

**WASHINGTON ELEMENTARY SCHOOL DISTRICT**  
**GOVERNING BOARD MINUTES: REGULAR MEETING**

2011-2012

October 27, 2011

**Administrative Center**  
Governing Board Room  
4650 West Sweetwater Avenue  
Glendale, AZ 85304-1505

**I. REGULAR MEETING – GENERAL FUNCTION**

**A. Call to Order and Roll Call**

Mr. Maza called the meeting to order at 7:01 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mrs. Tee Lambert.

**B. Moment of Silence and Meditation**

Mr. Maza called for a moment of silence and meditation.

**C. Pledge of Allegiance**

Mr. Maza led the Pledge of Allegiance.

**D. Adoption of the Regular Meeting Agenda**

A motion was made by Mr. Adams that the Governing Board adopt the Regular Meeting Agenda. The motion was seconded by Ms. Graziano. The motion carried.

**UNANIMOUS**

**E. Approval of the Minutes**

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the October 13, 2011 Regular Meeting. The motion was seconded by Mrs. Lambert. The motion carried.

**UNANIMOUS**

**F. Current Events: Governing Board and Superintendent**

Board members shared that they enjoyed attending the Naturalization Ceremony at Washington Elementary School. Board members stated that it was a truly awesome experience. Mary Louise Taylor, a Washington Elementary School teacher, became a naturalized citizen during the ceremony. Mr. Adams read the inspiring speech given by District employee, Zlata Kovacevic, who spoke of her journey to become a naturalized citizen and what it meant to her.

Mr. Adams shared that he visited Cactus Wren Elementary School after one of its teachers passed away. He commended the District Administration and the District for the support provided to the teachers and students during this difficult situation.

Ms. Graziano shared the following:

- Enjoyed visiting Pendergast Elementary School which was designed by architect, Vispi Karanjia of Orcutt Winslow Partnership, and who is currently working on the District's Lookout Mountain project. She thanked Cathy Thompson, Vispi Karanjia, Paul Hartley of H2 Group, and the Pendergast school principal and students from the "green" team for the tour of the school.
- Thanked and recognized Sharon Sauer, Lookout Mountain art teacher, for submitting her students' artwork to be displayed at the Arizona State Fair.
- Acknowledged that Alex Keene, Orangewood music teacher, will be taking the Orangewood School band to perform at the Arizona State Fair next week.
- Acknowledged and thanked Acacia, Manzanita, Richard E. Miller, Roadrunner and Sunburst schools for the artwork displayed in the Governing Board Room.

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- Thanked Alyssa Weed, Acacia music teacher, for the 5<sup>th</sup> grade recorder concert.
- Acknowledged that many Washington Elementary School District music students, who have graduated, are now performing in high school bands in the Glendale Union High School District and will be participating in the High School Band Festival Week.

Mr. Jahneke shared that he enjoyed visiting with Jody Eulberg, history and government teacher at Washington Elementary School, who assisted with the Naturalization Ceremony at her school. Mr. Jahneke stated that Ms. Eulberg was his history teacher when he attended the school. He thanked Ms. Eulberg and all teachers for the large influence that they have on their students.

Dr. Bailey shared that students from Maryland and Roadrunner schools would be demonstrating brain break energizers that help them re-energize and focus throughout the day. Dr. Bailey introduced Sue Brown, Assistant Principal at Maryland School, who introduced physical education teacher, John Todorich. Mr. Todorich introduced 3<sup>rd</sup> grade student, Alleyna Crable; 5<sup>th</sup> grade student, Alyssa Mahn; 7<sup>th</sup> grade student, Austin Crable; and 8<sup>th</sup> grade student, Andrew Mahn; and their families. Dr. Bailey also introduced Karen Menaugh, Principal at Roadrunner Elementary School, who introduced physical education teacher, Howard Mueller. Mr. Mueller introduced 6<sup>th</sup> grade students, Raquel Fuentes Velazquez, Raeanne Olivas and Sebastian Ramirez Barrera and their families. Mr. Todorich and Mr. Mueller advised that brain break activities improve learning and that they have shared the brain break ideas with the classroom teachers who use them in the classrooms as they see fit. Governing Board members and members of the audience were encouraged to participate in the brain break activities with the students. The students were presented with certificates and jump ropes.

