

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2011-2012

May 10, 2012

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 7:02 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 tabled Minutes of the April 12, 2012 Executive Session, Regular Meeting and Executive Session. The motion was seconded by Mr. Adams. The motion carried. Ms. Graziano and Mrs. Lambert abstained from the vote.

UNANIMOUS

**F. Approval of the Minutes**

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the April 26, 2012 Executive Session and Regular Meeting. The motion was seconded by Ms. Graziano. The motion carried. Mr. Adams abstained from the vote.

UNANIMOUS

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

Ms. Graziano shared the following:

- Acknowledged and thanked all the school nurses for School Nurse Day.
- Acknowledged and thanked all the teachers for Teacher Appreciation Day.
- Thanked Carol Donaldson and her team for the fantastic Lamp of Learning event.
- Congratulated the BEGIN graduates and apologized for not being able to attend the graduation ceremony.
- Congratulated Palo Verde Middle School eighth grade student, Janae Licas, for being one of four students who placed third and won \$100 in the Arizona: 100 Years of Art and Education visual arts competition. Board members received a copy of Janae's artwork.

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Mr. Adams acknowledged and thanked Jill Hicks and her team for the successful Business Advisory Team meeting. Approximately 130 business community members attended, as well as three City Council members.

Mr. Jahneke shared that he enjoyed attending the Lamp of Learning Dinner where employees were recognized from many different areas in the District. He was pleased that the message was that every employee helps the children.

Mr. Jahneke apologized for not being able to attend the BEGIN graduation ceremony.

Mrs. Lambert shared that she enjoyed attending the following events:

- BEGIN graduation ceremony;
- Lamp of Learning Dinner – very well done and ran very smoothly.

Mr. Maza shared that he enjoyed attending the following events:

- BEGIN graduation ceremony;
- Lamp of Learning Dinner.

Mr. Maza stated that he was sorry he was unable to attend the Business Advisory Team meeting. He thanked the community members for attending and thanked the staff for planning the meeting. He heard that one of the messages at the meeting was to shop at the local businesses. Mr. Maza thanked the employees and parents for supporting the local businesses because the local business owners support the District, as well.

#### **H. Special Recognition**

Dr. Cook congratulated and thanked the recipients of the Arizona Middle Level Association's Middle Level Educator Awards. Dr. Cook attended a breakfast on April 26, 2012 to honor the following employees:

- Dr. Maggie Westhoff recognized Dr. Janet Altersitz, Administrator of Professional Development, who received the Award of Excellence as an Advocate for Middle Level Education. Dr. Westhoff also recognized Phil Swartzbaugh, Instructional Coach, who received an award as a Founding Member.
- Perry Mason, Principal of Mountain Sky Junior High School, recognized Mary Ashley and Cindy Streetz, Intervention Team, who received the award for Arizona Middle Level Team Educators of the Year. Mary Ashley was unable to attend due to a family emergency.
- Lenny Hoover, Principal of Royal Palm Middle School, was unable to attend due to the Science Fair being held at his school. Dr. Lyn Bailey recognized Wendy Olmut, 7<sup>th</sup> grade teacher of Core Knowledge Reading and English Blocks and 8<sup>th</sup> grade Seminar Reading, who received the award for Arizona Middle Level Association Teacher of the Year.
- Luanne Herman, Principal of Sweetwater School, recognized Cecelia Kure and Sarah Schlung, 4<sup>th</sup> grade teachers, who received the award for Outstanding Middle Level Teacher of the Year.

#### **I. Public Participation**

There was no public participation.

**J. Approval of the Consent Agenda**

**UNANIMOUS**

Mrs. Lambert requested that Item \*II.B. – Personnel Items be pulled from the Consent Agenda for separate consideration.

A motion was made by Mr. Jahneke that the Governing Board approve the remaining Consent Agenda items. The motion was seconded by Ms. Graziano. The motion carried.

**II. CONSENT AGENDA**

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

**UNANIMOUS**

Approved and ratified the vouchers as presented.

**\*B. Personnel Items**

**UNANIMOUS**

A motion was made by Mrs. Lambert that the Governing Board approve the personnel items as presented. The motion was seconded by Mr. Jahneke. The motion carried.

Dr. Cook introduced the new principal of Roadrunner Elementary School, Paula McWhirter, and acknowledged Roadrunner staff members in attendance to support Ms. McWhirter. Ms. McWhirter thanked the Governing Board and the District for the opportunity to work at Roadrunner Elementary School.

Dr. Cook acknowledged Polly Schultz, who was approved as the Assistant Principal of Shaw Butte Elementary School. Ms. Schultz was not able to attend due to a family tragedy.

