

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: EXECUTIVE SESSION, REGULAR MEETING AND
EXECUTIVE SESSION

2011-2012

April 12, 2012

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

I. SPECIAL MEETING

A. Call to Order and Roll Call

Mr. Maza called the meeting to order at 6:17 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, and Mr. Aaron Jahneke. Ms. Clorinda Graziano and Mrs. Tee Lambert were not in attendance. (Ms. Graziano participated telephonically for Agenda Item IV. – Executive Session and Agenda Item IX.B. – Discussion and Consideration of 2012-2013 Governing Board Budget.) (Mrs. Lambert joined the meeting at 8:06 p.m. during Agenda Item XIV. - Executive Session.)

B. Adoption of the Special Meeting Agenda

A motion was made by Mr. Adams that the Governing Board adopt the Special Meeting Agenda. The motion was seconded by Mr. Jahneke. The motion carried.

UNANIMOUS

II. CALL FOR EXECUTIVE SESSION

UNANIMOUS

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.3 and A.4

It was recommended that the Governing Board establish an Executive Session to be held immediately during a recess in the Special Meeting for:

- A.3 and A.4 – Discussion or consultations with the attorneys for the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body's position regarding pending litigation or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation – specifically regarding RFQ No. 11.030.

A motion was made by Mr. Adams to call for an Executive Session. The motion was seconded by Mr. Jahneke. The motion carried.

III. RECESSING OF SPECIAL MEETING FOR EXECUTIVE SESSION

IV. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Confidentiality Statement

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of A.R.S. §38-431.03 unless pursuant to specific statutory exception.

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C. Discussion under A.R.S. §38-431.03 – A.3 and A.4

- A.3 and A.4 – Discussion or consultations with the attorneys for the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body’s position regarding pending litigation or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation – specifically regarding RFQ No. 11.030.

V. **RECESSING OF EXECUTIVE SESSION FOR REGULAR MEETING**

VI. **REGULAR MEETING – GENERAL FUNCTION**

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

Mr. Maza called the meeting to order at 7:02 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, and Mr. Aaron Jahneke. Ms. Clorinda Graziano and Mrs. Tee Lambert were not in attendance. (Ms. Graziano participated telephonically for Agenda Item IV. – Executive Session and Agenda Item IX.B. – Discussion and Consideration of 2012-2013 Governing Board Budget.) (Mrs. Lambert joined the meeting at 8:06 p.m. during Agenda Item XIV. - Executive Session.)

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. Jahneke that the Governing Board adopt the Regular Meeting Agenda. The motion was seconded by Mr. Adams. 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 March 8, 2012 Regular Meeting and Executive Session. The motion was seconded by Mr. Adams. The motion carried.

UNANIMOUS

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

Mr. Jahneke shared that he enjoyed attending the District Honor Band Concert at Palo Verde Middle School. Mr. Jahneke advised that Ms. Graziano also attended the event.

Mr. Adams shared that he enjoyed visiting with Principal, Carol Patterson, and Assistant Principal, Jill Sarraino, at Palo Verde Middle School. Mr. Adams stated that the campus looked great and the morale was good.

Mr. Adams acknowledged the Arroyo Inc. Goes to Biztown event. He was sorry he was not able to attend, but saw the posting on Facebook and thanked everyone for their efforts.

Mr. Maza acknowledged the attendance of Glendale Union High School Board Member, Ms. Pam Reicks.

Mr. Maza also acknowledged the attendance of Mr. Michael Taylor who donated materials to build a brick patio by the library at Abraham Lincoln Traditional School for his Eagle Scout project. Mr. Taylor introduced his mother, Ms. Susan Taylor, who is an after-school program teacher at Tumbleweed Elementary School.

Dr. Cook introduced Cholla Middle School Principal, Phil Garitson who, in turn, introduced music teachers, Elizabeth Knudtson and Darrin Squire (co-directors of the Cholla Jazz Band). Mr. Garitson advised that the Cholla Jazz Band was funded through the 21st Century Grant and introduced the 21st Century Coordinator, Becky Opalka. The Cholla Jazz Band performed several numbers with two Mountain Sky Junior High School students assisting with the drums. Each student was presented with a certificate.

G. Public Participation

There was no public participation.

H. Approval of the Consent Agenda

UNANIMOUS

Mr. Jahneke requested that Item *VII.G. – Submission of the Arizona Department of Education 21st Century Community Learning Center Grants on Behalf of the District in the Amount of \$3,570,000.00 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 Mr. Jahneke. The motion carried.

VII. 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 (The Value of Donated Items is Determined by the Donor)**

UNANIMOUS

Approved the public gifts and donations as presented.