**G. Special Recognition**

Mr. Maza recognized Governing Board member, Bill Adams, who was elected as the Arizona School Boards Association (ASBA) Maricopa County Director. Mr. Maza congratulated Mr. Adams and wished him well in his new endeavor. Mr. Adams was presented with a plaque. A duplicate plaque was hung in the District's Governing Board Room next to the plaque presented to Ms. Graziano at the last Governing Board meeting.

**H. Public Participation**

There was no public participation.

**I. Approval of the Consent Agenda**

**UNANIMOUS**

Ms. Graziano requested that Item \*II.F. – First Reading of Proposed Amended Board Policy DN – School Properties Disposition be pulled from the Consent Agenda for separate consideration.

A motion was made by Mr. Adams that the Governing Board approve the remaining Consent Agenda items. The motion was seconded by Mrs. Lambert. The motion carried.

**II. CONSENT AGENDA**

**\*A. Approval/Ratification of Vouchers**

**UNANIMOUS**

Approved and ratified the vouchers as presented.

**\*B. Personnel Items**

**UNANIMOUS**

Approved the personnel items as presented.

**\*C. Public Gifts and Donations**

**UNANIMOUS**

Approved the public gifts and donations as presented.

1. Orangewood Parent Teacher Association donated a check in the amount of \$600.00 to help cover the cost of the field trip to Sky-Y Camp for the benefit of 6<sup>th</sup> grade students at Orangewood School.
2. Orangewood Parent Teacher Association donated a check in the amount of \$600.00 for the field trip to Tolmachoff Farms for the benefit of kindergarten students at Orangewood School.
3. North Phoenix Kiwanis Foundation donated a check in the amount of \$500.00 to the Social Services Department to be used to support the Washington Elementary School District McKinney-Vento Program for students in need of services.

**\*D. Out-of-State Travel**

**UNANIMOUS**

Approved the out-of-state travel as presented.

1. Laurel Fiore, Social Worker for Homeless Services, to attend the 23<sup>rd</sup> Annual National Association for the Education of Homeless Children and Youth, November 5-8, 2011, in Pittsburgh, PA, at a cost of \$1,550.00. Participation in this conference is mandated by the McKinney-Vento Sub-grant.

**\*E. Annual Intergovernmental Cooperative Purchase Agreements with the Strategic Alliance for Volume Expenditures (SAVE)**

**UNANIMOUS**

**\*F. First Reading of Proposed Amended Board Policy DN – School Properties Disposition**

**UNANIMOUS**

Ms. Graziano referred to “required for public purpose” under “Sale or Lease of Property” on page 19 and asked for clarification. Mr. Shumway responded that the District’s property is used for public purpose and this provision allows the District to sell or lease to other governmental entities who will also use the property for public purpose. Mr. Maza stated that this provision could allow school districts that had to close a school to sell or lease the property to a publicly funded charter school.

Ms. Graziano referred to “nonprofit community organizations” under “Donation of Surplus” on page 20 and asked if the District could donate items to thrift stores, e.g., Goodwill or St. Vincent de Paul. Mr. Shumway replied that it is difficult to sell surplus or outdated learning materials, therefore, they are donated to nonprofit community organizations such as the stores mentioned by Ms. Graziano.

Ms. Graziano referred to the verbiage under “Offer to Sell” on page 21 where outdated learning materials may be offered for sale to pupils. Ms. Graziano asked if teachers were allowed to purchase or keep outdated learning materials to use as future reference materials. Ms. Janet Sullivan replied that teachers are allowed to retain any outdated learning materials they wish to keep.

Ms. Graziano asked how the District disposes of excess property. Ms. Cathy Thompson responded that in the past, the District would pick up the items and transport them to State Surplus or the auction house which was costly to the District because of the many man hours involved. Ms. Thompson reported that the District now utilizes a website where they post items for a specific number of days with a minimum required amount. The public bids on the items and picks up their purchases with no expense to the District. Ms. Thompson reported that the District realized \$60,000.00 in revenue last year.

