

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2010-2011

June 23, 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 7:02 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Mr. Bill Adams and Ms. Clorinda Graziano were not in attendance.

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 Mrs. Lambert. The motion carried.

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mrs. Lambert that the Governing Board approve the Minutes of the June 9, 2011 Regular Meeting. The motion was seconded by Mr. Jahneke. The motion carried.

UNANIMOUS

F. Current Events: Governing Board and Superintendent

Dr. Cook introduced Dr. Steve Murosky, Director of Academy Support Programs, who, in turn, introduced Ms. Lauri Demetres, Chaparral Elementary School's Summer School Coordinator. Ms. Demetres introduced 4th grade student, Dylan Hensley, his family, and his teacher, Mr. Michelle Witzke. Dylan demonstrated solving a math problem. Dylan was presented with a certificate, mathematics book, a pencil holder, a ruler, calculator and pencils.

G. Public Participation

There was no public participation.

H. Approval of the Consent Agenda

Mr. Jahneke requested that Item *II.B. – Personnel Items be pulled from the Consent Agenda for separate consideration.

UNANIMOUS

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

II. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***B. Personnel Items**

A motion was made by Mr. Jahneke that the Governing Board approve Consent Agenda item *II.B. – Personnel Items as presented. The motion was seconded by Mrs. Lambert. The motion carried

Dr. Cook acknowledged and congratulated the hiring of the following Administrative employees:

- Shannon Bonnette – Interim Principal at Richard E. Miller Elementary School
- Sean Carney – Principal at Washington Elementary School
- Chris Hood – Assistant Principal at Royal Palm Middle School and Instructional Coach
- Diana Howsden – Director of Head Start
- Audra Mathews – Assistant Principal at Desert Foothills Junior High School and Instructional Coach
- Rebeccah Potavin – Interim Assistant Principal at Ocotillo Elementary School
- Polly Schultz – Interim Assistant Principal at Shaw Butte Elementary School

***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. Abraham Lincoln Traditional School Guild donated Saxon Math books with an approximate value of \$7,727.50 for the benefit of students in grades K-2.
2. Abraham Lincoln Traditional School Guild donated Reading Counts quizzes and maintenance fees with an approximate value of \$998.00 for the benefit of students.
3. Abraham Lincoln Traditional School Guild donated a microphone for the cafeteria with an approximate value of \$800.00 for the benefit of students and staff.
4. Abraham Lincoln Traditional School Guild donated a Turnitin Tutorial with an approximate value of \$980.00 to assist teachers with grading papers.
5. Fresh & Easy donated a Shopping Night check in the amount of \$455.19 to be used for the benefit of students at Lakeview Elementary School.
6. Inter-State Studios donated a commission check in the amount of \$487.00 to be used for the benefit of students at Lakeview Elementary School
7. Ironwood PTO donated a check in the amount of \$331.02 to be used to assist with purchasing a Funhoop for the primary playground at Ironwood Elementary School.
8. During the last several months, District staff has been working with Centennial Contractors Enterprises, Inc. regarding a possible installation of LED lights at a school site to demonstrate the energy performance of this innovative lighting. It was determined that because Sunburst Elementary School still has the old T-12 fluorescent lighting system and has high energy costs, it would be an ideal location to install a small test system.

Centennial Contractors has offered to install a small set of these lights in the Principal's office as well as some lights in the parking lot at Sunburst. They have agreed to install an energy monitor in the office 30 days prior to the new lighting in order to establish a base reading of energy use with the current lighting. After installation of the pilot system, Centennial Contractors and WESD will monitor the lights and their energy performance for one month after the installation. The lights will remain at Sunburst after completion of the test.

All materials and labor for the installation of this test project will be provided at no charge to the District. The administrative staff at Sunburst has approved the installation of this test lighting at their school.

The value of the indoor lighting in the office is \$2,500.00 and the value of the outdoor parking lights is approximately \$1,000.00.

