors to Schools

There have been inquiries regarding the discrepancy between Executive Order 2020-51 and the recommended directives added in the regulations regarding face coverings. The Executive Order requires “face coverings, such as face masks or face shields, for all staff and students over the age of five.” Policy Services includes language calling for cloth face coverings to be worn by all persons age 2 and older. This language was decided upon after careful consideration of the guidelines provided by the Centers for Disease Control and Prevention and in direct consultation with the Arizona Department of Health Services.

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

Breaks from wearing cloth face coverings may be granted when physical distancing of six (6) feet or more can be maintained.

Policy Advisory No. 673 Policy IHA — Basic Instructional Program

The new legal reference under Policy IHA regarding the Sandra Day O'Connor Civics Celebration Day was erroneously listed as 1-139 rather than 1-319. This typo was corrected in the version of the document released via PolicyBridge.

POLICY MANUAL UPDATES

Add cross reference “ACAA — Title IX Sexual Harassment” to Policy AC – Nondiscrimination/Equal Opportunity and Policy JB – Equal Educational Opportunities.

POLICY ADVISORY DISCUSSION

The following policy advisories are the result of the final rule amending Title IX regulations 34 C.F.R. Part 106, released by the United States Department of Education, Office of Civil Rights, on May 6, 2020.

The effective date of the final rule is August 14, 2020. ASBA recommends that boards consider adopting the Policy Advisories at a single meeting as provided in Policy BGB and that superintendents approve the changes in regulations to accompany the policies. Additionally, it is important that districts implement the following as soon as possible:

1. Designate and train a Title IX Coordinator;
2. Train all employees as to the reporting requirement of Title IX Sexual Harassment;
3. Train all personnel involved in ordinary disciplinary processes as to the prohibition of any disciplinary sanction relative to Title IX Sexual Harassment without a “determination of responsibility” following the Title IX Grievance Process.

Policy Advisory No. 677

Policy ACA — Sexual Harassment Regulation — ACA-R

Changes are made in the existing policy and regulation on Sexual Harassment to clarify that sexual harassment in the workplace is being addressed for the purpose of an employee complaint to the Equal Employment Opportunity Commission. Districts should note that the definition and standard of sexual harassment is different under this circumstance than under Title IX.

NEW Policy Advisory No. 678

Policy ACAA — Title IX Sexual Harassment Regulation — ACAA-R

Title IX is a federal civil rights law that was passed as part of the Education Amendments of 1972. It mandates that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

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

Prior to the May 6, 2020 rule, Title IX did not refer to sexual harassment. However, the final rule regulations now define sexual harassment and establish detailed procedures for how school districts, subject to Title IX, must respond to allegations of sexual harassment. The conditions of the final rule are narrow in focus, and ASBA Policy Services recommends that member districts retain current policy documents that are related to nondiscrimination and harassment and add the new policy and regulation, ACAA and ACAA-R (Title IX Sexual Harassment), that are specific to the conditions of the final rule regulations.

The new policy documents are intended to guide districts in the appropriate actions to take per the Title IX regulations in response to any notice of sexual harassment or allegations of sexual harassment and in response to a formal complaint being filed. They also inform districts of documentation requirements included in the Title IX regulations, the need for confidentiality, and the prohibition on retaliation. Districts should review the procedures and specify “reasonably prompt timeframes” where necessary.

As directed in the final rule, each district must publish a notice of nondiscrimination on the district website and in any handbooks provided to students, parents, legal guardians, staff, classroom teacher associations, or other organizations associated with the district. Each district must prominently display the contact information for the Title IX Coordinator in a similar manner, as well as its grievance procedures, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the district will respond.

Title IX training is necessary and should be mandatory for all staff members, especially those who are involved in the response and documentation processes. Specific training components were not provided in the final rule but rather left to districts to implement training in response to the conditions prescribed therein.

Finally, the new rule amending Title IX was challenged in court almost immediately upon its release in May, and legal arguments are still taking place. The Department of Education is in receipt of requests to further clarify the rule and to delay the implementation date. Policy Services will update member districts about any clarifications.

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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 [ddecabooter@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.

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

ACA ©

SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Commission defines “sexual harassment” as ~~Sexual harassment includes~~ unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when ~~made by a member of the school staff to a student or to another staff member, or when made by a student to another student~~ where:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment ~~or education~~; or
- B. Submission to or rejection of such conduct is used as a basis for employment ~~or education~~ decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's ~~educational or~~ work performance, or creating an intimidating, hostile, or offensive work ~~employment or education~~ environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; ~~implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.~~

D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; ~~or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.~~

E. Offering or granting favors or ~~educational or~~ employment benefits, such as ~~grades or~~ promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

~~A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.~~

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

41-1461 *et seq.*

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Employment Opportunity Act of 1972

42 U.S.C. 2000, Civil Rights Act of 1964 as amended, Title VII

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity

GBA - Equal Employment Opportunity

GCQF - Discipline, Suspension, and Dismissal of Professional Staff
Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

~~IHBA - Special Instructional Programs and Accommodations for
----- Disabled Students~~

~~JB - Equal Educational Opportunities~~

~~JII - Student Concerns, Complaints and Grievances~~

~~JK - Student Discipline~~

~~JKD - Student Suspension~~

KED - Public Concerns/Complaints about Facilities or Services

KFA - Public Conduct on School Property

ACA-R ©

REGULATION

SEXUAL HARASSMENT

Compliance Officer

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate, and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.*, may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

~~If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD and JKE.~~

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

Timelines

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

ACAA ©

TITLE IX SEXUAL HARASSMENT

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The District also accepts and shall employ the definition of a complainant as an individual who is alleged to be the victim of conduct that could constitute sexual harassment, and a respondent as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The District will respond promptly when any school employee has notice of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District’s grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

The District shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Title IX sexual harassment complaints may include violations covered by Arizona’s mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as “reportable offenses” must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Adopted:

LEGAL REF.:

A.R.S.