**\*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. Safeway donated Starbucks gift cards with a value of \$1,700.00 to be used for refreshments for staff meetings at Cactus Wren Elementary School.
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 Ironwood Elementary School.
3. Alliance Communities donated a check in the amount of \$1,250.00 to be used for supplemental materials for intervention programs at Lookout Mountain Elementary School.
4. General Mills Box Tops for Education donated a check in the amount of \$836.20 to be used for art supplies and materials for students at Moon Mountain Elementary School.
5. Alliance Communities donated a check in the amount of \$500.00 to be used to purchase and/or repair fitness room equipment at Mountain Sky Junior High School.
6. General Mills Box Tops for Education donated a check in the amount of \$461.30 to be used for library books at Mountain Sky Junior High School.
7. The Arizona Diamondbacks donated tickets with a value of \$2,000.00 for students, parents, and community members at Arroyo Elementary School

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|-----|---|------------------|
| *D. | Out-of-County/State Field Trips   | <b>UNANIMOUS</b> |
|     | <ol style="list-style-type: none"> <li>1. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Hoover Dam, Boulder City, NV and Sky-Y Camp and Goldwater Lake, Prescott, AZ, October 2-5, 2012, for 6<sup>th</sup> grade students at a cost of \$15,586.00.</li> <li>2. Melissa Griffin, Orangewood School, submitted an out-of-county/state field trip to the University of Arizona, Flandrau Planetarium, Tucson, AZ, November 14, 2012, for 6<sup>th</sup> grade students at a cost of \$1,145.00.</li> <li>3. Elizabeth Marshall, Orangewood School, submitted an out-of-county/state field trip to the University of Arizona, Flandrau Planetarium, Tucson, AZ, November 15, 2012, for 6th grade students at a cost of \$1,145.00.</li> <li>4. John Vasey, Orangewood School, submitted an out-of-county/state field trip to the University of Arizona, Flandrau Planetarium, Tucson, AZ, November 16, 2012, for 6th grade students at a cost of \$1,145.00.</li> <li>5. Michele Case, Palo Verde Middle School, submitted an out-of-county/state field trip to Rio Norte Jr. High School, Santa Clarita, CA and Valencia High School and Six Flags Magic Mountain, Valencia CA, May 4-5, 2013, for 7th and 8th grade students at a cost of \$24,506.00.</li> </ol> |                  |
| *E. | Award of Contract – Bid No. 11.036, Armored Car Services  | <b>UNANIMOUS</b> |
| *F. | Annual Intergovernmental Cooperative Purchase Agreements with The Cooperative Purchasing Network (TCPN)   | <b>UNANIMOUS</b> |
| *G. | Submission of the Elementary and Secondary School Counseling Program Grant in an Amount Not to Exceed \$400,000.00 Per Year for a Period Not to Exceed 36 Months  | <b>UNANIMOUS</b> |
| *H. | Acceptance of the Arizona Diamondbacks Foundation Grant in the Amount of \$5,000.00   | <b>UNANIMOUS</b> |
| *I. | Agreements to Provide Summer Meals to Washington Activity Center, Gompers Habilitation Center, and ACCEL School   | <b>UNANIMOUS</b> |
| *J. | Agreement with the Assistance League of Phoenix for Participation in the Operation School Bell and LEARN Program  | <b>UNANIMOUS</b> |

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

**IV. PUBLIC HEARING**

**A. Revised Expenditure Budget #2 for Fiscal Year 2011-2012**

Dr. Cook advised the Board that the District is required by law to present the revised expenditure budget for approval at a Governing Board meeting prior to May 15, 2012. Dr. Cook introduced Mr. David Velazquez, Director of Finance, who was available to answer any questions from the Governing Board and/or the public. There were no questions from the Governing Board or the public.

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

## VI. ACTION / DISCUSSION ITEMS

### A. **Revised Expenditure Budget #2 for Fiscal Year 2011-2012**

UNANIMOUS

Dr. Cook asked the Governing Board to approve the Revised Expenditure Budget #2 for Fiscal Year 2011-2012.

A motion was made by Mrs. Lambert that the Governing Board approve the 2011-2012 Revised Expenditure Budget #2, and authorize the exceeding of Maintenance and Operation subsections provided that the overall Maintenance and Operation budget is not exceeded. The motion was seconded by Mr. Adams. The motion carried.

### B. **Lookout Mountain Rebuild Project – Guaranteed Maximum Price (GMP) with Adolfson & Peterson Construction in an Amount Not to Exceed \$14,408,719.00**

UNANIMOUS

Dr. Cook advised the Board that a year ago, the District began the process of naming a Construction Manager at Risk for the rebuild of Lookout Mountain Elementary School. Adolfson & Peterson Construction was awarded the contract and presented the Board, for their approval, the Guaranteed Maximum Price (GMP) for the construction of the project. Dr. Cook introduced Mr. Mike Kramer, Director of Capital Projects and Maintenance, and Mr. Paul Hartley of H2 Group to present the information and answer any questions regarding the construction project.

Mr. Kramer introduced the following audience members associated with the project: Tricia Johnson, Principal of Lookout Mountain Elementary School; Audrey Barrett, Assistant Principal of Lookout Mountain Elementary School; Tom Geary, Job Site Superintendent of Adolfson & Peterson Construction; Vispi Karanjia of Orcutt/Winslow Architects; and B.J. Pennington of Adolfson & Peterson Construction.

Mr. Kramer reviewed the project history to date and the breakdown of funding sources. Mr. Hartley reviewed the project scope and current status of the project. Mr. Hartley stated the project has been a collaborative effort with many individuals involved. He thanked Dr. Cook, who has been very instrumental in the project, for her guidance and support of the team.

Mrs. Lambert thanked the team for the presentation and the frequent progress reports.

Dr. Cook acknowledged the efforts of Vispi Karanjia, Tom Geary, and B.J. Pennington for working collaboratively on the project.

A motion was made by Mrs. Lambert that the Governing Board approve the Guaranteed Maximum Price for the Lookout Mountain Elementary School Rebuild Project with Adolfson & Peterson Construction as the Construction Manager at Risk in an amount not to exceed \$14,408,719.00. The motion was seconded by Mr. Adams. The motion carried.

### C. **Amendment to Agreement with AT&T (formerly New Cingular Wireless) for Cell Tower at Lookout Mountain Elementary School**

Dr. Cook advised the Board that because of the rebuild of Lookout Mountain Elementary School, there was a need to move a cell tower currently on the property. Dr. Cook introduced Mr. Rex Shumway who provided the Board with information regarding the cell tower.

Mr. Shumway advised that the District had been working with AT&T over the last several months to negotiate the feasibility of relocating the cell tower and offered the Board two options to consider.

Option 1: Request that AT&T demolish and rebuild the cell tower at another location on the Lookout Mountain site at their cost. AT&T would install a temporary tower on the site during school construction. This option would require the District to agree to abate the anticipated revenue for a period of time to allow AT&T to recoup the cost of relocating the tower.

Option 2: Allocate additional budget capacity in the Lookout Mountain project budget to accommodate the cost of demolishing and rebuilding the cell tower on the school site, and pay to have the existing tower demolished and rebuilt somewhere else on the site.

Mrs. Lambert asked if Option 1 was to fulfill the District's remaining contract with AT&T and that AT&T would demolish and rebuild the cell tower in lieu of paying the District monthly payments. She also asked if the new cell tower would have the same appearance as the old cell tower. Mr. Shumway responded that Option 1 would fulfill the District's contract with AT&T and the abatement of monthly revenue would be for a period of 115 months to allow AT&T to recoup the cost of relocating the tower. Mr. Hartley advised that AT&T planned to have the new cell tower appear as a palm tree to match the palm trees on the adjacent property.

Mr. Adams remarked that he had read an article about another school district who had a cell tower and had safety concerns for the students. Mr. Shumway and Mr. Hartley advised that AT&T is responsible for ensuring that environmental issues are met and there are no safety concerns for anyone in the vicinity. Mr. Adams suggested that the District might conduct an investigation for the safety concerns of our children. Ms. Tricia Johnson, Principal of Lookout Mountain Elementary School, advised that she was Assistant Principal at the time the cell tower was being considered. She stated that several community member meetings were held and that New Cingular Wireless (the vendor at the time) conducted environmental tests and the District also did extensive testing at that time and was satisfied that there were no safety concerns.

Mr. Adams expressed his disappointment that AT&T did not offer to split the cost with the District. He asked what would happen if the District did not sign the Amended Agreement with AT&T and what would the ramifications be? Mr. Adams stated he knows there is a contract and realized that there was no way to anticipate having to move the cell tower, but asked if it was possible to try to negotiate with AT&T. Mr. Shumway advised that the District had been negotiating with AT&T for over nine months regarding this project. Mr. Shumway stated that the contract has provisions whereby the District would be liable for damages for loss of service.

Mr. Maza asked how many years the contract was with AT&T for the cell tower. Mr. Shumway advised that there are at least nine more years until the District has the right to terminate the contract. Mr. Maza stated that because of the contract and because there were no plans to rebuild Lookout Mountain at the time the contract was executed, AT&T had the right to add new technology, as needed, during the course of the contract. Mr. Shumway advised that there is a provision in the agreement that AT&T can upgrade technology for the cell tower, as necessary.

Mrs. Lambert asked how many years were remaining on the current contract. Mr. Shumway stated that the contract was executed on June 21, 2006 for 25 years. Mr. Shumway advised that the Board had the option at the end of 15 years to terminate the contract and have the cell tower removed.