1. Michael Taylor from Boy Scout Troop 124 donated bricks, concrete, and bushes with an approximate value of \$560.00 to be used to build a brick patio by the library for the benefit of students at Abraham Lincoln Traditional School (Eagle Scout project).
2. Kroger (Fry's Food Stores) donated a VIP Shopper's Card commission check in the amount of \$500.00 to be used for the benefit of students at Desert Foothills Junior High School.
3. Feed the Children donated supplies with an approximate value of \$11,231.80 to the Social Services Department for the benefit of students receiving services under the McKinney-Vento Program.
4. Lookout Mountain Parent Teacher Organization donated a Toshiba laptop, HP printer and scanner, toner, and Sibelius 7 music notation software with an approximate value of \$1,130.00 to be used by the music department at Lookout Mountain Elementary School.

5. Lookout Mountain Parent Teacher Organization donated an Accucut die cut machine, a large alpha die cut set, a small alpha die cut set, and assorted die cuts with an approximate value of \$2,500.00 for the benefit of students and staff at Lookout Mountain Elementary School.
6. Lookout Mountain Parent Teacher Organization donated six Avermedia Avervision F30 Flexarm document cameras, six NEC 2600 Lumen projectors, and six Avermedia Avervision F50 document cameras with an approximate value of \$6,708.00 for the benefit of students at Lookout Mountain Elementary School.
7. SPICE (Mountain Sky Parent Organization) donated a check in the amount of \$9,739.25 to pay for stipends for events such as the Jumpstart Program, a seventh grade transition program, for the benefit of students at Mountain Sky Junior High School.
8. Kroger (Fry's Food Stores) donated a VIP Shopper's Card commission check in the amount of \$500.00 to be used for the benefit of students at Mountain View School.
9. Arizona State University (Ira A. Fulton Schools of Engineering) donated a check in the amount of \$900.00 to be used by teachers to supplement and enhance students' math and science learning at Sahuaro Elementary School.
10. Medical Staff of John C. Lincoln Hospital donated a check in the amount of \$2,500.00 to be used for the benefit of students at Sunnyslope School.

***D. Out-of-County/State Field Trip**

UNANIMOUS

Approved the Out-of-County/State Field Trip as presented.

1. Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip request to Kelly Place, Cortez, CO, September 23-27, 2012, for MAP students in grades 4-6, at a cost of \$24,606.00.

***E. Out-of-State Travel**

UNANIMOUS

Approved the Out-of-State Travel as presented.

1. Mark Stephen Kaiser, Teacher/Principal, Emmaus Lutheran School, to attend the National Leadership Conference, June 24-29, 2012, in Waukesha, WI, at a cost of \$824.00.
2. Dawna Underwood, Elementary Principal, and Cheree Burlison, Elementary Lead Teacher, Northwest Christian School, to attend the Love and Logic Skills for Home/School/Life, June 13-17, 2012, in Denver, CO, at a cost of \$3,270.00.

- *F. Acceptance of the Arizona Department of Education 21st Century Community Learning Centers/Arizona Diamondbacks Grants in the Amount of \$80,000.00, the Washington Education Foundation Grants in the Amount of \$9,989.90, the National Park Service Grant in the Amount of \$1,050.00, the Grand Canyon Association Grant in the Amount of \$400.00, the Renewal of the First Things First Grant in the Amount of \$150,000.00 and the School Safety Program Grants in the Amount of \$1,141,024.00**

UNANIMOUS

- *G. Submission of the Arizona Department of Education 21st Century Community Learning Center Grants on Behalf of the District in the Amount of \$3,570,000.00 **UNANIMOUS**

Mr. Jahneke commended everyone responsible for the submission of the grants which will greatly benefit the students, if awarded.

A motion was made by Mr. Jahneke that the Governing Board approve the submission of the Arizona Department of Education 21st Century Community Learning Center grants on behalf of the District in the amount of \$3,570,000.00 and authorize the Superintendent to sign all necessary documents. The motion was seconded by Mr. Adams. The motion carried.

- *H. Issue RFP No. 11.034 for Specified Services – Educationally Related Mental Health Services **UNANIMOUS**

- *I. Award of Contract – RFP No. 11.020, On-line Resources to Support Social Studies to ProQuest in an Amount Not to Exceed \$9,200.00 **UNANIMOUS**

- *J. Extension and Renewal of Annual Contracts for Specified Goods and Services **UNANIMOUS**

- *K. Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS) **UNANIMOUS**

- *L. Acceptance of E-rate Funds **UNANIMOUS**

VIII. ACTION / DISCUSSION ITEMS

- A. Intent to Grant a Public Utility Easement to Southwest Gas Company** **UNANIMOUS**

Dr. Cook advised that there was a need to ask the Board to approve the issuance of a letter of intent to allow the District to have an easement for Southwest Gas. Dr. Cook introduced Ms. Cathy Thompson who explained the details to the Board.