- | | |
|--|------------------|
| *D. Extension and Renewal of Annual Contract for Specified Goods and Services | UNANIMOUS |
| *E. 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 |
| *F. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative, Inc. (MESC) | UNANIMOUS |
| *G. Sole Source Vendors | UNANIMOUS |
| *H. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO) | UNANIMOUS |
| *I. Award of Contract – RFP No. 10.018, Sports Officials | UNANIMOUS |
| *J. Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments | UNANIMOUS |
| *K. Extracurricular Fee Schedule for 2011-2012 | UNANIMOUS |
| *L. Renewal of Lease with the Roman Catholic Church for Private School Consortium Facilities at Bourgade High School (Modular Building Site and Parking Area) | UNANIMOUS |
| *M. Renewal of Lease Agreements with Faith United Methodist Church and Royal Palms Baptist Church for 2011-2012 | UNANIMOUS |
| *N. Renewal of Lease Agreement with VALLEYLIFE | UNANIMOUS |
| *O. Acceptance of the Dairy Council Grant in the Amount of \$1,000.00, the Grand Canyon Association Grant in the Amount of \$400.00, the Henkel of America, Inc. Grant in the Amount of \$2,600.00, and the John C. Lincoln Grant in the Amount of \$4,920.00 | UNANIMOUS |

III. ACTION / DISCUSSION ITEMS

- | | |
|---|------------------|
| A. GASB 54: Information Update and Delegation of Authority to Assign Fund Balances | UNANIMOUS |
|---|------------------|

Dr. Cook introduced Ms. Cathy Thompson who, in turn, introduced Mr. Dennis Osuch and Mr. Dennis Mascke of LarsonAllen auditing firm. Messrs. Osuch and Mascke reviewed the Governmental Accounting Standards Board (GASB), Statement No. 54 and the following new reporting categories on the annual financial statements:

- Nonspendable Fund Balance
- Restricted Fund Balance
- Committed Fund Balance
- Assigned Fund Balance
- Unassigned Fund Balance

Messrs. Osuch and Mascke stated that internal reporting purposes, as well as to the State, will not change. They further advised that external reporting will change and be more defined in order to provide a better understanding of the District's fund balances. They stated that GASB 54 is a nation-wide process for all government agencies. Mr. Osuch advised Board members that they were being asked to delegate the authority to assign fund balance amounts. He stated that a fund balance policy or regulation would be presented for consideration at a future date.

Mrs. Lambert asked how the carry forward balance would relate to these new fund balances. Ms. Thompson responded that the District will recommend a policy to Board members at a future date that would reflect the District's intent to maintain a fund balance that would offset any unexpected expenditures or revenue shortfalls.

Mrs. Lambert asked if bond money used for a project covering two fiscal years would fall in this category. Mr. Osuch advised that bond funds would be considered as restricted fund balances because voters passed the bond election for specific District projects.

Mr. Maza and Mr. Jahneke stated that GASB 54 will provide transparency and clarity for external reporting.

A motion was made by Mrs. Lambert that the Governing Board delegate the authority to assign fund balance amounts to be used for specific purposes to the Chief Business Official, Superintendent, or the Internal Auditor for the purpose of reporting these amounts in the annual financial statements. The motion was seconded by Mr. Jahneke. The motion carried.

B. Proposed Expenditure Budget for Fiscal Year 2011-2012

UNANIMOUS

Dr. Cook introduced Ms. Cathy Thompson to offer information regarding the Proposed Expenditure Budget for 2011-2012.

Ms. Thompson advised that the budget was prepared within the limits provided by the State of Arizona. The budget included the changes adopted by the State Legislature regarding reductions in soft capital, restricted capital, and the Arizona State Retirement System amount. The budget also included estimated tax rates.

Mr. Jahneke asked questions about two line item increases. Ms. Thompson advised the Board as to the circumstances.

Mrs. Lambert asked about the approximately \$4 million budget decrease for Special Projects-IDEA Part B. Ms. Thompson replied that the decrease is due to the elimination of ARRA funding.

Mrs. Lambert asked if the Title II budget reflected the 23% reduction in Title II money. Ms. Thompson advised that the 23% reduction was not included and that the budget figures are only estimates because she had not received all of the information needed to complete the budget. The final figures will be reflected when the Board is presented with the Revised Budget. Ms. Sullivan stated that they had not received information from the Arizona Department of Education (ADE) regarding the 23% reduction in allocation. Ms. Sullivan stated that a letter was received from ADE advising that the State was having a 23% decrease for Title II funds.

A motion was made by Mrs. Lambert that the Governing Board approve the Proposed Expenditure Budget for 2011-2012 and authorize publication of the summary and the notice of public hearing. The motion was seconded by Mr. Jahneke. The motion carried.

June 23, 2011

C. Funding Levels for the Casualty Trust and Workers Compensation Trust for 2011-2012 UNANIMOUS

Dr. Cook introduced Ms. Cathy Thompson who made recommendations for the funding levels for the Casualty Trust and Workers Compensation Trust for 2011-2012. Ms. Thompson advised that due to a decrease in claims costs for the current year, the Casualty Trust was being reduced by \$25,000.00 and that the Workers Compensation Trust was reduced by \$175,000.00. Ms. Thompson stated that both Trusts had reasonable fund balances to offset any increases in claims made in the 2011-2012 year.

