

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

2010-2011

November 18, 2010

**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**

Mrs. Lambert called the meeting to order at 7:00 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mr. Chris Maza.

**B. Moment of Silence and Meditation**

Mrs. Lambert called for a moment of silence and meditation.

**C. Pledge of Allegiance**

Mrs. Lambert led the Pledge of Allegiance.

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

A motion was made by Ms. Graziano to adopt the Amended Regular Meeting Agenda. The motion was seconded by Mr. Maza. The motion carried.

**UNANIMOUS**

**E. Approval of the Amended Minutes**

A motion was made by Mr. Jahneke that the Governing Board approve the Amended Minutes of the October 28, 2010 Regular Meeting. The motion was seconded by Mr. Maza. The motion carried. Mr. Adams abstained from the vote.

**UNANIMOUS**

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

Mr. Adams shared that he enjoyed visiting Ocotillo Elementary School and thanked Principal, Brenda Case, and the staff.

Mr. Adams shared that he attended the Arizona School Personnel Administrators Association Conference in Prescott, AZ. Mr. Adams thanked the District's Human Resources staff for everything they do.

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

- Sahuaro Elementary School's 50<sup>th</sup> Anniversary Celebration
- Roadrunner Elementary School's Beginning Band Concert
- Lakeview Elementary School's Patriotic Concert

Ms. Graziano shared that she enjoyed attending the following events and wished everyone a Happy Thanksgiving:

- Ironwood Elementary School's Fall Festival
- Sunburst Elementary School's Fall Concert
- Orangewood School's Fall Festival
- Sahuaro Elementary School's 50<sup>th</sup> Anniversary Celebration
- Arroyo Elementary School's McDonald's Night
- Lakeview Elementary School's Patriotic Concert
- PLC Meeting for music teachers

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- Ocotillo Elementary School's Beginning Band Concert
- Governing Board meetings for Phoenix Union High School District and Cartwright Elementary School District

Mrs. Lambert shared that she attended a Title I state-wide conference from November 16-18, 2010. She also wished everyone a Happy Thanksgiving.

Dr. Cook shared that a student from Shaw Butte Elementary School would demonstrate a mathematics concept. Dr. Cook introduced Principal, Tracy Maynard, who introduced 4<sup>th</sup> grade student, Jennifer Mora Moran, her mother, Erika Moran, and her teacher, Mellisa Reimink. Ms. Maynard also introduced Mr. Marco Ramirez, a math consultant, and several staff members who were also in attendance. Jennifer demonstrated math reasoning and multiple problem solving strategies. Jennifer was presented with a certificate, mathematics book, and a pencil holder with a ruler, calculator and pencils.

### **G. Special Recognition**

- Dr. Cook advised that the District participated in the Kiwanis 18<sup>th</sup> Annual Walk-A-Thon at Arrowhead Mall on October 23, 2010. She stated it had been a privilege to work with the North Phoenix Kiwanis for several years and to honor them for their support to the District. Dr. Cook introduced Ms. Dorothy Watkins, Administrator of Social Services, who is a member of the North Phoenix Kiwanis. Ms. Watkins introduced Mr. Brian Nichols, Mr. Robert Biddell, and Mr. Jim Day from the North Phoenix Kiwanis. Mr. Nichols thanked the District for its participation in the Walk-A-Thon and presented a check to the District for \$12,576.81. A certificate was presented to the North Phoenix Kiwanis group.
- Dr. Cook advised that five of the District's schools benefited from Pastor Dennis Hislop and volunteers from Pure Heart Christian Fellowship's generosity on October 23, 2010. Dr. Cook introduced Ms. Jill Hicks, Community Outreach Specialist, who introduced Pastor Dennis Hislop. Ms. Hicks thanked Pastor Hislop and his volunteers for their efforts on October 23, 2010 at five of the District's schools. They painted and planted flowers at Sunburst school. They had a Farmer's Market at Acacia, Arroyo, Chaparral, and Sahuaro schools and provided free vegetables and school supplies for students and their families and was also open to the public. Pastor Hislop was presented with a certificate of appreciation.
- Dr. Cook advised the Board that five schools had received the ENERGY STAR designation for energy efficiency as designated by the United States Environmental Protection Agency (EPA). Dr. Cook introduced Ms. Sue Pierce, Director of Facility Planning, who congratulated and presented plaques to the principals and facility managers of the following schools:
  - Alta Vista Elementary School
  - Cholla Middle School
  - Desert Foothills Junior High School
  - Maryland School
  - Roadrunner Elementary School

Dr. Cook advised the Board that the District received a certificate from ENERGY STAR for reducing greenhouse gas emission by 20%.
- Mr. Adams thanked the community and everyone involved for the success of the District's override and bond elections which will enable the District to proceed with capital projects and assist with maintaining staffing levels.