Ms. Thompson advised the Board that the 55 foot right of way easement at Lookout Mountain Elementary School that they approved to abandon on January 26, 2012 provided more flexibility on the construction site. During the process to abandon the existing right of way easement, it was found that the existing Southwest Gas line was within the proposed abandoned right of way. It was determined that the best option to resolve the issue was to grant an easement to Southwest Gas.

A motion was made by Mr. Jahneke that the Governing Board approve the issuance of a letter of intent to grant the proposed easement to Southwest Gas and authorize the Superintendent to execute the letter of intent on behalf of the Governing Board. The motion was seconded by Mr. Adams. The motion carried.

- B. Adjacent Ways Budget and Levy of Taxes for Fiscal Year 2012-2013** **3-0 AYE**

Dr. Cook advised that Adjacent Ways is presented to the Board each year separate and apart from the overall budget. Dr. Cook introduced Ms. Cathy Thompson to provide suggestions for the Adjacent Ways funds.

Ms. Thompson stated that the District tries to maximize the utilization of bond monies. Ms. Thompson advised that there were several projects in the District that incorporated allowable expenditures from the Adjacent Ways fund. She stated that the District keeps in mind the Board's interest in regard to debt service and levying taxes and takes a conservative approach to only utilize Adjacent Ways funds when needed for allowable additional costs on projects. Therefore, the District is recommending an additional levy of \$100,000.00 for portions of the Lookout Mountain rebuild.

Mr. Adams asked if the rate charged to the taxpayers would be more or less than last year. Ms. Thompson replied that last year's tax levy was approximately \$400,000.00 at a cost of approximately \$3.00 per year for a home valued at \$100,000.00. The recommendation for the tax levy of \$100,000.00 this year will be less than last year at a cost of approximately \$1.00 per year for a home valued at \$100,000.00.

A motion was made by Mr. Maza that the Governing Board approve the levy for Adjacent Ways funding for the 2012-2013 fiscal year in the amount of \$100,000.00. The motion was seconded by Mr. Jahneke. A roll call vote was requested. The motion carried 3-0.

C. Work Furlough

UNANIMOUS

Dr. Cook advised the Board that last year IBN recommended two work furlough days for employees, December 23, 2011 and May 28, 2012. The District implemented a work furlough day on December 23, 2011. Dr. Cook stated that it was fiscally responsible to recommend not taking the second work furlough day on May 28, 2012 (Memorial Day) and designate it as a regular, paid holiday for employees.

A motion was made by Mr. Adams that the Governing Board designate May 28, 2012 as a regular, paid holiday. The motion was seconded by Mr. Jahneke. The motion carried.

D. Community Use of School Facilities Fee Structure for Fiscal Year 2012-2013

UNANIMOUS

Dr. Cook advised the Board that each year they are offered the community use of school facilities fee schedule with the understanding that the Superintendent has the authority to waive fees that are deemed appropriate based on former Board action. Dr. Cook stated that there were no changes to the proposed fee structure from last year.

A motion was made by Mr. Adams that the Governing Board approve the 2012-2013 community use of school facilities fee schedule as presented, to take effect on July 1, 2012. The motion was seconded by Mr. Maza. The motion carried.

E. Arizona School Boards Association's Delegate Assembly Appointments and Legislative Agenda Proposals

UNANIMOUS

Dr. Cook advised the Board that each year there is an Arizona School Boards Association (ASBA) Delegate Assembly and the Board appoints a Delegate and Alternate Delegate to attend. In addition, Board members were asked to send the Superintendent suggestions for proposals as soon as possible for forwarding to ASBA.

Dr. Cook stated that subsequent to the preparation of this Agenda item, Mrs. Lambert was asked to serve on the Legislative Proposal Committee and she has accepted the responsibility. Dr. Cook did not believe that precluded her from serving as a Delegate representing the Governing Board at the Delegate Assembly.

Dr. Cook reported that Ms. Graziano advised her that she would be available to attend the Delegate Assembly. Ms. Graziano said she was not volunteering, however, was available.

Mr. Adams acknowledged his appreciation for Ms. Graziano and Mrs. Lambert volunteering to attend the Delegate Assembly.

A motion was made by Mr. Maza that the Governing Board appoint Clorinda Graziano as the Delegate and Tee Lambert as the Alternate Delegate to the Arizona School Boards Association's Delegate Assembly to be held on June 30, 2012. The motion was seconded by Mr. Jahneke. The motion carried.

IX. INFORMATION / DISCUSSION ITEM

A. Change in Student Lunch Price

Dr. Cook advised the Board that they would be presented with an update regarding student lunch prices and introduced Ms. Connie Parmenter.