Ms. Graziano asked for confirmation of her understanding of the issue that if the District needs to have the cell tower moved because of the Lookout Mountain rebuild, the District is responsible for the expense. Mr. Shumway responded that she was correct because the District was contractually bound to have the cell tower on the site and if there was a need to relocate the cell tower because of the District's action, it was the District's responsibility for the expense. Mr. Shumway stated that the District would either have to find budget capacity of approximately \$180,000.00 or abate the monthly revenue of approximately \$1,500.00 for a period of 115 months to cover the cost of relocating the cell tower.

Ms. Graziano asked if the 115 months would end at the 15 year mark when the Board has the option to terminate the contract. Mr. Shumway responded that it would be within one month or two of the 15 year date and the District has an obligation to uphold the contract until that time.

A motion was made by Mr. Jahneke that the Governing Board approve Option 1 to amend the agreement with AT&T authorizing demolition, placement of temporary equipment, and construction of a new cell tower on the Lookout Mountain site. The agreement also includes abatement of monthly revenue in the amount of \$1,564.09 for a period of 115 months. Additionally, it was moved that the Governing Board authorize the Superintendent to execute all documents related to this agreement. The motion was seconded by Mrs. Lambert. The motion carried.

**D. Utilize Intergovernmental Cooperative Purchase Agreements with Mohave Education Services Cooperative (MESCC) UNANIMOUS**

Dr. Cook advised the Board that the District was recommending the use of Mohave Education Services Cooperative for anticipated purchases. Dr. Cook introduced Mr. Howard Kropp, Director of Purchasing, who was available to answer questions. There were no questions from the Board.

A motion was made by Mr. Adams that the Governing Board approve the lease purchase of three 60-passenger buses under the Intergovernmental Cooperative Purchase Agreement with Mohave Educational Services Cooperative (MESCC). The annual cost for the lease is \$134,105.79 for a total cost of \$402,317.37 over three years. Additionally, it was moved that the Governing Board authorize the Superintendent to execute all documents related to the lease. The motion was seconded by Mr. Jahneke. The motion carried.

**E. Compensating Retiring Employees with a One-Day, One-time Stipend UNANIMOUS**

Dr. Cook advised the Board that it had approved the Interest-Based Negotiation (IBN) recommendations at the April 26, 2012 Governing Board meeting. At that time, Ms. Clorinda Graziano requested a future agenda item regarding compensating retiring certified employees with a one-day, one-time stipend commensurate with the signing bonus for continuing certified employees. Dr. Cook stated that the IBN team reviewed the information and reached consensus to compensate certified retirees and school administrators who are retiring.

Dr. Cook advised that because the District is not allowed to give public money without something in return, IBN proposed that certified teachers who were retiring this school year would be offered the opportunity to work on June 1 at the District

Office to contribute to the new teacher evaluation system. She stated there was a need for examples and backup resource documentation and thought their experience could be used wisely in that way. School administrators who are retiring would be offered the same opportunity to work on June 1 at the District Office, but for the purpose of providing similar examples for the new principal/assistant principal performance evaluation system.

Ms. Graziano thanked Dr. Cook and the IBN team for proposing a plan which honored retirees and also took their expertise into account.

Mrs. Lambert also thanked everyone involved in the proposal. She felt it was an excellent offer and should work well.

1. A motion was made by Mrs. Lambert that the Governing Board offer certified teachers who are retiring this school year an opportunity to work on June 1 at the District Office. There is a need for help with identifying evidence or examples for each of the 38 behaviors on the new teacher performance evaluation instrument. These teachers can meet on June 1 to develop a list of evidence/examples of each indicator for future use with training. Other committees were going to convene to do this same kind of work. As a result, there may not be a need to convene as many groups.
2. Additionally, it was moved to offer school administrators who are retiring this school year the same opportunity, but for the purpose of providing similar examples for the indicators on the principal/assistant principal performance evaluation instrument.

The motion was seconded by Ms. Graziano. The motion carried.

**VII. FUTURE AGENDA ITEMS**

There were no future agenda items.

**VIII. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

Mr. Jahneke acknowledged Dr. Cook and his fellow Board members for their expedient work for the Study Session and the Board meeting that day.

Dr. Cook acknowledged a phone call received from the mother of 6<sup>th</sup> grade Roadrunner student, Isaiah Acosta, who wanted to thank Principal, Karen Menaugh; teacher, Heidi Burke; and instructional assistant, Clarissa Duarte, for everything they did for her son.

**IX. 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 Regular 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 Dr. Susan J. Cook.

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



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

**XI. 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.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 Dr. Susan J. Cook.

**XII. RECONVENING OF REGULAR MEETING**

**XIII. ADJOURNMENT**

**UNANIMOUS**

A motion was made by Mr. Jahneke to adjourn the meeting at 9:10 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

5/24/12  
DATE

Allen Jahneke  
BOARD OFFICIAL

05/24/12  
DATE