**H. Public Participation**

There was public participation. Community member, Ms. Sherry Dudek, congratulated the District for the passage of the override and bond elections. She stated she was pleased that the community supported the need and cared about the children who are our future. Ms. Dudek thanked the Governing Board and the District for having the foresight and initiative to form community partnerships to create programs that will benefit the children.

**I. Approval of the Consent Agenda**

**UNANIMOUS**

Ms. Graziano requested that Item \*II.F. – First Reading of Proposed Amended Board Policy JK – Student Discipline 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. Maza. 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 (The Value of Donated Items is Determined by the Donor)**

**UNANIMOUS**

Approved the public gifts and donations as presented.

1. The Phoenix Zoo donated scholarships with a value of \$2,072.00 to Shaw Butte elementary School for 36 students and chaperones to attend Zooreach Night Camp.

**\*D. Out-of-County/State Field Trips**

**UNANIMOUS**

1. Christine Frost, Acacia Elementary School, submitted an out-of-county/state field trip request to Sea World, San Diego, CA, May 11-13, 2011, for 6<sup>th</sup> grade students at a cost of \$22,372.00.

**\*E. Acceptance of the Washington Education Foundation Grants on Behalf of the District in the Amount of \$9,476.44**

**UNANIMOUS**

**\*F. First Reading of Proposed Amended Board Policy JK – Student Discipline**

**UNANIMOUS**

A motion was made by Ms. Graziano that the Governing Board approve Consent Agenda item \*II.F. – First Reading of Proposed Amended Board Policy JK – Student Discipline with one change – to change the word “sex” to “gender” in the second paragraph of the proposed amended Board Policy JK. The motion was seconded by Mr. Jahneke. The motion carried.

**\*G. Second Reading and Adoption of Proposed Amended Board Policies BBBB – Board Member Oath of Office, BE – School Board Meetings, BEC – Executive Sessions/Open Meetings, BEDA – Notification of Board Meetings and BEDG – Minutes**

**UNANIMOUS**

### III. ACTION / DISCUSSION ITEMS

#### A. **2010-2011 Revenue Budget**

UNANIMOUS

Dr. Cook introduced Ms. Cathy Thompson who offered the Board the estimated revenue budget for the 2010-2011 fiscal year. Ms. Thompson advised that the revenue budget is not required by statute, however, the District prepares an estimated revenue budget for the Board to approve to assist the Finance Department when preparing the comprehensive annual financial reports at the end of the year.

A motion was made by Ms. Graziano that the Governing Board approve the stated revenue amounts as estimated budget for the 2010-2011 fiscal year. The motion was seconded by Mr. Adams. The motion carried.

#### B. **First Reading of Proposed Amended Policy JL – Student Wellness and Discussion, Consideration and Decision Regarding Adoption of a Recess Policy**

UNANIMOUS

Dr. Cook advised the Board that Ms. Janet Sullivan would present the proposed amended policy that was mandated by the legislature. Ms. Sullivan reviewed the work of the committee that addressed this issue.

Ms. Graziano made the following observations:

- Confirmed with Ms. Sullivan that all grade levels (K-8) participate in physical education classes on a regular basis within a 6 day schedule.
- Confirmed with Ms. Sullivan that not all schools will have recess before lunch. Ms. Sullivan advised that the schedule listed in the Regulation shows possibilities for schools and is not all inclusive.
- Recommended a change to the last sentence of the second paragraph of the proposed Policy to read: “Healthy eating is demonstrably linked to reduced risk for mortality and **reduction in the** development of many chronic diseases as adults.”
- Suggested that when the committee recommends to teachers to have a 5-10 minute physical activity break within regular classrooms, they give teachers specific ideas to promote physical activities for their students. Also suggested that classroom teachers collaborate with the music teacher for music suggestions to enhance the physical activities. Ms. Sullivan stated that the committee had discussed incorporating music with the physical activities and possibly having physical education teachers use the first 5-10 minutes of a PLC meeting to engage teachers in a physical activity that they could use in their classrooms with their students.