§13-3620

20 U.S.C. 1092

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 U.S.C. 12291

CROSS REF.:

AC – Nondiscrimination / Equal Opportunity

JB – Equal Educational Opportunities

ACAA-R ©

REGULATION

TITLE IX SEXUAL HARASSMENT

Title IX Coordinator

The Superintendent shall appoint an employee as the “Title IX Coordinator.” If the Title IX Coordinator is the respondent, the complaint shall be filed with the Superintendent.

Title IX Coordinator:

<u>Name/Title:</u>
<u>Address:</u>
<u>E-mail:</u>
<u>Telephone:</u>

Response to Sexual Harassment

When the District has actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States, it shall respond promptly in a manner that is not deliberately indifferent.

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to a District’s Title IX Coordinator or to any employee.
- B. An “education program or activity” includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.
- C. A District is “deliberately indifferent” only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The District’s initial response to any report of sexual harassment must treat complainants and respondents equally by offering supportive measures to both and must follow the established grievance process before disciplining a respondent.

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

Even if no formal complaint has been filed, the Title IX Coordinator shall promptly:

- A. Contact the complainant to discuss the availability of supportive measures;
- B. Consider the complainant's wishes with respect to supportive measures;
- C. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- D. Explain to the complainant the process for filing a formal complaint.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The District may remove a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Response to a Formal Complaint

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed above, and by any additional method designated by the District that results in the Title IX Coordinator receiving the complaint.

The District may place a non-student employee respondent on administrative leave during the pendency of a grievance process in response to a formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

For the purpose of addressing formal complaints of sexual harassment, this grievance process shall comply with the following basic elements:

- A. Provide written notice to all parties upon receipt of complaint, which must include:
 1. Notice of the District’s formal grievance process, including any informal resolution process;
 2. Notice of the allegations, including sufficient details to allow respondent to prepare a response (such as the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
 3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
 5. Notice of any provision in the District's code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.
- B. Treat complainants and respondents equitably;
 - C. Require an objective evaluation of all relevant evidence;
 - D. Require that the Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, be properly trained and not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent;
 - E. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process;
 - F. Include reasonably prompt timeframes for the conclusion of the grievance process;
 - G. Describe or list the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility;
 - H. State that the District uses a preponderance of evidence standard to determine responsibility;
 - I. Include the procedures and permissible reasons for appeal by a respondent or a complainant;
 - J. Describe the range of supportive measures available to complainants and respondents; and
 - K. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

If the conduct alleged in a formal complaint does not meet the Title IX definition of sexual harassment as established in Governing Board policy, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District shall dismiss the allegations for purposes of Title IX but may still address the allegations in any manner the District deems appropriate under other District policies.

The District may dismiss a formal complaint or any allegations therein, if at any time:

- A. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- B. The respondent is no longer enrolled or employed by the District; or
- C. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint or any allegations therein, the District shall promptly send written notice of the dismissal, including the reasons for the dismissal, simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the District shall:

- A. Ensure that the burden of proof and the burden of gathering evidence rests on the District and not on the parties, except that certain treatment records cannot be obtained without voluntary, written consent of a party;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict the ability of either party to discuss the allegations or to gather and present evidence;
- D. Provide the parties with the same opportunities to have others present during any meeting or grievance proceeding;

- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of any meeting or grievance proceeding, with sufficient time for the party to prepare to participate;
- F. Provide both parties an equal opportunity to inspect and review any evidence so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation (prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, a copy of all evidence gathered during the investigation and will allow the parties at least ten (10) days to submit a written response to any of the evidence); and
- G. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a determination of responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-makers(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence are offered to prove consent.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall apply the District's established standard of evidence and shall issue a written determination regarding responsibility that includes:

- A. Identification of the allegations potentially constituting sexual harassment;

- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity shall be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.

The District shall provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

The District shall offer both parties the right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-makers(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

As to all appeals, the District shall:

- A. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- B. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- C. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- D. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- E. Issue a written decision describing the result of the appeal and the rational for the result; and
- F. Provide the written decision simultaneously to both parties.

The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the District may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility during a formal complaint process, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:

- A. Provides to the parties a written notice disclosing:
 - 1. The allegations;
 - 2. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

3. Any consequences resulting from participating in the informal resolution process, including the records that shall be maintained or could be shared;
- B. Obtains the parties' voluntary, written consent to the informal resolution process; and
- C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

The District shall maintain for a period of seven (7) years records of:

- A. Each sexual harassment investigation including:
 1. Any determination regarding responsibility;
 2. Any disciplinary sanctions imposed on the respondent; and
 3. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website the District shall make these materials available upon request for inspection by members of the public.

The District shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.



Wilson School District #7
Information Technology Department

Security | Backup | Disaster Recovery Plan
Version: 01.2020

Antonio Sanchez
Superintendent

Beth Strickler
Director of Business Services and Technology

Matthew Felix
Technology Supervisor

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Plan Version History

Version	Approved by	Revision Date	Description of Change	Author
01.2020	Governing Board		Created Plan	Matthew Felix

Prepared By:

Name	Title	Date
Beth Strickler	Director of Business Services and Technology	July 18, 2020
Matthew Felix	Technology Supervisor	July 18, 2020

Approved On:

Wilson School District #7 Governing Board approved this plan in its entirety on **("Date Approve")**

Table of Contents

PLAN VERSION HISTORY	2
PLAN INTENT	5
POLICY STATEMENT	5
OVERVIEW	6
OBJECTIVE	6
DISTRICT STAKE HOLDERS	7
SECURITY AND BACKUP TEAM	7
EMERGENCY RESPONSE	8
EMERGENCY RESPONSE TEAM	8
MEDIA RESPONSE TEAM	8
MEDIA RESPONSE TEAM	8
RECOVERY	9
DISASTER RECOVERY TEAM	9
FINANCIAL INFORMATION	10
BUSINESS SERVICES INFORMATION	10
SECURITY POLICIES AND PROCEDURES (SECTION 1)	11
SECURITY POLICIES:	11
SECURITY PROCEDURES:	11
TECHNOLOGY BACKUP POLICY AND PROCEDURES (SECTION 2)	12
BACKUP POLICY	12
<i>Overview</i>	12
<i>Scope</i>	12
<i>Objective</i>	12
<i>Administration of Policy</i>	12
<i>Backup Policy</i>	12
BACKUP PROCEDURES	13
<i>Servers Backup Procedures</i>	13
<i>Infrastructure Backup Procedures</i>	13
DISASTER RECOVERY PLAN (DRP) (SECTION 3)	14
OVERVIEW	14
<i>Plan Updating</i>	14
<i>Plan Document Storage</i>	14
OBJECTIVE	14
DISASTER RISK ASSESSMENT	15
PLAN TRIGGERING EVENTS	16
ACTIVATION OF EMERGENCY RESPONSE TEAM (ERT)	16
DISASTER RECOVERY TEAM (DRT)	16
MEDIA RESPONSE	16
FINANCIAL AND LEGAL ISSUES	17

