

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: EXECUTIVE SESSION AND REGULAR MEETING

2011-2012

June 28, 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. Jahneke called the meeting to order at 6:39 p.m. Governing Board members constituting a quorum were present: Mr. Aaron Jahneke, Ms. Clorinda Graziano, and Mrs. Tee Lambert. Mr. Chris Maza and Mr. Bill Adams were not in attendance. (Mr. Chris Maza participated telephonically during the Executive Session only.)

B. Adoption of the Special Meeting Agenda

A motion was made by Mrs. Lambert that the Governing Board adopt the Special Meeting Agenda. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

II. CALL FOR EXECUTIVE SESSION

UNANIMOUS

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.1

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

- A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent.

A motion was made by Ms. Graziano to call for an Executive Session. The motion was seconded by Mrs. Lambert. 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.1

- A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent.

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

VI. **REGULAR MEETING – GENERAL FUNCTION**

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

Mr. Jahneke called the meeting to order at 7:16 p.m. Governing Board members constituting a quorum were present: Mr. Aaron Jahneke, Ms. Clorinda Graziano, and Mrs. Tee Lambert. Mr. Chris Maza and Mr. Bill Adams were not in attendance.

B. **Moment of Silence and Meditation**

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

C. **Pledge of Allegiance**

Mr. Jahneke led the Pledge of Allegiance.

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

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

UNANIMOUS

E. **Approval of the Minutes**

A motion was made by Ms. Graziano that the Governing Board approve the Minutes of the June 14, 2012 Regular Meeting. The motion was seconded by Mrs. Lambert. The motion carried.

UNANIMOUS

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

Ms. Graziano shared that the Glendale Summer Band Concerts are scheduled every Thursday at 8:00 p.m. through July 26, 2012. They play at the Murphy Park Amphitheater, 59th Avenue and Glenn Drive.

G. **Public Participation**

There was no public participation.

H. **Approval of the Consent Agenda**

A motion was made by Mrs. Lambert that the Governing Board approve the Consent Agenda items as presented. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

VII. **CONSENT AGENDA**

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

Approved and ratified the vouchers as presented.

UNANIMOUS

*B. **Personnel Items**

Approved the personnel items as presented.

UNANIMOUS

- *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. Fresh & Easy Neighborhood Market donated a Shop for Schools Fundraising Program check in the amount of \$541.37 for the benefit of 21st Century students at Desert Foothills Junior High School.
 2. The John Jacobs Elementary School Parent/Teacher Organization donated furniture with an approximate value of \$2,936.67 for the benefit of staff and students.
 3. The John Jacobs Elementary School Parent/Teacher Organization donated two outdoor lunch tables with an approximate value of \$1,785.73 for the benefit of students.
 4. Fresh & Easy Neighborhood Market donated a Shop for Schools Fundraising Program check in the amount of \$568.72 for the benefit of students at Mountain View School.
 5. ITT Technical Institute donated computers and monitors with an approximate value of \$10,000.00 for the benefit of students at Sunburst Elementary School.
- *D. Award of Contract – Bid No. 12.004, Bottled Water Services** **UNANIMOUS**
- *E. Award of Contract – RFP No. 12.002, Drug and Alcohol Testing Services** **UNANIMOUS**
- *F. Award of Contract – Bid No. 12.007, Commercially Purchased Fruits and Vegetables** **UNANIMOUS**
- *G. Award of Contract – Bid No. 12.005, Printing on Demand Service** **UNANIMOUS**
- *H. Award of Contract – RFP No. 12.003, Background Investigation Services** **UNANIMOUS**
- *I. Extension and Renewal of Annual Contracts for Specified Goods and Services** **UNANIMOUS**
- *J. Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS), Strategic Alliance for Volume Expenditures (SAVE) and The Cooperative Purchasing Network (TCPN)** **UNANIMOUS**
- *K. Sole Source Vendors** **UNANIMOUS**
- *L. Extracurricular Fee Schedule for 2012-2013** **UNANIMOUS**
- *M. Student Activity Treasurer for 2012-2013** **UNANIMOUS**
- *N. Acceptance of the Arizona Department of Education Fresh Fruit and Vegetable Grant in the Amount of \$270,872.00** **UNANIMOUS**
- *O. Public Utility Easement to Southwest Gas Company** **UNANIMOUS**
- *P. Agreement with *Interlingua* to Provide Spanish Classes to MAP Center Students at Sahuaro Elementary School** **UNANIMOUS**

