

WASHINGTON ELEMENTARY SCHOOL DISTRICT

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

2010-2011

April 14, 2011

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, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mrs. Tee Lambert.

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 Mrs. Lambert. The motion carried.

UNANIMOUS

II. CALL FOR EXECUTIVE SESSION

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

UNANIMOUS

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 attorney or 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 contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation – specifically regarding bond improvement contract issues.

A motion was made by Mrs. Lambert 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

A. Call to Order and Roll Call

All Board members were in attendance.

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.

April 14, 2011

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

- A.3 and A.4 – Discussion or consultation with attorneys of the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body’s position regarding contracts that are the subject of negotiation, or in settlement discussions conducted in order to avoid or resolve litigation – specifically regarding bond improvement contract issues.

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 7:15 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 Mrs. Lambert. 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 10, 2011 Special Meeting, Executive Session, Regular Meeting, Executive Session. The motion was seconded by Mr. Adams. The motion carried. Mrs. Lambert abstained from the vote.

UNANIMOUS

F. Current Events: Governing Board and Superintendent

Mr. Adams shared that he attended Chaparral’s Literacy Night. He enjoyed the information regarding the web-based reading program, “Think Central”. Mr. Adams thanked Principal Ken Schofield for the wonderful experience.

Mr. Adams encouraged everyone to participate in the Invest in Education! Golf Classic to be held on May 21, 2011, at the Pointe Tapatio Golf Club. Mr. Adams stated it is a worthwhile event with proceeds going to the Washington Elementary School District.

Mr. Jahneke shared that he attended the funerals of Donna Stout, former Governing Board member of the Glendale Union High School District, and Mike Ledford, employee at Roadrunner Elementary School. Mr. Jahneke stated that both of these individuals made an impact on other people’s lives.

Mr. Jahneke shared that he enjoyed attending the 5th-6th grade District Honor Band at Orangewood School.

Mrs. Lambert thanked Royal Palm Middle School for inviting the elementary feeder schools to attend their Regional Choir Concert. Mrs. Lambert acknowledged that the Royal Palm band was invited to participate in a concert at Sunnyslope High School. She stated that the family and community support was very good.

Ms. Graziano thanked the following schools for the artwork displayed in the Board Room:

- Chaparral Elementary School
- John Jacobs Elementary School
- Ironwood Elementary School
- Lookout Mountain Elementary School
- Moon Mountain Elementary School
- Shaw Butte Elementary School

Ms. Graziano shared that she attended the memorial service for Raul Osorio, a student at Orangewood School.

Ms. Graziano shared that she enjoyed attending the following events:

- Mountain Sky Area Strings Festival
- 5th and 6th grade District Honor Band Festival

Ms. Graziano shared that she enjoyed attending the Music Educators' National Conference – Eastern Division in Baltimore, MD, and the National School Boards Association Conference in San Francisco, CA. She stated that the conferences had the following common themes:

- Do not cut music and the arts in schools
- Anti-bullying
- Arts integration into all subjects

Mr. Maza shared that he attended the Governor Arts Awards with Dr. Cook and Mrs. Lambert. Mr. Maza reported that the District was nominated by Childsplay for an arts award – Arts and Education as an Organization. He stated that the District was the only public school district nominated for an award. Mr. Maza thanked Childsplay for the nomination and stated that it was an honor to be nominated.

Dr. Cook introduced Ms. Maria Van Amburg, assistant principal of Palo Verde Middle School, who, in turn, introduced Merry Hammes, 8th grade math teacher and department chair. Ms. Hammes introduced Misael Perez Saldivar and his mother. Ms. Hammes stated that Misael is a 7th grade student excelling in her 8th grade math class. Misael demonstrated a mathematics concept by solving a two step equation using algebra tiles. Misael was presented with a certificate, mathematics book, a pencil holder, a ruler, calculator and pencils.

G. Public Participation

There was public participation.

Mr. Dave McNeil, principal of Washington Elementary School, thanked the District for its direction, guidance, and support during his 6 year career. He thanked the staff, students, and community of Washington Elementary School for their trust in his leadership and working towards a common goal of always believing in the children.

Mr. Darrin Squire, teacher at Cholla Middle School, thanked the District for its support of the arts, specifically music. He reported that he took 8 choir students from Cholla to participate in the All-State Festival of Performance. Mr. Squire reported that it was a lot of work for students and teachers to prepare for the event, but it was very rewarding to see them perform. Mr. Squire invited everyone to attend the Cholla Region Choral Festival to be held on April 19, 2011, 7:00 p.m., at Cholla Middle School.

Mr. Adams invited Mr. Jesus Rubalcava to speak. Mr. Rubalcava introduced himself as the Maricopa County Co-Director for the Arizona School Boards Association (ASBA). He stated that there are many services available from ASBA to assist school districts with any needs they may have.