A motion was made by Ms. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policy DN – School Properties Disposition. The motion was seconded by Mr. Jahneke. The motion carried.

- \*G. First Reading of Proposed Amended Board Policy EHB – Data/Records Retention UNANIMOUS**
- \*H. First Reading of Proposed Amended Board Policy IHB – Special Instructional Programs UNANIMOUS**
- \*I. First Reading of Proposed Amended Board Policies IJ – Instructional Resources and Materials and IJND – Technology Resources UNANIMOUS**
- \*J. Second Reading and Adoption of Proposed Amended Policy IHAMA – Teaching About Drugs, Alcohol, and Tobacco UNANIMOUS**
- \*K. Second Reading and Adoption of Proposed Amended Policy JICH – Drug and Alcohol Use by Students UNANIMOUS**
- \*L. Second Reading and Adoption of Proposed Amended Policy JII – Student Concerns, Complaints, and Grievances UNANIMOUS**
- \*M. Second Reading and Adoption of Proposed Amended Policy JJE – Student Fund-Raising Activities UNANIMOUS**
- \*N. Second Reading and Adoption of Proposed Amended Policy JLIB – Student Dismissal Precautions UNANIMOUS**

### **III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING**

#### **IV. PUBLIC HEARING**

##### **A. Call for Public Hearing: Bond and Capital Projects Update**

Dr. Bailey advised the Board that the State of Arizona requires school districts that issue bonds hold a public meeting to provide an update of the progress of capital improvements financed through bonding and state capital aid. Dr. Bailey introduced Ms. Cathy Thompson who provided a bond and capital project update.

Ms. Graziano asked for an explanation of the Building Renewal Fund and Unrestricted Capital. Ms. Thompson advised that the Building Renewal Fund is a formula amount (based on instructional square footage and student enrollment) which the District is supposed to receive every year from the State in order to maintain its buildings. Ms. Thompson stated that the District should have received approximately \$6 million the last 4-5 years, however, the State Legislature has not provided the funding the last several years. Ms. Thompson advised that Unrestricted Capital is one of the budget lines that the Governing Board approves every year, along with Maintenance and Operation (M&O) and Soft Capital.

Ms. Graziano referred to page 78 for the “Project Balance as of 9/30/11” of approximately \$90 million and asked if that money would be carried forward to the next year. Ms. Thompson stated that the last two items are still in progress and that the \$90 million will be used for those projects.

Ms. Graziano referred to the “Bond Reconciliation” on the subsequent pages and asked why the \$90 million was not reflected. Ms. Thompson responded that the \$90 million is on the project reconciliation and the subsequent pages are a cash reconciliation which reflects how much cash is left to spend.

There were no questions from the public.

**B. Call for Public Hearing: Maintenance and Operation and Kindergarten through Third Grade Override Expenditures Update**

Dr. Bailey advised the Board that the State of Arizona requires school districts that increase their budget through a voter-approved override hold a public meeting to provide an update of the programs financed through the override. Dr. Bailey introduced Ms. Cathy Thompson who provided a budget update for the Maintenance and Operation (M&O) Override (approved by voters in November 2006) and the Kindergarten through Third Grade (K-3) Override (approved by voters in November 2009).

Ms. Graziano asked if the District was using approximately \$600,000.00 from the regular M&O budget to supplement the M&O Override funds for the programs listed on the M&O Override Annual Report on page 84. Ms. Thompson responded yes.

Ms. Graziano asked if the District was supplementing approximately \$175,000.00 from the regular M&O budget for the K-3 programs. Ms. Thompson stated that kindergarten costs are greater than the K-3 override funding, however, the K-3 override funds enable the District to maintain the full-day kindergarten program.

There were no questions from the public.

On behalf of the Governing Board and the students, Mr. Maza thanked the public for its past support of the bond and override.