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

<i>Financial Assessment</i>	17
<i>Financial Requirements</i>	17
<i>Legal Actions</i>	17
DRP EXERCISES	18
PREVIOUS DISASTER RECOVERY EXERCISES	18
RECOVERY	19
<i>Vendor Contact List</i>	19
<i>Disaster Recovery Plan for Local Area Network (LAN)</i>	20
<i>Disaster Recovery Plan for Wide Area Network (WAN)</i>	20
<i>Disaster Recovery Plan for Domain Controllers</i>	21
<i>Disaster Recovery Plan for DHCP Servers</i>	22
<i>Disaster Recovery Plan for File Servers</i>	22
<i>Disaster Recovery Plan for Voice Communications Servers</i>	23
DAMAGE ASSESSMENT FORM	24
MANAGEMENT OF DR ACTIVATES FORM	25
DISASTER RECOVERY EVENT RECORDING FORM	26
DISASTER RECOVERY ACTIVITY REPORT FORM	27
MOBILIZING THE DISASTER RECOVERY TEAM FORM	27
BUSINESS PROCESS/FUNCTION RECOVERY COMPLETION FORM	28
SUPPORTING DOCUMENTS	29
SECURITY POLICIES AND PROCEDURE	29
DISASTER RECOVERY PLAN (DRP)	29

Plan Intent

The Wilson School District #7 Technology Security, Backup, and Disaster Recovery is intended to provide the Wilson School District #7 and its community with clear policies and procedures to protect, mitigate, and recover from physical and virtual threats to its institution.

Policy Statement

The Wilson Governing Board has approved the following policy statement:

- The district shall develop a comprehensive IT Disaster Recovery Plan.
- The Disaster Recovery Plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities.
- The Disaster Recovery Plan should be periodically tested in a simulated environment to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.
- All staff must be made aware of the Disaster Recovery Plan and their own respective roles.
- The Disaster Recovery Plan is to be kept up-to-date to consider changing circumstances.

Overview

(Prevention, Protection, Mitigation, Response, Recovery)



The Wilson School District #7 Technology Security, Backup, and Disaster Recovery Plan is split into three Core Plans

- Security (Prevention and Protection)
- Data Backup (Mitigation)
- Disaster Recovery (Response and Recovery)

Security Overview:

Wilson School District #7 Security Plan is comprised of policies and procedures set to protect Wilson School Districts #7's staff, students, and property (Intellectual or otherwise)

Data Backup Overview:

Wilson School District #7 Backup Plan is comprised of policies and procedures set to backup Wilson School Districts #7's digital resources and properties

Disaster Recovery Plan Overview:

Wilson School District #7 Disaster Recovery plan is comprised of policies and procedures set to outline Wilson School Districts #7's plan to restore academic, physical, structural, business and social emotional services.

Objective

The objective of the Wilson School District #7 Technology Security, Backup, and Disaster Recovery Plan is to provide guidance for District Administrators and to express confidence in the Districts ability to prepare and recover from a disaster.

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

District Stake Holders

Name	Title	Office	Cell Phone	Email
Antonio Sanchez	Superintendent	Wilson District Office		Antonio.sanchez@wsd.k12.az.us
Rebecca Willey	Director of Curriculum and Instruction	Wilson District Office		Rebecca.willey@wsd.k12.az.us
Beth Strickler	Director of Business Services and Technology	Wilson District Office		Beth.strickler@wsd.k12.az.us
Alex Dumas	Director of Human Resources	Wilson District Office		Alex.dumas@wsd.k12.az.us
Matthew Felix	Technology Supervisor	Wilson District Office		Matt.felix@wsd.k12.az.us
Robert Church	Facilities Manager	Wilson District Office		Robert.church@wsd.k12.az.us
Chris Castro	Food Services Manager	Wilson Primary School		Christobal.castro@wsd.k12.az.us
Cindy Campton	Principal	Wilson Elementary School		Cindy.campton@wsd.k12.az.us
Maki Wojcicki	Principal	Wilson Primary School		Maki.wojcicki@wsd.k12.az.us
Donn Cederdahl	School Resource Officer	Wilson Elementary School		Donn.cederdahl @wsd.k12.z.us

Security and Backup Team

Name	Title	Role	Email
Beth Stricker	Director of Business Services and Technology	Overseer	Beth.strickler@wsd.k12.az.us
Matthew Felix	Technology Supervisor	Development Engineer	Matt.felix@wsd.k12.az.us
Chris Muench	Hye Tech Consultant	Support Engineer	Chris.muench@wsd.k12.az.us
Donn Cederdahl	School Resource Officer	Physical Security Consultant	Donn.cederdahl @wsd.k12.z.us

Emergency Response

Should an emergency arise that activates the Backup and Disaster Recovery Plan, the Emergency Response Team will be placed in charge of the emergency with all media correspondents being tasked to the Media Response Team and all recovery objectives will be tasked to the Disaster Recovery Team.