H. Approval of the Consent Agenda

UNANIMOUS

Ms. Graziano requested that the following items be pulled from the Consent Agenda for separate consideration:

- *VII.D. – Out-of-County/State Field Trip
- *VII.E. – Out-of-State Travel
- *VII.G. – Award of Contract – Written Quote No. 10.031, TEACCH Training
- *VII.L. – First Reading of Proposed Amended Board Policy JEB – Entrance Age Requirements
- *VII.M. – First Reading of Proposed Amended Board Policy JII – Student Concerns, Complaints and Grievances
- *VII.N. – First Reading of Proposed Amended Board Policy JK – Student Discipline
- *VII.O. – First Reading of Proposed Amended Board Policy JKE – Expulsion of Students
- *VII.P. – First Reading of Proposed Amended Board Policy JLCD – Medicines/Administering Medicines to Students

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

UNANIMOUS

Approved the public gifts and donations as presented.

1. Campos Creative School Portraits donated a fall pictures commission check in the amount of \$424.00 to be used to purchase recess equipment for K-6 students at Arroyo Elementary School.
2. General Dynamics donated a check in the amount of \$2,000.00 for field trips, school supplies, assemblies, and office equipment for the benefit of students at Lakeview Elementary School.
3. Master Block, Inc. donated brick pavers with an approximate value of \$720.00 to be used for the renovation of the kindergarten courtyard for the benefit of students at Lakeview Elementary School.
4. Kroger/Fry's Foods donated a check in the amount of \$500.00 to be used for miscellaneous student activities and programs for the benefit of students at Lakeview Elementary School.
5. La Donna Loitz donated books with an approximate value of \$450.00 for the benefit of K-2 students at Lakeview Elementary School.

6. S.P.I.C.E. – Mountain Sky Parent Teacher Organization donated a check in the amount of \$8,848.03 to pay for after-school extracurricular activities for the benefit of students at Mountain Sky Junior High School.
7. DonorsChoose.org donated books (\$514.89), white boards (\$397.53), reading centers (\$386.31), four violins (\$500.00), art supplies (\$350.00), and 30 Diary of Anne Frank books (\$536.00) with a total approximate value of \$2,684.73 for the benefit of students at Mountain View School.

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

UNANIMOUS

A motion was made by Ms. Graziano that the Governing Board approve the out-of-county/state field trip request as presented. The motion was seconded by Mrs. Lambert. The motion carried.

Ms. Graziano asked how the students were selected to attend the field trip. Ms. Schene, MAP Center teacher, replied that all students attend and the trip is funded through tax credits.

Ms. Graziano asked if the students stay at the camp. Ms. Schene responded that they stay at the camp during the entire field trip.

Ms. Graziano noted that there was a \$450 fee paid to Sundance Travel. She asked if the District could review the guidelines for using Sundance Travel, possibly using their services only for trips involving transportation and hotel accommodations.

1. Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip request to Astrocamp, Claremont, CA, September 28-30, 2011, for 4th - 6th grade students at a cost of \$16,000.00

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

UNANIMOUS

A motion was made by Ms. Graziano that the Governing Board approve the out-of-state travel requests as presented. The motion was seconded by Mr. Jahneke. The motion carried.

Ms. Graziano asked if the District was able to obtain feedback from the private schools when they attend events/conferences. Dr. Maggie Westhoff responded that there is a very collaborative relationship between the District and the private schools. She advised that the private schools attend coursework offered by the District. Dr. Westhoff reported that the private schools would be willing to provide feedback if the District requested it.

Ms. Graziano stated she was interested in feedback from item #5 regarding girl bullying and other forms of relational aggression. She asked if it would be possible to request them to conduct an in-service for District personnel or have District personnel attend when the information is presented at the private school. Dr. Westhoff replied that she would have Ms. Dorothy Watkins contact the attendee.

Mrs. Lambert asked what model is used for the private schools' School Improvement Plan. Dr. Westhoff responded that the private schools are required to complete a School Improvement Plan which is not the same model currently used by the District. She stated that they use a model similar to what the District previously used or they use a diocese model.

1. Michael C. Brennan, Principal of Most Holy Trinity School; submitted a request to attend the Mary Ann Remick Leadership Program, June 12-July 11, 2011, in Notre Dame, IN, at a cost of \$3,052.00.

2. Lisa Temple and Andrea Boat, Northwest Christian School language arts teachers, submitted a request to attend the Advanced Continuum, June 20-24, 2011, in Chicago, IL, at a cost of \$4,826.00.
3. Larry Billar, Saint Simon and Jude School junior high social studies teacher, submitted a request to attend the 2011 National Conference on Geographic Education, July 31-August 8, 2011, in Portland, OR, at a cost of \$2,497.00.
4. Sue Kelling, Saint Simon and Jude School junior high math teacher, submitted a request to attend the National Council of Teachers of Mathematics, July 27-31, 2011, in Orlando, FL, at a cost of \$1,472.00.
5. Wendy Treon, Saint Simon and Jude School K-8 counselor, submitted a request to attend the 5th Annual National Conference on Girl Bullying and Other Forms of Relational Aggression, June 29-July 2, 2011, in Las Vegas, NV, at a cost of \$1,064.24.

***F. Acceptance of the Washington Education Foundation Grants in the Amount of \$8,885.91** UNANIMOUS

***G. Award of Contract – Written Quote No. 10.031, TEACCH Training** UNANIMOUS

A motion was made by Ms. Graziano that the Governing Board award contract for Written Quote No. 10.031, TEACCH Training to University of North Carolina at Chapel Hill for the Charlotte TEACCH Center in an amount not to exceed \$33,400.00 and authorize the Superintendent to execute the agreement between the Washington Elementary School District and the University of North Carolina at Chapel Hill. The motion was seconded by Mr. Jahneke. The motion carried.

Ms. Graziano expressed concern regarding the cost of the TEACCH training and asked how many District teachers would be participating. Dr. Craig Carter responded that the staff associated with the autism program at John Jacobs Elementary School and Royal Palm Middle School will be attending the training (i.e., teachers, aides, speech therapists, and occupational therapists). Dr. Carter advised that the training will be funded by ARRA Federal funds which is appropriate use of the Federal funds for professional development. He stated that the University of North Carolina is the only national provider of this specific training and recognized as an approved methodology for this population.

***H. Award of Contract – Bid No. 10.036, Moving and Relocation Services to Graebel Lightning Movers, Inc., Beltman Group, and Desert View Logistics, LLC in an Amount Not to Exceed \$50,000.00** UNANIMOUS

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

***J. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO)** UNANIMOUS

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

***L. First Reading of Proposed Amended Board Policy JEB – Entrance Age Requirements** UNANIMOUS

A motion was made by Mr. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policy JEB – Entrance Age Requirements. The motion was seconded by Mrs. Lambert. The motion carried.

Ms. Graziano advised meeting attendees that she pulled the five Consent Agenda items regarding First Reading of Proposed Amended Board Policies because she wanted them to be aware that one of the Governing Board's responsibilities is to approve Policies and the Board will be asked to approve Proposed Amended Policies in future meetings. She stated that the Arizona School Boards Association's (ASBA) services are utilized to ensure that the District's policies are in compliance with new Federal and State statutes.

Mr. Maza advised that Board members are not allowed to discuss the Policy items with each other, but can submit their questions to the Superintendent to be addressed. Since Board members have had the opportunity to have their concerns addressed, the Policies have been placed on the Agenda as Consent items rather than Action items.

***M. First Reading of Proposed Amended Board Policy JII – Student Concerns, Complaints and Grievances UNANIMOUS**

A motion was made by Mr. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policy JII – Student Concerns, Complaints and Grievances. The motion was seconded by Mrs. Lambert. The motion carried.

***N. First Reading of Proposed Amended Board Policy JK – Student Discipline UNANIMOUS**

A motion was made by Mr. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policy JK – Student Discipline. The motion was seconded by Mrs. Lambert. The motion carried.

***O. First Reading of Proposed Amended Board Policy JKE – Expulsion of Students UNANIMOUS**

A motion was made by Mr. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policy JKE – Expulsion of Students. The motion was seconded by Mrs. Lambert. The motion carried.

***P. First Reading of Proposed Amended Board Policy JLCD – Medicines/ Administering Medicines to Students UNANIMOUS**

A motion was made by Ms. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policy JLCD – Medicines/Administering. The motion was seconded by Mrs. Lambert. The motion carried.

Ms. Graziano expressed concern that there are exceptions to allow students to administer their own medication.

Ms. Graziano referred to the Regulation that states: "Drugs must be kept in their original containers in a locked medicine cabinet." Ms. Graziano stated that there are some medications that require refrigeration and asked if there was a means to lock them in a refrigerator. Dr. Cook responded that the matter is being handled with the nurses to comply with the law.

VIII. ACTION / DISCUSSION ITEMS

A. Award of Contract – RFQ No. 10.032-1, New Lookout Mountain Architectural Services UNANIMOUS

Dr. Cook advised the Board that the District's recommendation is to award the contract for architectural services for the new Lookout Mountain project to Orcutt Winslow.

Ms. Graziano and Mr. Maza thanked the Finance and Purchasing Departments for providing the information for this agenda item.

A motion was made by Mr. Jahneke that the Governing Board award a contract under RFQ No. 10.032-1, New Lookout Mountain Architectural Services, to Orcutt Winslow in an amount not to exceed \$732,500.00. The motion was seconded by Ms. Graziano. The motion carried.

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

Dr. Cook advised the Board members that she did not receive any suggestions from them for proposals to be submitted for the Arizona School Boards Association's (ASBA) Delegate Assembly on June 25, 2011. Dr. Cook asked the Board if they wanted to appoint a Delegate and Alternate Delegate to attend the ASBA Delegate Assembly on June 25, 2011.

A motion was made by Mr. Maza to appoint Mrs. Lambert as the Delegate to the Arizona School Boards Association's Delegate Assembly to be held on June 25, 2011. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

A motion was made by Mr. Adams to appoint Mr. Jahneke as the Alternate Delegate to the Arizona School Boards Association's Delegate Assembly to be held on June 25, 2011. The motion was seconded by Mrs. Lambert. The motion carried.

UNANIMOUS

IX. INFORMATION / DISCUSSION ITEM

A. Discussion and consideration of 2011-2012 Governing Board Budget

Mr. Jahneke suggested that the Board review the following items:

- Communication – asked if the budget could be reduced. Dr. Cook responded that a three year trend would be reviewed and that the budget item could be adjusted accordingly.
- Consider moving a portion out of Communication into Travel
- Travel - review
- Elections – recommended no change
- Legal – recommended no change
- Supplies – reduce slightly
- Subscriptions – review
- Consider reducing the overall budget

Ms. Graziano asked about the Tear Soup Books. Dr. Cook advised that they are books that are sent on behalf of the Governing Board to provide comfort to families in the District who have suffered a death in the family.

Ms. Graziano asked who was receiving the Arizona Capitol Times subscription. Mr. Adams advised that he was receiving the subscription which was offered to all Board members.

Mr. Adams expressed an interest to have a discussion regarding Board members' philosophy concerning professional development in regard to travel.

Mrs. Lambert felt there was a need to have a discussion regarding travel and determine what future workshops/conferences the Board would like to attend. She stated it was one of the Board's responsibilities to be informed of legislative actions which are helpful for planning for the District.

Ms. Graziano did not feel it was appropriate to have Board travel expenses since the District has restricted travel for employees. She supports in-state training to keep up with information related to the State and the legislature. Ms. Graziano agreed there should be a discussion to plan for future in-state professional development.

Mr. Maza asked Ms. Thompson what happened to money that is not expended for any given account. Ms. Thompson replied that if there is a balance during a current fiscal year, the money would remain in the Governing Board's budget unless the Board elected to move it out. If the money is not spent, it would go into Budget Balance Carry Forward. For the following fiscal year, the budget would be reevaluated based on a three year trend and adjusted accordingly. Mr. Maza stated there was a need to keep the travel budget for professional development. He stated he would like to have a discussion regarding professional development opportunities as they arise to determine if the Board feels that representation would be important.

Ms. Graziano asked about the significant amount remaining in the Elections account. Dr. Cook advised that it is preferable to keep the same budget line in case the Board calls for an election. Dr. Cook stated that the costs vary because they are determined by the scope of the election.

X. FUTURE AGENDA ITEMS

Mr. Adams requested that the 2011-2012 Governing Board Budget be presented as an Action item.

XI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Ms. Graziano and Mr. Maza thanked the OASIS volunteer tutors for their time and efforts. Mr. Maza acknowledged them at the ice cream social where they were honored.

Mr. Jahneke thanked Debra Karns, the Accounting Department, and David Velazquez for their assistance when he reviews the Vouchers. He stated they are very helpful and quick to respond to his questions.

Dr. Cook acknowledged the employees who were retiring and thanked them for their long years of dedication and commitment. Dr. Cook acknowledged Lookout Mountain teacher, Ms. Nancy Putnam, one of the future retirees, who was in the audience.

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 Special Meeting for:

A.5 – Discussion 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 Board's interests for the 2011 Interest-based Negotiation (IBN) process.

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

XIII. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

XIV. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

All Board members were in attendance.

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 – Discussion 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 Board’s interests for the 2011 Interest-based Negotiation (IBN) process.

XV. RECONVENING OF REGULAR MEETING

XVI. ADJOURNMENT

A motion was made by Mr. Adams to adjourn the Regular Meeting at 9:02 p.m. The motion **UNANIMOUS** was seconded by Mr. Jahneke. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

Joyce Shiota
BOARD SECRETARY

4/28/11
DATE

Alan Jahneke
BOARD OFFICIAL

04/28/11
DATE