**V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING**

**VI. ACTION / DISCUSSION ITEMS**

**A. Intergovernmental Agreement with Arizona State University for the iTeachAZ Program UNANIMOUS**

Dr. Bailey advised the Board that the District had an opportunity to work with Arizona State University (ASU) on an intern program that is called iTeach, which replaced the former student teaching field experience. She stated that part of the iTeach Program would have the District’s teachers mentoring interns. Dr. Bailey introduced Ms. Janet Sullivan who worked collaboratively with ASU to bring the iTeach Program to the District. Ms. Sullivan advised that she met with ASU personnel regarding the iTeach Program, along with Dr. Maggie Westhoff, Director of Professional Development; Mr. Justin Wing, Director of Human Resources; and members of the Academic Services and Human Resources Departments. Ms. Sullivan introduced Ms. Kelly Stranathan, Coordinator of Clinical Experiences at ASU, who provided information regarding the iTeach Program.

Mr. Jahneke asked if the Professional Development School (PDS) model would no longer be needed. Ms. Stranathan replied that the PDS model was successful and that the iTeach model is very similar to the PDS model. She stated that several school districts have elected to continue to use the PDS model, however, all school districts will eventually change to the iTeach model.

Ms. Graziano stated she is very excited about the iTeach program and that it will be beneficial for students and teachers. Ms. Graziano thought one year of student teaching was a good idea because the students will benefit from having two teachers in the classroom all year.

Ms. Graziano asked the following questions to which Ms. Stranathan replied:

- In the past, students used to take regular classes for 3 ½ years and student teach for one semester. Are the iTeach Program students undergraduate students or is this a fast track masters program? How is this going to affect the students if they have to student teach for one year? These are undergraduate students and no extra time will be added to their program because they will be taking their methods classes simultaneously with student teaching.
- There is mentor training and professional development imbedded in the program. Will the professional development be imbedded in the monthly meetings or in separate meetings? The professional development will be included in the monthly meetings.
- How long do the monthly meetings last? Approximately two hours.
- Are the meetings held at the school? Yes.
- Is that paid by ASU? Yes, ASU provides the professional development.
- Regarding site committees, will the approximately 30 students and one cohort be at one school? The students will have a classroom at one school, but will student teach at different schools.
- Is the District required to provide one computer for the instructor or one for every student? One for the instructor station.
- In the past, students paid tuition to do student teaching and the university paid an honorarium to teachers. As the universities experienced budget cuts, they asked for teachers to volunteer to have student teachers. Is the District paying the approximately \$800.00 for mentor teachers? Mr. Wing and Ms. Sullivan responded that the District will pay mentor teachers a stipend for off contract time (two hours per month training or full day training).
- Will the approximately \$800.00 be paid with Maintenance and Operation (M&O) funds and not paid by ASU? Ms. Sullivan replied that Title II funds will be used and will not be paid by ASU.
- Are students not paying tuition for this class? Ms. Stranathan advised that the students are paying tuition. However, due to the expense of providing a clinically driven program, the university has moved the money previously paid to mentor teachers to the site coordinator who provides the site level support. Therefore, the burden of coaching and teaching is on the site coordinator and not the mentor teacher.

Mrs. Lambert asked what caused ASU to change the student teaching program and develop the iTeach Program. Ms. Stranathan replied that the university had been using the PDS model since 1999 which was supported by Federal grants. ASU had been collecting data and felt the iTeach Program was a better way to train teachers and would result in more effective teachers. Mrs. Lambert stated that students and teachers will benefit from this program and new teachers will be better prepared to teach in the classroom and not be overwhelmed.

Mrs. Lambert asked how many school districts were partnering with ASU. Ms. Stranathan advised that ASU is partnering with 33 selected school districts, using either the PDS model or iTeach Program.

Mr. Adams asked what the projected cost of Title II funds would be for this program. Ms. Sullivan and Mr. Wing responded that the cost would be approximately \$800.00 per mentor teacher or \$9,600.00 for the cohort.

A motion was made by Mr. Adams that the Governing Board approve the Intergovernmental Agreement with Arizona State University for the iTeach Program and authorize the Superintendent to execute the necessary documents. The motion was seconded by Mrs. Lambert. The motion carried.