- *Q. **Lease Agreements with Faith United Methodist Church and Royal Palms Baptist Church for 2012-2013** UNANIMOUS
- *R. **Lease Agreement with VALLEYLIFE** UNANIMOUS
- *S. **Agreement with the Arizona School Boards Association for Policy Services Subscription** UNANIMOUS
- *T. **Second Reading and Adoption of Proposed Amended Policies JC – School Attendance Areas and JFB – Open Enrollment** UNANIMOUS

VIII. ACTION / DISCUSSION ITEMS

A. Proposed Expenditure Budget for Fiscal Year 2012-2013 UNANIMOUS

Ms. Cathy Thompson, Director of Business Services, presented the Governing Board with the Proposed Expenditure Budget for 2012-2013. Ms. Thompson advised that the public hearing and adoption of the 2012-2013 budget would be on the July 12, 2012 Governing Board meeting agenda. Ms. Thompson stated that the publication of a summary of the Proposed Budget and Notice of Public Hearing were required ten days prior to the meeting.

Ms. Thompson reviewed the proposed budget which did not exceed statutory limits. She advised the Board that the notice for the Adjacent Ways levy had been published in the newspaper that week and would continue to appear until July 10, 2012. She pointed out that the tax rates in the proposed budget were estimates and would also be used for the adopted budget, however, the tax rates would not officially be set until August 2012.

Mrs. Lambert asked how much it cost the District to publish the budget in the newspaper. Ms. Thompson responded that the Truth in Taxation Notice in the newspaper for Adjacent Ways cost approximately \$800.00. Ms. Thompson advised that there was no cost associated with the budget publication because it would be posted on the Arizona Department of Education website with a link to the District's website.

A motion was made by Mrs. Lambert that the Governing Board approve the Proposed Expenditure Budget for 2012-2013 and authorize publication of the summary and the notice of public hearing. The motion was seconded by Ms. Graziano. The motion carried.

B. To Consider and, if Deemed Advisable, Adopt a Resolution to Authorize the Sale of Tax Anticipation Notes by the District UNANIMOUS

Dr. Cook introduced Ms. Cathy Thompson who advised the Board that the ability to manage cash flow for the District had been limited due to the rollover of payments from the State of Arizona the last couple of years. The rollovers had resulted in several months each fiscal year in which state aid payments were not received and postponed until after the fiscal year ended.

Ms. Thompson stated that the District had participated in the Tax Anticipation Note Program (TANS) through the Maricopa County Treasurer's office during fiscal year 2011-2012 for the sale of \$10 million in tax anticipation notes. She advised that TANS was helpful to the District and saved the District approximately \$7,300.00 above the cost of financing the Tax Anticipation Notes.

Ms. Thompson introduced Mr. Bill Davis from Piper Jaffray and Company, who reviewed the process of selling the tax anticipation notes (not to exceed \$12 million for 2012-2013). Mr. Davis advised that last year, all of the Tax Anticipation Notes were purchased by the Maricopa County Treasurer at an interest rate of .62% and were cost effective. Mr. Davis stated that if the Governing Board approved the sale of tax anticipation notes, he projected a cost savings to the District.

Ms. Graziano stated that it was frustrating that the State's actions forced the District to consider this option. She realized that it had nothing to do with the District's accounting, however, the District pays the price and, ultimately, the children pay the price.

Mr. Jahneke asked if the interest rate was higher than .62% in the past. Mr. Davis stated that the interest rate was .62% last year (which was a very attractive rate), was under 1.00% two years ago, and over 1.00% or 2.00% in prior years.