Mr. Maza questioned the context and the funding of the legislative bill.

A motion was made by Mr. Jahneke that the Governing Board approve the First Reading of proposed amended Policy JL – Student Wellness and reaffirm the current Recess Regulation JL-R – Student Wellness with the change to the last sentence of the second paragraph of the proposed Policy to read: “Healthy eating is demonstrably linked to reduced risk for mortality and **reduction in the** development of many chronic diseases as adults.” The motion was seconded by Mr. Adams. The motion carried.

#### C. **Information, Discussion, and Possible Action Regarding Policies BDA – Board Organizational Meeting and BDB – Board Officers**

UNANIMOUS

Mrs. Lambert asked Governing Board members to consider eliminating the Past

President title and recommended deleting any mention of Past President in Policies BDA and BDB. Mrs. Lambert recommended that when the President of the Governing Board completed their term of office, they should assume the title of Governing Board Member.

A motion was made by Ms. Graziano that the First Reading of Policies BDA – Board Organizational Meeting and BDB – Board Officers, with all references to Past President removed, be presented to the Board at the December 9, 2010 Governing Board meeting. The motion was seconded by Mrs. Lambert. The motion carried.

#### **IV. INFORMATION / DISCUSSION ITEMS**

##### **C. Bond Implementation and Project Management Firm (moved at discretion of Chair)**

Dr. Cook advised the Board that information would be offered regarding the use of a bond implementation and project management firm. Dr. Cook introduced Ms. Cathy Thompson who stated that the District had developed a specific list of projects to be completed with the recently approved bond authorization of approximately \$65,000,000.00. However, due to budget restrictions resulting in a reduction in staff in the Capital Projects Department, the District is exploring the prospect of hiring a project management firm to keep the District on task. Ms. Thompson introduced Mr. Jeff Cook and Mr. Paul Hartley from the H2 Group, who presented a summary of the scope of services available from their firm. Mr. Cook advised that a Disclosure was prepared to acknowledge that he and Superintendent, Dr. Susan J. Cook, are not related, nor were they previously acquainted before the business relationship with the District.

Mr. Jahneke stated that the argument for hiring the project management firm would be that the District would have to spend money in order to save money because the projects would be completed in a timely, cost-effective manner.

Mr. Adams asked about the fees charged by the H2 Group. Mr. Cook responded that the \$646,000.00 fee would be for the first three fiscal years, however, the District would have the opportunity to renew the contract on an annual basis after receiving status reports from the firm. Mr. Adams stated he was in support of hiring a project management firm and advised Mr. Cook and Mr. Hartley that he had heard favorable comments about their firm.

Ms. Graziano asked if it would be more cost efficient to hire one or two Project Managers to oversee the projects. Ms. Thompson stated that in the past, Project Managers had other tasks divert their attention which caused the bond projects from being completed in a timely, cost-effective manner. Ms. Thompson and Dr. Cook advised that the H2 Group had a large staff with a broad scope of services and experience for comprehensive delivery. If one to three Project Managers were hired, they would still need to hire people with specific expertise to complete a project which might not be cost-effective nor efficient.

Ms. Graziano asked if the District had plans to hire an architect for these projects. Ms. Thompson advised that an Architect RFQ had been issued and the District would have a list of several architects to use. Dr. Cook stated that Mr. Hartley of the H2 Group is an architect and may be able to provide architectural services for some of the smaller bond projects.

Mr. Maza stated that as an elected steward of the taxpayers' money, he was in support of hiring a project management firm, realizing that the District must spend money in order to save money.

Mrs. Lambert was pleased that the fee was a set amount rather than an hourly rate. She asked how the H2 Group would determine the order in which projects would be completed. Mr. Cook responded that he recommends grouping projects either by site or project type to be more efficient and make the best use of the bond dollars that have been entrusted to the Board. Mr. Cook stated he would work collaboratively with school administrators and site councils during the bond management planning process.

Mrs. Lambert asked how the Facility Planning Group and Design Teams would work with Mr. Kramer's department, as well as the H2 Group. Dr. Cook replied that it was possible to have the Regional Facility Groups be designated as a Bond Oversight Committee which would have quarterly meetings and submit reports to the Board. The Design Teams would be formed with staff and community members at each school, Mr. Kramer's Department, the architect, and a member from a project management team to determine the order of projects or bundling of projects.

Mrs. Lambert asked if this was for bond dollars only or would it overlap with current capital projects. Ms. Thompson responded that this would involve bond and capital funding because there were a few unfinished projects which would use unrestricted capital and possibly adjacent ways funding. Ms. Thompson advised that if grants were awarded, they could be used for additional funding on some of the projects.

Mr. Cook and Mr. Hartley were thanked for their presentation.

Dr. Cook advised the Board that she would recommend a contract with the H2 Group for three fiscal years which would be brought to the Board for their approval at the December 9, 2010 Governing Board meeting. The Board would have the option to renew or cancel the contract annually after reviewing project reports.

**B. Arizona School Improvement Plans (moved at discretion of Chair)**

Dr. Cook introduced Ms. Janet Sullivan who advised the Board that no schools were identified as Underperforming under AZ LEARNS. The Arizona School Improvement Plans of Title I schools not meeting the Adequate Yearly Progress (AYP) requirements of the *No Child Left Behind Act* (NCLB) were provided to the Board for review. School teams at Cholla, Mountain View, Palo Verde, Roadrunner, Shaw Butte and Sunnyslope had completed new plans to meet NCLB and ADE mandates.

Mr. Jahneke asked about SuccessMaker. Ms. Sullivan replied that it is a computer adapted program that was purchased with ARRA Title I funds for 18 of our schools. Students work on math or language arts to assist them to reach benchmarks at grade level.

Mr. Jahneke asked for an example of differentiation of instruction. Ms. Sullivan responded that students learn differently and instruction may be provided in a variety of ways, e.g., auditory, visual, using manipulatives, completing projects, writing a report, etc.

Ms. Graziano congratulated the schools on their plans and was pleased to see the

collaboration as students transition from elementary school to middle school to high school. She was glad to see the involvement of parents and felt that the PLC Wednesday time was very important for teachers.

Mrs. Lambert appreciated the work involved in creating the plans and also pleased with the parent and community involvement which helps improve student achievement. Mrs. Lambert asked how the parent input was obtained for the recommendations in the plans. Ms. Sullivan replied that each of the schools engaged their site councils, and in some cases, brought in some parent groups. All stakeholders were involved in the Needs Assessment with the standards in rubrics for school improvement.

**A. 2010 Accountability Update – Assessment Report: Part Two**

Dr. Cook advised the Board that Part Two of the Assessment Report focused on the results of Arizona's Instrument to Measure Standards (AIMS), the Stanford 10 and the Arizona English Language Learner Assessment (AZELLA). Dr. Cook introduced Ms. Janet Sullivan who presented the results of each State assessment and explained how the scores are utilized at the District and school levels.

Mr. Jahneke noted that there was a decrease on the AZELLA, Making Progress K-5, group. Ms. Sullivan replied that although there has been a reduction in the English Language Learners (ELL) population, there has been an increase of refugee students with extremely limited English and academic content. Ms. Sullivan advised that the Kindergarten, 4<sup>th</sup> and 5<sup>th</sup> grade tests have changed and are more difficult.

Ms. Graziano stated that teachers know that the AIMS test questions are based on the Arizona curriculum and asked if information is provided to teachers regarding test material for the Stanford 10 test. Ms. Sullivan replied that teachers know the general topics that will be tested on the Stanford 10, but not the level of specificity.

Ms. Graziano requested information regarding the grouping of students for Tier 1, 2 and 3 Response to Intervention (RTI). Ms. Sullivan responded that teachers look at what is being taught and how students are performing on that content. Students are continuously being evaluated using a variety of assessments, including AIMS and District assessment data to identify students who need additional assistance on mastering that content. The groups are ongoing and fluid.

Mrs. Lambert requested information regarding AZELLA reclassification. Ms. Sullivan advised that when a student passes the AZELLA, they are reclassified as fluent English proficient and placed in a regular education program. Federal law requires that the District continues to monitor the progress of students who are reclassified for two years. If a student does not test as proficient the subsequent year, the teacher would make a recommendation whether the student should remain in the Regular Education classroom with support or be re-enrolled in the ELL program. The final decision would be made by the parents of the student.

Mrs. Lambert asked if the AZELLA tests to the English standards of that grade level or to the expected proficiency of an ELL student. Ms. Sullivan advised that if a student tests proficient on the AZELLA test, they are deemed ready to learn content at grade level, not that they are proficient on content standards at grade level.

**D. Update on RIF/Excess Processes: Staffing Timelines and Communication**

Dr. Cook advised that the update on reduction in force (RIF) and excess process timelines and communications was provided due to a request by Ms. Graziano. Dr.

Cook introduced Mr. Justin Wing who reviewed the staffing procedures for the RIF/excess process, timelines for the 2010-2011 school year in order to distribute contracts to teachers in a timely manner, and the means of communication to school administrators and certified staff which had been implemented. Mr. Wing advised he had been invited and presented at several schools and departments and a WDEA-led after-school meeting to review the productive culture rubric, statutory changes pertaining to reductions in force, details of the reduction in force rubric, and responded to questions.

Mr. Jahneke asked if the internal transfer process and excessing were voluntary. Mr. Wing responded that both processes may be voluntary. Mr. Wing stated that excessing typically occurs prior to the internal transfer process when a school has more staff than positions for the following school year based on enrollment, class size, etc. In that case, it would be necessary to move an individual or individuals from one school to another. The internal transfer process allows internal teachers to apply for openings at a school before it is open to the external population.

Mr. Wing reviewed the RIF process which is conducted district-wide rather than at each school site. Mr. Maza stated that due to State statutes, the RIF process would only be utilized for budgetary reasons, not evaluation reasons. Mr. Wing advised that the RIF process occurs first, if necessary, followed by the excessing process, then the internal transfer process.

Ms. Graziano asked a variety of questions regarding the processes, including how the excess process works at a specific site at a given grade level, how the RIF rubric will be utilized, the differences between the two processes, and the differences between a District-wide process (RIF) and a school-based process (excessing). She posed several scenarios that could complicate implementation.

Mrs. Lambert asked how the administrators and staff were responding to the RIF process and rubric for certified personnel and if there would be an evaluation after the first year of implementation. Mr. Wing stated that the information had been well received with positive responses, but we must live through the new processes in order to reevaluate them. He stated that the sub-committee of the Interest-based Negotiations team would be meeting to evaluate the process.

Mr. Wing reported that the State was working on guidelines for teacher evaluations which could possibly require the District to change Section 1 of the RIF rubric regarding evaluations and performance based on scoring.

Mr. Adams thanked Mr. Wing and the committee for a job well done for a difficult task.

#### **E. Trust Board Update**

Mr. Maza reported that in addition to renewal of vendor contracts, preliminary information was received regarding increased health care costs due to the new health care law.

#### **V. FUTURE AGENDA ITEMS**

Mrs. Lambert requested information about Education Jobs Funding.

#### **VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

Mr. Adams acknowledged that he was proud of Mr. Jahneke's run for office for State Representative and glad that he serves on the District's Governing Board.



Mr. Jahneke acknowledged his Governing Board colleagues for their support the last ten months and also acknowledged Mr. Adams' run for office for State Representative. Mr. Jahneke stated that even though neither of them won the election, they could have served their constituents well.

Mrs. Lambert congratulated Mr. Adams and Mr. Maza for being elected to serve on the WESD Governing Board for the next four years.

Dr. Cook also congratulated Mr. Adams and Mr. Maza and stated she was very pleased and proud that the District passed their bond and override elections.

Dr. Cook acknowledged Mark Kauppila and Jeannette Martinez, both of whom recently passed away. She acknowledged their contributions and dedication to the District.




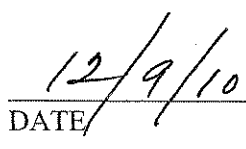
**VII. ADJOURNMENT**

**UNANIMOUS**

A motion was made by Mr. Maza to adjourn the meeting at 10:16 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

 _____ BOARD SECRETARY	 _____ DATE
 _____ BOARD OFFICIAL	 _____ DATE