Emergency Response Team

Name	Title	Office	Cell Phone	Email
Antonio Sanchez	Superintendent	Wilson District Office		Antonio.sanchez@wsd.k12.az.us
Rebecca Willey	Director of Curriculum and Instruction	Wilson District Office		Rebecca.willey@wsd.k12.az.us
Beth Strickler	Director of Business Services and Technology	Wilson District Office		Beth.strickler@wsd.k12.az.us
Alex Dumas	Director of Human Resources	Wilson District Office		Alex.dumas@wsd.k12.az.us
Matthew Felix	Technology Supervisor	Wilson District Office		Matt.felix@wsd.k12.az.us
Robert Church	Facilities Manager	Wilson District Office		Robert.church@wsd.k12.az.us
Cindy Campton	Principal	Wilson Elementary School		Cindy.campton@wsd.k12.az.us
Maki Wojcicki	Principal	Wilson Primary School		Maki.wojcicki@wsd.k12.az.us
Donn Cederdahl	School Resource Officer	Wilson Elementary School		Donn.cederdahl @wsd.k12.z.us
Darrin Johnson	Assistant Principal	Wilson Elementary School		Darrin.johnson@wsd.k12.az.us

Media Response Team

Response to media correspondents caused from an emergency that activates the Backup and Disaster Recovery Plan will be handled by the Media Response Team, led by the District Superintendent. No other District representatives shall make comment. A firm may be hired to handle the response.

Media Response Team

Name	Title	Office	Cell Phone	Email
Antonio Sanchez	Superintendent	Wilson District Office		Antonio.sanchez@wsd.k12.az.us
Usebia Joyce	District Admin Assistant	Wilson District Office		Usebia.joyce@wsd.k12.az.us

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Recovery

Recovery from a disaster that activates the Backup and Disaster Recovery Plan shall be led by the Disaster Recovery Team and shall work diligently until the District has recovered with all public engagement tasked to the Media Response Team.

Disaster Recovery Team

Name	Title	Office	Cell Phone	Email
Antonio Sanchez	Superintendent	Wilson District Office		Antonio.sanchez@wsd.k12.az.us
Rebecca Willey	Director of Curriculum and Instruction	Wilson District Office		Rebecca.willey@wsd.k12.az.us
Beth Strickler	Director of Business Services and Technology	Wilson District Office		Beth.strickler@wsd.k12.az.us
Alex Dumas	Director of Human Resources	Wilson District Office		Alex.dumas@wsd.k12.az.us
Matthew Felix	Technology Supervisor	Wilson District Office		Matt.felix@wsd.k12.az.us
Robert Church	Facilities Manager	Wilson District Office		Robert.church@wsd.k12.az.us
Cindy Campton	Principal	Wilson Elementary School		Cindy.campton@wsd.k12.az.us
Maki Wojcicki	Principal	Wilson Primary School		Maki.wojcicki@wsd.k12.az.us

Financial Information

Business Services Information

Emergency funds will be available immediately after the Emergency Response Team is activated under a blanket purchase order number 210384 issued to American Express in the amount of \$5,000.00.

Security Policies and Procedures (Section 1)

The combination of all technology security policies, procedures and physical security safeguards represent the security posture of Wilson School District #7

The following policies and procedures represent the District's security posture

Security Policies:

- Digital Account Protection Policy 1.1
- Technology Acceptable Use Policy 1.2
- Physical Technology Access Policy 1.3

Security Procedures:

- Authorization to Access User data Procedure 1.4
- Account Creation Procedure 1.5
- Account Removal Procedure 1.6

All technology policies and procedures referenced above can be found in the "Supporting Documents" section.

Technology Backup Policy and Procedures (Section 2)

Backup Policy

Overview

In accordance with mandated organizational security requirements set forth by the State of Arizona and approved by the Wilson School District #7 Governing Board, Wilson School District #7 has established a formal data backup policy and support procedures.

Scope

This policy applies to the following:

- All servers in the Wilson School District #7 Information Technology (IT) Data Centers, including the Network Attached Storage (NAS)
- Student Information System (Infinite Campus)
- Infrastructure configuration files

Objective

The objective of this policy is to ensure that Wilson School District #7 conforms to a standard backup and recovery control process in such a way that it achieves a balance between ensuring legislative compliance, best practice controls and service efficiency. In addition, it seeks to define controls to enforce regular backups and support activities, so that any risks associated to the management of data backups and recovery are mitigated.

Administration of Policy

The Technology Supervisor is responsible for maintaining this policy and the policy shall be reviewed by the Director of Business Services and Technology on an annual basis and changes approved by the Wilson School District #7 Governing Board.

Backup Policy

Storage

Wilson School District #7 will backup all data to an onsite storage appliance and a second offsite backup on Microsoft Azure Cloud.

Retention

Wilson School District #7 will retain all data backups for one year consisting of twelve (12) monthly backups eight (8) most recent weekly backups and sixty (60) most recent daily backups.

Backup Schedule

Wilson School District #7 will perform an automated full backup of all data nightly, weekly or monthly.

Backup Reporting

A daily email to the Technology Supervisor will contain a report for the previous night's data backup.

Backup Procedures

The Technology Supervisor will apply the following Server Backup Procedure and Infrastructure Backup Procedure to all applicable equipment and maintain a backup log.

Servers Backup Procedures

All servers managed by Wilson School District #7 will be assigned a backup policy tag from the below Backup and Retention Chart.

Backup and Retention Chart

Tag	Description	Retention
Daily	A full backup will be performed daily, stored onsite and in the cloud	Twelve (12) monthly backups and sixty (60) most recent daily backups will be available for restoration
Weekly	A full backup will be performed weekly, stored onsite and in the cloud	Twelve (12) monthly backups and eight (8) most recent weekly backups will be available for restoration
Monthly	A full backup will be performed monthly, stored onsite and in the cloud	Twelve (12) monthly backups will be available for restoration
No – Backup	No backup will be performed	N/A

All backup policy tags will be assigned in VMware vCenter to each individual server manually upon creation or modification.

All servers assigned to a backup policy tag will follow the above backup and retention chart.

Infrastructure Backup Procedures

All network switches and firewalls managed by Wilson School District #7 will be backed up to a text file stored on the server: [\\dctr-file-01\IT-Archive\](#)

Each backup will include the running configuration of the device. Sixty (60) daily backups will be available for restoration.