Ms. Parmenter stated that this was not an Action item because increasing lunch prices is a Federal requirement. The District is charging less than \$2.51 (amount of reimbursement for a free lunch) for a paid lunch and is required to either gradually increase prices or provide additional non-Federal support for its lunches. Ms. Parmenter advised that the District was currently charging \$1.50 for a student's paid lunch. In order to stay in compliance with the Regulation of section 205 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296), the District recommended an increase of \$.10 per meal bringing the paid lunch price for students to \$1.60 for the 2012-2013 school year.

Ms. Parmenter reported that the District never refuses a hot meal to a child, whether they have the money or not. She advised that the District has approximately 73% of its students on the free and reduced rate lunch program.

Mr. Adams asked when was the last time that the District increased its student lunch price. Ms. Parmenter replied the last student lunch price increase was 18 years ago.

Mr. Adams asked if the Board had to approve the recommendation. Dr. Cook responded that Board approval was not necessary as this was a requirement in order to stay in compliance with the law so that the District would not have to provide additional non-Federal support for its lunches.

B. Discussion and Consideration of 2012-2013 Governing Board Budget

Ms. Graziano telephonically joined the meeting for this Agenda item.

Dr. Cook advised the Board that the 2012-2013 Governing Board Budget was presented as an Information/Discussion item and would be presented as an Action item at the next Board meeting based on any input from the Board.

Mr. Adams stated he would like the Board to consider repositioning funds (with no increase to the overall budget) so that the Travel budget could be increased in order to allow Board members to attend functions for professional development.

Mr. Jahneke suggested looking at the Subscriptions budget to see if there were any subscriptions that could be stopped and the budget decreased.

Ms. Graziano asked Dr. Cook if there were still budget restrictions for District employees to travel out-of-state for conferences. Dr. Cook replied that she was correct except for private school out-of-state travel which is required by Federal law to be funded from Title II funds. Ms. Graziano asked if Dr. Cook anticipated any changes for next year to the out-of-state travel budget for employees. Dr. Cook responded that there was no intention to make any changes for next year at this time, pending availability of dollars. Ms. Graziano stated that if no one else was allowed to travel out-of-state, then Board members should also restrict out-of-state travel. Therefore, she was not in favor of increasing the Board's Travel budget.

Mr. Adams stated that he had seen employee Travel requests on previous Agendas which may have been funded from grants, however, felt that it was money out of the District's budget. Dr. Cook advised that the only employees to travel out-of-state were ones who had a mandatory performance, e.g., asked by a national entity to be a presenter. She further stated that the only other travel requests were from private schools which the District is required by Federal law to provide from Title II funds.

Mr. Adams stated that he strongly believed that the Governing Board needed to get its own professional development and recommended an increase in the Board's Travel budget.

Mr. Maza stated that the current Travel budget was \$2,600.00 and asked how that amount was determined. Dr. Cook responded that the current Travel budget was based on the Board's travel trend for the last 3-5 years.

Mr. Maza asked if funds would be able to be moved if a travel request was made by a Board member and the Travel budget was insufficient to cover the expense. He also asked if prior notice would be required in order to transfer the funds. Dr. Cook replied that funds would be able to be moved upon the Board's request for Travel and no prior notice would be required.

The Board made the following recommendations:

- Reduce the overall budget by 5%-10%;
- No change to contingency funds, e.g., Legal Services, Elections, Printing and Binding;
- Increase Travel budget by approximately 5%;
- Review Dues and Fees budget;
- Review Subscriptions/Books budget.

Ms. Graziano ended the telephonic participation.

X. FUTURE AGENDA ITEMS

Mr. Adams requested consideration of out-of-state travel for employees for professional development.

XI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Dr. Cook acknowledged and displayed a quilt made by fourth grade students at Lookout Mountain Elementary School with the assistance of their teacher, Ms. Amy Nicoloff, and their parents, to celebrate Arizona's 2012 Centennial. The quilt will be hung in a prominent location in the Administrative Center.

XII. CALL FOR EXECUTIVE SESSION

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.5

UNANIMOUS

It was recommended that the Governing Board establish an Executive Session to be held immediately during a recess in the Regular Meeting for:

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2011 Interest-based Negotiation (IBN) process.

A motion was made by Mr. Adams to call for an Executive Session. The motion was seconded by Mr. Jahneke. The motion carried.

April 12, 2012

XIII. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

XIV. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Confidentiality Statement

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of ARS §38-431.03 unless pursuant to a specific statutory exception.

C. Discussion under A.R.S. §38-431.03 – A.5

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2011 Interest-based Negotiation (IBN) process.

XV. RECONVENING OF REGULAR MEETING

XVI. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Jahneke to adjourn the meeting at 9:08 p.m. The 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

5/10/12
DATE

Steve Jahneke
BOARD OFFICIAL

05/10/12
DATE