A motion was made by Mr. Jahneke that the Governing Board authorize the sale of tax anticipation notes by the District and the execution of all documents related to the sale. The motion was seconded by Ms. Graziano. The motion carried.

C. Temporary Suspension of Policy BGB – Policy Adoption and Adoption of Proposed Policy DGD – Credit Cards **UNANIMOUS**

Mr. Rex Shumway advised the Board that they were being asked to temporarily suspend Policy BGB and allow adoption of the proposed Policy DGD – Credit Cards without the required two readings. Mr. Shumway advised that the District utilized credit cards on a very limited, restricted basis, but it was necessary for the Governing Board to adopt and maintain a Credit Card Policy by June 30, 2012 in order to avoid an audit finding.

Mrs. Lambert asked if the Regulation listed practices currently in place in the District. Dr. Cook responded that all of the District's current practices are indicated on the Policy and Regulation. Dr. Cook stated that the District's practices will not change and that the District is very conservative with the use of credit cards.

Mrs. Lambert asked if the policy came from the Arizona School Boards Association (ASBA). Mr. Shumway replied that parts of the Policy came from ASBA and that policies from other districts were also reviewed. Mr. Shumway and Ms. Thompson wrote the policy to ensure that all of the District's current practices were included.

A motion was made by Ms. Graziano that the Governing Board temporarily suspend Policy BGB – Policy Adoption and adopt proposed amended Policy DGD – Credit Cards. The motion was seconded by Mrs. Lambert. The motion carried.

D. A Proposal to Present “Energy Savings – It’s Easier Than You Think” at the December 2012 Arizona School Boards Association (ASBA) – Arizona School Administrators (ASA) Conference **UNANIMOUS**

Ms. Graziano asked the Governing Board to consider submitting a proposal for a presentation at the December 2012 Arizona School Boards Association (ASBA) – Arizona School Administrators (ASA) conference. She stated there were several categories and felt that “Stronger Together” through collaborations with students, staff, parents or the community for improved operations or student achievement was the most appropriate.

Ms. Graziano thanked Ms. Sue Pierce, Director of Facility Planning, for her

assistance in preparing the proposal.

Ms. Graziano attached the District's Energy Management Best Practices and the Energy Conservation Policy – ECF. She stated she added the policy because she felt that this all started with policy and ASBA should take policy into consideration.

Mrs. Lambert thanked Ms. Graziano for her efforts and preparing the proposal. Mrs. Lambert stated it was a great idea that all districts can benefit from and will showcase the Washington Elementary School District's efforts. She appreciated the category that Ms. Graziano selected because of the benefit for staff and schools. She stated this was not just about saving money, but about school culture, e.g., teaching students new habits and the cohesiveness it created with the staff.

Mr. Jahneke thanked Ms. Graziano and Ms. Pierce for their diligence on the proposal. He stated he liked the idea of sharing best practices with the other districts.

Ms. Graziano volunteered to submit the proposal to ASBA before the deadline and be the contact person.

A motion was made by Mrs. Lambert that the Governing Board approve the submittal of the proposal for the December 2012 Arizona School Boards Association (ASBA) – Arizona School Administrators (ASA) Conference. The motion was seconded by Mr. Jahneke. The motion carried.

IX. FUTURE AGENDA ITEMS

Mrs. Lambert requested a presentation regarding the new K-3 program and associated revenue streams that have resulted from recent Legislation.

X. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Mr. Jahneke thanked his fellow Board members for their indulgence of him presiding over the meeting.

Dr. Cook acknowledged the summer school teachers who had over 3,500 students participate in the program this summer. She stated she was proud of their accomplishments.

XI. ADJOURNMENT

UNANIMOUS

A motion was made by Ms. Graziano to adjourn the meeting at 7:43 p.m. The motion was seconded by Mrs. Lambert. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

Joyce Shiota
BOARD SECRETARY

7/12/12
DATE

Alan Jahneke
BOARD OFFICIAL

07/12/12
DATE