Disaster Recovery Plan (DRP) (Section 3) (Academic, Physical and Structural, Business Services, Social Emotional)

Overview

This document delineates our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency, modifications to this document may be made to ensure physical safety of our people, our systems, and our data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Plan Updating

It is necessary for the DRP updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to the training materials.

Plan Document Storage

Copies of this plan and accompanying policies and procedures will be stored in secure locations to be defined by Wilson School District #7. Each member of the Superintendent Cabinet and the Technology Supervisor will be issued a flash drive and hard copy of this plan to be filed at home. Each member of the Emergency Response Team and Disaster Recovery Team will be issued a flash drive and hard copy of this plan. A master protected copy will be stored on specific resources established for this purpose.

Objective

The principal objective of the Disaster Recovery Plan is to develop, test and document a well-structured and easily understood plan which will help the Wilson School District #7 recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan;
- The need to ensure that operational policies are adhered to within all planned activities;
- The need to ensure that proposed contingency arrangements are cost-effective; and,
- The need to consider implications on other district sites.

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Disaster Risk Assessment

Wilson School District #7 Stakeholders met on June 17, 2020 and determined the following Disaster Risk Assessment:

Potential Disaster	Probability Rating	Impact Rating	Brief Description of Potential Consequences & Remedial Actions
Fire	3	3	Fire and smoke detectors on all floors.
Flood	3	3	All critical equipment is located on 1st Floor. Power and cabling located in network racks one (1) foot or more above ground mitigate the risk.
Tornado	5	2	Possible loss of power, network and communication infrastructure, and building
Electrical Storm	5	2	Possible loss of power and damage to network and communication infrastructure. Battery backup and surge protectors mitigate the risk.
Act of Terrorism	5		Strong security policies and procedures mitigate the risk.
Act of Sabotage	5		Strong security policies and procedures mitigate the risk.
Pandemic	3	3	Enactment of social distancing and school closure
Electrical Power Failure	3	4	UPS Backup on all network and server infrastructure, monitored via email updates.
Loss of Network Communication	4	2	Loss of communications between employees and disruption of classes. Core Switch infrastructure mitigate the risk.
Cyber Attack	4	2	Servers/Computers held ransom and sensitive data leaked. Strong security policies and procedures mitigate the risk.

Probability: 1=Very High, 5=Very Low

Impact: 1=Total destruction, 5=Minor annoyance

Plan Triggering events

Key trigger issues at Wilson School District #7 office or its campuses that would lead to activation of the DRP are:

- Total loss of all communications
- Total loss of power
- Flooding of the premises
- Loss of the building

Activation of Emergency Response Team (ERT)

When an incident occurs the Emergency Response Team (ERT) must be activated by the District Superintendent or Director of Business Services and Technology. The ERT will then decide the extent to which the DRP must be invoked. All employees must be issued a Quick Reference card containing ERT contact details to be used in the event of a disaster. Responsibilities of the ERT are to:

- Respond immediately to a potential disaster and call emergency services;
- Assess the extent of the disaster and its impact on the business, data center, etc.;
- Decide which elements of the DRP should be activated;
- Establish and manage the Disaster Recovery Team to maintain vital services and return to normal operation;
- Ensure employees are notified and allocate responsibilities and activities as required.

Disaster Recovery Team (DRT)

The Disaster Recovery Team will be activated by the ERT. The team's responsibilities include:

- Establish facilities for an emergency level of service within two (2) business hours;
- Restore key services within four (4) business hours of the incident;
- Recover to business as usual within eight (8) to twenty-four (24) hours after the incident;
- Coordinate activities with Emergency Response Team, first responders, etc;
- Report to the Emergency Response Team.

Media Response

The Media Response Team will coordinate with the media, working according to guidelines that have been previously approved and issued, for dealing with post-disaster communications.

Only the Media Response Team is permitted direct contact with the media; anyone else contacted should refer callers or in-person media representatives to the Media Response Team.

Financial and Legal Issues

Financial Assessment

The Emergency Response Team shall prepare an initial assessment of the impact of the incident on the financial affairs of the company. The assessment should include:

- Loss of financial documents
- Theft of check books, credit cards, etc.
- Loss of cash

Financial Requirements

The immediate financial needs of the company must be addressed. These may include:

- Cash flow position
- Temporary borrowing capability
- Availability of Wilson School District #7 credit cards to pay for supplies and services required post-disaster

Legal Actions

The Wilson School District #7 legal counsel and ERT will jointly review the aftermath of the incident and decide whether there may be legal actions resulting from the event; in particular, the possibility of claims by or against Wilson School District #7 for regulatory violations, etc.

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Recovery

Vendor Contact List

Name	Company	Phone Number	Email	Specialty
Chris Carpen	CDW – G		chrcarp@cdwg.com	Network and Server sales and support
Brett Pierce	Hye Tech		bpierce@hyetechnetworks.com	Network, Server, and Enterprise Software sales
Lynn Farmer	SHI		lynn_farmer@SHI.com	Microsoft Licensing sales
Lia Paredes	Insight		lia.paredes@insight.com	Technology Hardware sales
Jennifer Arce	Verizon		jennifer.arce@verizonwireless.com	Mobile Communications sales and support
Mark Coltvvet	Cox Communications		mark.coltvvet@cox.com	ISP sales and support
Adam Stoddard	Hye Tech		astoddard@hyetechnetworks.com	IP Phone and Gateway sales and support
Joe Taube	IES Comms		Joe.Taube@iescomm.com	Copper and Fiber Cabling sales and repair
Chris Damron	Dell		chris.damron@dell.com	Technology Hardware sales and support
Mike Rubio	Titan Power		mrubio@titanpower.com	UPS Sales and Support / Under Maintenance Contract

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Disaster Recovery Plan for Local Area Network (LAN)

System	LAN Infrastructure
Firewall X2	Model: Cisco ASA5545 V05 Location: Wilson DC IP:
Core Switches X2	Model: Cisco WS-C2960X-24PD-L Location: Wilson DC IP:
WDO Distribution Switch X2	Model: Cisco WS-C2960X-12PD-L Location: Wilson DC IP:
WPS Distribution Switch X2	Model: Cisco WS-C2960X-12PD-L Location: WPS IDF 7 IP:
WES Distribution Switch X2	Model: Cisco WS-C2960X-12PD-L Location: WPS IDF 4 IP:
Access Switches	Models: Cisco WS-C2960X-48FPD-L and Brocade ICX 7250 Locations: See Switch List (Supporting Document 3.1) IPs: See Switch List (Supporting Document 3.1)

Key Vendor Contacts	Company, Name, Phone Number
Hardware Vendor	CDW - G, Chris Carpen
Support Engineer	Hye Tech, Chris Muench
Support Engineer	Hye Tech, Adam Budwill

Backup Strategy	
Daily	Sixty (60) full daily backups stored onsite and remote
Monthly	Twelve (12) monthly backups stored onsite and remote
Disaster Incident	Procedure
Total Loss of Data	Restore from last full backup
Total Loss of Hardware	Replace hardware and restore from last full backup
Production Equipment Encrypted	Factory reset and restore from last full backup
Total Loss of Copper or Fiber Network	Contact vendors for replacement or repair

Disaster Recovery Plan for Wide Area Network (WAN)

Contact Cox Communications for repair or replacement of equipment. See Vendor Contact list.

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Disaster Recovery Plan for Domain Controllers

System	Domain Controllers
Production Server X2	Location: Wilson DC Operating System: Windows Server 2019 CPUs: 4 @ 2.7GHz Memory: 8Gb Total Disk: 60Gb IP Address: Other: VM
Production Cloud Server	Location: Azure West Cost DC Operating System: Windows Server 2019 CPUs: 2 @ 2.7GHz Memory: 6Gb Total Disk: 60Gb IP Address: Other: VM

Key Vendor Contacts	Company, Name, Phone Number
Hardware Vendor	CDW - G, Chris Carpen
Support Engineer	Hye Tech, Chris Muench

Backup Strategy	
Daily	Sixty (60) full daily backups stored onsite and remote
Monthly	Twelve (12) monthly backups stored onsite and remote
Disaster Incident	Procedure
Total Loss of Data	Restore from last full backup
Total Loss of Hardware	Failover to Cloud Server and
Production server Encrypted	Replicate last full back up to a new Cloud Hosted VM

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Disaster Recovery Plan for DHCP Servers

System	DHCP Servers
Production Server X2	Location: Wilson DC Operating System: Windows Server 2016 CPUs: 4 @ 2.7GHz Memory: 8Gb Total Disk: 60Gb IP Address: 10.10.10.110/120 Other: VM

Key Vendor Contacts	Company, Name, Phone Number
Hardware Vendor	CDW - G, Chris Carpen
Support Engineer	Hye Tech, Chris Muench

Backup Strategy	
Daily	Sixty (60) full daily backups stored onsite and remote
Monthly	Twelve (12) monthly backups stored onsite and remote
Disaster Incident	Procedure
Total Loss of Data	Restore from last full backup
Total Loss of Hardware	Replicate last full back up to a new Cloud Hosted VM
Production Server Encrypted	Replicate last full back up to a new Cloud Hosted VM

Disaster Recovery Plan for File Servers

System	File Servers
Production Server	Location: Wilson DC Operating System: Windows Server 2012 CPUs: 4 @ 2.7GHz Memory: 8Gb Total Disk: 2TB IP Address: Other: VM

Key Vendor Contacts	Company, Name, Phone Number
Hardware Vendor	CDW - G, Chris Carpen
Support Engineer	Hye Tech, Chris Muench

Backup Strategy	
Daily	Sixty (60) full daily backups stored onsite and remote
Monthly	Twelve (12) monthly backups stored onsite and remote
Disaster Incident	Procedure
Total Loss of Data	Restore from last full backup
Total Loss of Hardware	Replicate last full back up to a new Cloud Hosted VM
Production Server Encrypted	Replicate last full back up to a new Cloud Hosted VM

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Disaster Recovery Plan for Voice Communications Servers

System	Cisco CUCM Servers
Production Server X2	Location: Wilson DC Operating System: Cisco CUCM Server CPUs: 4 @ 2.7GHz Memory: 8Gb Total Disk: 2TB IP Address: Other: VM
Production Voice Firewall X2	Model: Cisco Location: Wilson DC IP:

Key Vendor Contacts	Company, Name, Phone Number
Hardware Vendor	CDW- G, Chris Carpen
Support Engineer	Hye Tech, Chris Muench
Cisco Unified Communications Manager Engineer	Hye Tech, Adam Stoddard
Cisco Support Engineer	Cisco, Patrick Taylor

Backup Strategy	
Daily	Sixty (60) full daily backups stored onsite and remote
Monthly	Twelve (12) monthly backups stored onsite and remote
Disaster Incident	Procedure
Total Loss of Data	Restore from last full backup
Total Loss of Hardware	Replicate last full back up to a new Cloud Hosted VM and or replace hardware and recover from backup
Production Systems Encrypted	Replicate last full back up to a new Cloud Hosted VM and or factory reset and restore from last full backup

Disaster Recovery Activity Report Form

On completion of the initial disaster recovery response, the DRT leader should prepare a report on the activities undertaken. The report should contain information on the emergency, who was notified and when, action taken by members of the DRT together with outcomes arising from those actions. The report will also contain an assessment of the impact to normal business operations. The report should be given to the Superintendent. A disaster recovery report will be prepared by the DRT leader on completion of the initial disaster recovery response. The report will be distributed to the Superintendent.

The report will include:

- A description of the emergency or incident
- Those people notified of the emergency (including dates)
- Action taken by members of the DRT
- Outcomes arising from actions taken
- An assessment of the impact to normal business operations
- Assessment of the effectiveness of the BCP
- Lessons learned

Mobilizing the Disaster Recovery Team Form

Following an emergency requiring recovery of technology infrastructure assets, the Disaster Recovery Team should be assembled and notified of the situation and placed on standby.

The format shown below can be used for recording the activation of the DR team once the work of the damage assessment and Emergency Response Team has been completed.

Description of Emergency:					
Date Occurred:					
Date Work of Disaster Recovery Team Completed:					
Name of Team Member	Contact Details	Contacted on (Time and Date)	By whom	Response	Start Date Required
Relevant Comments:					

Wilson School District #7
Technology Security | Backup | Disaster Recovery Plan

Business Process/Function Recovery Completion Form

The following transition form should be completed and signed by the Disaster Recovery Team for each process recovered.

A separate form should be used for each recovered business process.

Name of Business Process:

Recovery Date:

**Date Transition Back to Normalcy
(If Different then completion date)**

I confirm that the work of the Disaster Recovery Team has been completed in accordance with the Disaster Recovery Plan for the above process, and that normal business operations have been effectively restored.

Disaster Recovery Team Leader Name:

Signature:

Date:

(Any relevant comments by the DRT leader in connection with the return of this business process should be made here.)

I confirm the above business process is now acceptable for normal working conditions.

Name:

Title:

Signature:

Date:

Supporting Documents

Security Policies and Procedure

- Account Protection Policy 1.1
- Technology Acceptable Use Policy 1.2
- Physical Access Policy 1.3
- Authorization to Access User Data 1.4
- Account Creation Procedure 1.5
- Account Removal Procedure 1.6

Disaster Recovery Plan (DRP)

- Switch IP Address List 3.1

The following pages are reserved for the above-referenced supporting documents

Wilson School District #7

Account Creation Procedure

Date: June 15, 2020
Version: 01.2020

Summary

The Wilson School District #7 Technology department will create all new employee digital resource accounts at the discretion of the Director of Human Resources

Creation Approval

The Director of Human Resources will approve all new account creation requests via the IT helpdesk ticket with the following information:

- New employee Account Name (First and Last Name)
- Hiring Campus (See campus list)
- Hiring Department (See departments list)
- Approval Date
- Job title
- Direct Report (Manager)

Account Creation

The Technology Technician assigned to the campus of the newly hired employee will create the new account based on the following template:

Active Directory Account Creation

1. First Name
2. Last Name
3. User Logon Name (First Initial + Last Name, Ex: Name- Matthew Felix – User Logon Name = mfelix)@wsd.k12.az.us
4. Password: 'Wilson' (Lowercase) (Check User must change password at next logon)
5. Add office phone # to 'Telephone number'
6. Add E-mail to 'E-mail' (First name + '.' + Last name @wsd.k12.az.us)
7. Add office extension to 'IP Phone'
8. Add Job Title to 'Job Title'
9. Add department to 'Department'
10. Add Campus to 'Company'
11. Add Direct Report to 'Manager'

Active Directory Group Access

Access to active directory (AD) groups is dependent upon Job title and Department. Group membership assignments are as follows

All Employees will be assigned to:

- Domain Users
- Office 365 A1 – Staff
- Proxy_Staff

Sped Employees:

- SPED Staff

Principal:

- Enhanced Security
- "Campus" Administrators
- Office 365 A5 – Staff
- Meraki Access

District Staff:

- Enhanced Security
- All District Staff
- Office 365 A5 – Staff
- Meraki Access

Teachers:

- 'Campus' Teachers
- Office 365 A5 – Staff

Maintenance:

- Maintenance Staff

Food Service:

- Food Service Staff

IA:

- 'Campus' IA

Community Center:

- Community Center Staff
- Office 365 A5 – Staff

Support Staff:

- 'Campus' Support Staff
- Office 365 A5 – Staff

Notification

The Technology Technician assigned to the campus of the newly hired employee will e-mail the Director of Human Resources and the new employees manager with the first time login credentials and schedule a 15 minute meeting with the employee to setup and train the new employee on the computer and E-mail system.

Campus List

CAMPUS	DESCRIPTION
WILSON DISTRICT OFFICE	All Employees of the District Office, IT, Maintenance, Food Service
WILSON ELEMENTARY SCHOOL	All Employees of Wilson Elementary School
WILSON PRIMARY SCHOOL	All Employees of Wilson Primary School
WILSON COMMUNITY CENTER	All Employees of Wilson Community Center

Department List

DEPARTMENT	DESCRIPTION
MAINTENANCE	All Employees in the Maintenance Department
INFORMATION TECHNOLOGY	All Employees in the IT Department
FOOD SERVICE	All Employees in the Food Service Department
SPECIAL EDUCATION	All Employees in the Special Education Department
BUSINESS SERVICES	All Employees in the Business Services Department
DISTRICT ADMINISTRATION	All Employees at the Wilson District Office not in Business Services
STUDENT SUPPORT SERVICES	All IA's and School Support Staff
'CAMPUS' ADMINISTRATION	All Administrators at a school campus
'CAMPUS' TEACHER	All Teachers at a school campus

Review

This Procedure shall be reviewed every three (3) years by the Technology Coordinator and approved by the Superintendent of Wilson School District #7

Approvals

Superintendent Approved: October 13, 2020

Effective Date: October 13, 2020

Superintendent

Director of Business Services and Technology

Technology Supervisor

Wilson School District #7

Account Access Removal Procedure

Date: June 15, 2020
Version: 01.2020

Summary

The Wilson School District #7 Technology department will disable all employee digital resource accounts at the discretion of the Director of Human Resources.

Access Removal Request

The Director of Human Resources will submit a "Disable Account" Technology Helpdesk ticket 24 hours prior to the employees last day (when possible) with the following information:

- Employee Name
- Date to disable access
- Termination date (If applicable)

Account Access Removal

The Wilson School District #7 Technology Supervisor will disable all employee accounts referenced in any Disable Account request sent via a Technology Helpdesk ticket within 4 hours of receipt.

Notification

The Technology Supervisor will notify the Director of Human Resources via the Technology Helpdesk upon fulfillment of the request.

Review

This Procedure shall be reviewed every three (3) years by the Technology Supervisor and approved by the Superintendent of Wilson School District #7

Approvals

Superintendent Approved: October 13, 2020

Effective Date: October 13, 2020

Superintendent

Director of Business Services and Technology

Technology Supervisor

Wilson School District #7

Authorization to access user data procedure

Date: October 13, 2020

Version: 01.2020

Summary

Should communications or files from a Wilson School District #7 managed account be required, Wilson School District #7 will use the following procedure

Request

Any manager of employee(s) at Wilson School District #7 can request communication files and data files from the Wilson School District #7 technology Department by filling out the form below and sending to the Director of Human Resources.

Approval

Upon approval, the Director of Human Resources will send the signed form to the Technology Supervisor for fulfillment of the request.

Fulfillment:

The Technology Supervisor will fulfill all Director of Human Resources approved requests within 72 hours of receipt.

Technology Data Request Form

Please fill the following

Manager Name:

Employee Name

Data Requested:	Communications	Web Traffic	Files
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Data Range:

Description:

Reason:

Manager Signature: _____ **Date:** _____

HR Approval

Director of Human Resources Name:

Decision:	Approve	Decline
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Director of Human Resources Signature: _____ **Date:** _____

Review

This Procedure shall be reviewed every three (3) years by the Technology Supervisor and approved by the Superintendent of Wilson School District #7

Approvals

Superintendent Approved: October 13, 2020

Effective Date: October 13, 2020

Superintendent

Director of Business Services and Technology

Technology Supervisor

Wilson School District #7

Technology Physical Access Policy

Date: May 12, 2020

Version: 01.2020

Policy Statement

Wilson School District #7 Technology support staff, security administrators, system administrators, and others may have information resource physical facility access requirements as part of their job function. The granting, controlling, and monitoring of the physical access to information resources and technology facilities is extremely important to the overall security posture.

Purpose and Scope

The purpose of the Wilson School District #7 Technology Physical Access Policy is to establish the rules for the granting, control, monitoring, and removal of physical access to information resource and technology facilities. To the extent this policy conflicts with existing District policy, the existing policy is superseded by this policy.

The Wilson School District #7 Technology Physical Access Policy applies to all individuals within Wilson School District #7 who are responsible for the installation and support of information resources and technology, individuals charged with information resources and technology security, and data owners.

Policy Provisions

1. All physical security systems must comply with applicable regulations including, but not limited to, building and fire prevention codes.
2. Physical access to information resources and technology restricted facilities must be documented and managed.
3. All information resource and technology facilities must be physically protected in proportion to the criticality or importance of their function at the District.
4. Access to information resources facilities must be granted only to District support personnel and contractors whose job responsibilities require access to that facility.
5. The process for granting card and/or key access to information resources and technology facilities must include the approval of the Director of Business Services and Technology or Technology Coordinator.
6. Each individual who is granted access rights to an information resources and technology facility must sign the secure access agreement.
7. Requests for access must come from the applicable District data/system owner.
8. Access cards and/or keys must not be shared or loaned to others.
9. Access cards and/or keys that are no longer required must be returned to the person responsible for the information resources and technology facility. Cards shall not be reallocated to another individual bypassing the return process.
10. Lost or stolen access cards and/or keys must be reported to the person responsible for the information resources and technology facility.
11. Cards and/or keys must not have identifying information other than a return mail address.
12. All information resources and technology facilities that allow access to visitors will track visitor access with a sign in/out log.

13. A service charge may be assessed for access cards and/or keys that are lost, stolen or are not returned.
14. Card access records and visitor logs for information resources and technology facilities must be kept for routine review based upon the criticality of the information resources and technology being protected.
15. The person responsible for the information resources and technology facility must remove the card and/or key access rights of individuals who change roles within the District or are separated from their relationship with the District.
16. Visitors must be escorted into secure or card access-controlled areas of information resources and technology facilities.
17. The person responsible for the information resources and technology facility must review access records and visitor logs for the facility on a periodic basis and investigate any unusual access.
18. The person responsible for the information resources and technology facility must review card and/or key access rights for the facility on a periodic basis and remove access for individuals that no longer require access.
19. Signage for restricted access rooms and locations must be practical although minimal discernible evidence of the importance of the location should be displayed.
20. Violation of this policy may result in immediate disciplinary action, up to and including termination.

List of Secure Areas

Wilson District Office

- IDF 9 – Room

Wilson Elementary School

- IDF 1 – Room
- IDF 2 – Room
- IDF 3 – Room
- IDF 4 – Room
- IDF 11 – Room
- IDF Fiber – Room

Wilson Primary School

- IDF 5 – Room 108
- IDF 6 – Room 708
- IDF 7 – Room 504 B
- IDF 8 – Room 404 B
- IDF 10 – Room 943
- MDF Server –Room 917
- IDF 606 – Room 606
- Office - Room 911
- Office - Room 912
- Office - Room 913
- Office - Room 914
- Office - Room 915
- Office - Room 916

Access Agreement

As a staff member with access to any of the above listed secure areas, I understand and agree to the terms listed in this policy. Inappropriate access or use of these areas may result in disciplinary action. Wilson School District #7 may revoke access to any secure area at any time for any reason.

Employee Name:

Date:

X

Employee Signature:

Date:

X

Granted Access List

Name	Phone Number	E-Mail	Company	Department
Matthew Felix	480.862.4217	matt.felix@wsd.k12.az.us	Wilson School District #7	Technology
Randy Weaver	602.819.4736	randy.weaver@wsd.k12.az.us	Wilson School District #7	Technology
Eric Atwell	480.261.8565	eric.atwell@wsd.k12.az.us	Wilson School District #7	Technology
Rob Church	602.722.8880	robert.church@wsd.k12.az.us	Wilson School District #7	Maintenance
Mark Sikora	602.723.7216	mark.sikora@wsd.k12.az.us	Wilson School District #7	Maintenance
Beth Strickler	602.885.2402	beth.strickler@wsd.k12.az.us	Wilson School District #7	Business Services

Review

This Policy shall be reviewed every three (3) years by the Director of Business Services and Technology and the Technology Supervisor and approved by the Wilson School District #7 Governing Board.

Approvals

Board Approved: October 13, 2020

Effective Date: October 13, 2020

Superintendent

Director of Business Services and Technology

Technology Supervisor