**B. Arizona School Facilities Board 2010-2011 Preventive Maintenance Program Report** UNANIMOUS

Dr. Bailey advised the Board that the Arizona School Facilities Board (SFB) requires school districts to annually report the number of tasks completed under the Preventive Maintenance Program. Dr. Bailey stated that 6,782 preventive maintenance tasks were completed by the District's facilities and maintenance department during the 2010-2011 school year. Dr. Bailey introduced Mr. Mike Kramer, Director of Capital Projects and Maintenance, who reviewed the SFB Report and the process used to identify and complete the tasks.

Mr. Adams asked if we had received funding from the SFB. Ms. Thompson replied that we had not received funding for the last three years. Mr. Adams asked what the ramifications would be if the District did not submit the report this year since we had not received funding. Mr. Maza offered that the District would probably be cited. Ms. Thompson stated that it was in the District's best interest to submit the report in the event that funding became available.

Mr. Jahneke asked if there was duplication of effort or was there a benefit to complete the report. Mr. Kramer responded that it was beneficial to the District to complete the preventive maintenance tasks to avoid future building maintenance expenses.

Mrs. Lambert thanked Mr. Kramer and his staff for a job well done. She asked if the SFB was still operating. Mr. Kramer replied that there is still a Board of Directors and the District has a liaison.

A motion was made by Mrs. Lambert that the Governing Board approve the submission of the 2010-2011 Preventive Maintenance Program Report to the Arizona School Facilities Board. The motion was seconded by Ms. Graziano. The motion carried. (Mr. Adams explained his vote. He respectfully appreciated Mr. Kramer and his team's efforts and reluctantly voted Aye in order for the Board to have a unanimous decision.)

**VII. INFORMATION / DISCUSSION ITEMS**

**A. Arizona Continuous Improvement Plans**

Dr. Bailey advised the Board that the Arizona Department of Education (ADE) mandates that all Title I school that have not met the Adequate Yearly Progress (AYP) requirements of the *No Child Left Behind Act* (NCLB) complete an Arizona School Improvement Plan (ASIP), now called a Continuous Improvement Plan (CIP). Dr. Bailey introduced Ms. Janet Sullivan who worked with Ms. Linda McKeever, Administrator for Title I, and the school teams at Cholla, Mountain View, Palo Verde, Roadrunner, Shaw Butte and Sunnyslope schools to update their plans to meet NCLB and ADE mandates.

Mrs. Lambert had the following comments/questions:

- Pleased with the focus on goals for student achievement was for all students, not just struggling students.
- Pleased that there was a strong focus at the middle schools working on building a relationship with the feeder elementary schools and high schools to help with the transition of the students to make sure they have the skills they need to succeed.
- Pleased with the focus on parent involvement in the students' lives by having evening activities, having discussions with the students, having classes or workshops for parents on how they can help their students succeed.
- Asked what support the District provided to the schools. Ms. Sullivan replied that Ms. Linda McKeever, Administrator for Title I, met individually with the six principals and their teams as needed. Schools were provided with materials, documents, resources, and tools provided by ADE, as well as tools being used by the District.
- Advised that ADE plans to file a waiver for NCLB in February 2012 which would reduce reporting to one accountability system.

Ms. Graziano had the following comments/questions:

- Pleased that the middle schools have a good relationship with the feeder schools and high schools. The continuum is best for the students.
- Enjoyed seeing all the programs that are available and realized a large responsibility is on the shoulders of the administrators and the teachers to carry out the programs.
- Commended the schools for the parent involvement activities which require a large amount of volunteer hours from administrators and staff during off contract time.
- Asked how the schools did last year in increasing percentages. Ms. Sullivan responded that progress was seen in a number of areas, however, the change in math standards two years ago affected most of the schools. She advised that many of the schools met the reading subgroup requirements, but did not meet the math requirements. Ms. Sullivan stated that if a school did not meet one of the subgroup requirements, they would not meet the AYP requirements, and therefore, be required to complete a CIP.
- Asked how the Governing Board could assist the schools to implement its plans and how the schools were scheduling the CIP strategies. Dr. Bailey replied that the Board's approval of the PLC early release Wednesdays assists the schools because the school improvement plans are integrated into the PLC Wednesday plans which have an emphasis on collaboration for teams and departments.

Mr. Jahneke stated that the PLC early release Wednesdays are a good tool for the schools to use to implement its plans.

Board members thanked Linda McKeever, the principals and the teachers for their time and efforts in preparing the CIPs to improve grades and ensure that the schools succeed. Family members were also thanked for their understanding of the time spent to achieve the goals.

**B. 2011 Accountability Update – Assessment Report: Part One**

Dr. Bailey advised the Board that they would receive an update on the 2010-2011 Accountability results, including their relationship to the schools' and District's current status under Title I. Dr. Bailey introduced Ms. Janet Sullivan who presented Part One of a three-part assessment report which focused on the accountability results based upon the State assessment data.

Ms. Sullivan reviewed the components of Arizona's three-prong accountability system and the status of the schools and District related to each. Ms. Sullivan presented an example of how the specific calculations of the accountability systems were applied at a single school in order to demonstrate the similarities and differences among the three systems. Ms. Sullivan gave an example of students who exceeded the standards, but were identified in the lowest 25% because growth is based on where the scale score started.

Mrs. Lambert had the following comments/questions:

- Asked if the Annual Measurable Achievement Objectives (AMAO) were released for English Language Learner (ELL) making progress and reclassification. Ms. Sullivan advised they had not received them. Ms. Sullivan stated that the AMAO calculations are very different from the percentage for AZ LEARNS and the A-F grades.
- By statute, when does this go into effect? Ms. Sullivan advised they are now in effect. Schools that are identified as underperforming or failing in 2011-2012 are still on legacy AZ LEARNS. In 2013-2014, the A-F grade system will replace the legacy system.
- Are the consequences going to be the same for failing schools? Ms. Sullivan advised that at this time, the consequences are the same.
- Are they tracking students with the Student Accountability Information System (SAIS) number? Ms. Sullivan replied yes. She stated that one benefit is that the students are only included if the District had the opportunity to teach them for one year.
- Advised that ADE will have a presentation on the A-F grade system on November 17, 2011, 2:00 p.m.-5:00 p.m., at The Wigwam in Litchfield Park.

Mr. Adams thanked Ms. Sullivan for the presentation. He asked if there was a plan to communicate this information to the parents. Ms. Sullivan replied that parents receive information regarding PLC activities and data walls. Ms. Sullivan stated that the principals met and discussed the following statements for parents:

- We want all of our students to make progress.
- Some students are growing at a higher rate than others and we are doing everything we can to take all students from where they start as far as they can go.

Ms. Graziano expressed her appreciation for the documents and seeing the math formula clarified so she could contact her Congressmen and Senators. Mrs. Lambert suggested that Ms. Graziano contact the State Board because they are who approved the A-F grade system and how it was to be used. Ms. Graziano stated that this legislation originally came from the Congressmen and Senators and hoped that they would take the time to look at it. Ms. Graziano said that she hoped parents are informed so that they can understand the letter grades or legacy title so that they are not interpreted in the wrong context.

Mr. Maza stated that parents do understand letter grades. He believed the goal was achieved, but it depends on what the goal was.

### **VIII. FUTURE AGENDA ITEMS**

Mr. Adams requested a review of the feasibility of paperless Governing Board Agendas.

**IX. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

Dr. Bailey acknowledged the Academic Support Programs Department for providing t-shirts for the Parent University meeting to be held on November 5, 2011.

Dr. Bailey reminded everyone about the Kiwanis Walk-a-Thon to be held on October 29, 2011.

**X. ADJOURNMENT**

A motion was made by Mrs. Lambert to adjourn the Regular Meeting at 9:25 p.m. The **UNANIMOUS** motion was seconded by Mr. Adams. The motion carried.

**SIGNING OF DOCUMENTS**

Documents were signed as tendered by the Governing Board Secretary

Joyce Shiota  
BOARD SECRETARY

11/10/11  
DATE

Don James  
BOARD OFFICIAL

11-10-2011  
DATE