A motion was made by Mr. Jahneke that the Governing Board approve the funding levels of \$950,000.00 for the Casualty Trust and \$1,175,000.00 for the Workers Compensation Trust. The motion was seconded by Mrs. Lambert. The motion carried.

D. Discussion, Consideration and Decision Regarding Possible Adoption of a Dating Abuse Policy UNANIMOUS

Dr. Cook advised that the District was required, by law, to present a proposed policy regarding dating abuse to the Governing Board prior to June 30, 2011. Dr. Cook stated that the District was not prepared to offer any action or recommendation regarding a proposed policy. However, Dr. Cook asked the Board to consider referring this matter to the Planning and Steering Council (comprised of staff and parents) for review and consideration, with direction to provide a recommendation to the Governing Board.

Mrs. Lambert asked if the Planning and Steering Council had discussed any curriculum subjects that could incorporate this topic. Dr. Cook advised that the Planning and Steering Council discussed all curriculum, however, at this time there was not a dating curriculum, nor a dating abuse curriculum. Therefore, the dating abuse curriculum would be an additional curriculum for the Planning and Steering Council to consider.

Mrs. Lambert asked that if the Planning and Steering Council were to present a recommendation to the Governing Board to adopt a dating abuse policy, that they also make a recommendation as to how the information would be disseminated. Dr. Cook advised that the Planning and Steering Council could possibly consider incorporating the dating abuse topic with the anti-bullying curriculum or the health curriculum. She stated that it was also possible that the Council may feel that the dating abuse policy was not necessary for our District.

Mr. Shumway advised that he had spoken to legal counsels in other districts and that unified school districts had already addressed this topic in their health curriculum and did not plan to make changes. Mr. Shumway stated that the Legislature did not mandate a dating abuse policy, however, only asked school districts to discuss and consider it. Mr. Shumway informed Board members that Dorothy Watkins, Administrator of Social Services, notified a representative of the Arizona Coalition Against Domestic Violence about the June 23, 2011 public meeting.

A motion was made by Mr. Jahneke that the Governing Board refer the dating abuse policy to the District's Planning and Steering Council for review and consideration, with direction to provide a recommendation to the Governing Board. The motion was seconded by Mrs. Lambert. The motion carried.

IV. INFORMATION / DISCUSSION ITEM

A. Capital and Bond Implementation Plan Update

Dr. Cook introduced Mr. Jeff Cook and Mr. Paul Hartley from H2 Group, who provided an update of the bond implementation plan. Mr. Cook commended Dr. Cook, administrators, and staff for their involvement with the bond implementation plan.

Mrs. Lambert asked if it would be possible to see a 3-D model of the Lookout Mountain design project. Mr. Cook stated that they would provide a 3-D model at a future meeting.

Mrs. Lambert asked if specific sites for each project could be provided on the next update. Dr. Cook stated that projects would be listed by individual sites on future updates.

Dr. Cook advised that the District will be taking photographs of the bond dollar projects. The District is developing a website where people can view projects as they are built and developed which will enable taxpayers to see their bond dollars at work.

B. Green Schoolhouse Series Update

Dr. Cook introduced Ms. Cathy Thompson who advised that District staff have had meetings regularly with architects, engineers and Green Schoolhouse Series personnel to coordinate and plan the projects. Ms. Thompson stated there had been delays due to changes in requirements for permits, e.g., in addition to City permits, now they also have to go to the State. They had originally planned to complete each project in one month, however, now feel it is more reasonable and feasible to build each project in a three month period. "The Safari" at Roadrunner Elementary School is tentatively scheduled to be completed by the end of December 2011. "The Studio" at Orangewood School is tentatively scheduled to be completed by the end of March 2012.

Mrs. Lambert asked why the State was now involved for permits. Mr. Mike Kramer responded that it was due to the Memoranda of Understanding between the City and State Fire Marshalls that change requirements, e.g., different interpretations of code and plan review costs.

C. Student Survey Update

Dr. Cook introduced Ms. Janet Sullivan who reviewed the results of the Student Surveys. Ms. Sullivan reported that schools receive survey data reports.

Board members thanked Ms. Sullivan and stated they appreciated receiving the data.

V. FUTURE AGENDA ITEMS

There were no future agenda items.

VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

There were no acknowledgments.

VII. CALL FOR EXECUTIVE SESSION

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:

