

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: EXECUTIVE SESSION AND REGULAR MEETING

2013-2014

June 26, 2014

Administrative Center  
Governing Board Room  
4650 West Sweetwater Avenue  
Glendale, AZ 85304-1505

**I. SPECIAL MEETING**

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

Mrs. Lambert called the meeting to order at 6:37 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, and Ms. Clorinda Graziano. Mr. Aaron Jahneke and Mr. Chris Maza were not in attendance.

**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 Ms. Graziano. The motion carried.

**UNANIMOUS  
3-0**

**II. CALL FOR EXECUTIVE SESSION**

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

**UNANIMOUS  
3-0**

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

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

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

**III. RECESSING OF SPECIAL MEETING FOR EXECUTIVE SESSION**

**IV. EXECUTIVE SESSION – GENERAL FUNCTION**

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

**B. Confidentiality Statement**

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of A.R.S. §38-431.03 unless pursuant to specific statutory exception.

C. Discussion under A.R.S. §38-431.03 – A.1

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

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

VI. **REGULAR MEETING – GENERAL FUNCTION**

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

Mrs. Lambert called the meeting to order at 7:06 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, and Ms. Clorinda Graziano. Mr. Chris Maza participated telephonically. Mr. Aaron Jahneke was not in attendance.

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 Regular Meeting Agenda**

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

UNANIMOUS  
4-0

E. **Approval of the Minutes**

A motion was made by Mr. Maza that the Governing Board approve the Minutes of the June 12, 2014 Regular Meeting. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS  
4-0

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

Mr. Maza thanked the Board for allowing him to participate telephonically as he was in Denver, Colorado as the Mountain Region Director for the National Council of Urban Education Association in anticipation of the representative assembly of the National Education Association starting in a few days.

G. **Public Participation**

There was no public participation.

H. **Approval of the Consent Agenda**

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

UNANIMOUS  
4-0

- Item \*VII.B. – Personnel Items
- Item \*VII.I. – Renewal of Lease with the Roman Catholic Church for Private School Consortium Facilities at Bourgade High School (Modular Building Site and Parking Area)
- Item \*VII.J. – Services Agreement with the Act One Foundation

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

**VII. CONSENT AGENDA**

- \*A. Approval/Ratification of Vouchers** **UNANIMOUS**  
Approved and ratified the vouchers as presented. **4-0**
- \*B. Personnel Items** **UNANIMOUS**  
A motion was made by Ms. Graziano that the Governing Board approve the personnel items as presented. The motion was seconded by Mr. Adams. The motion carried. **4-0**
- Dr. Cook acknowledged and introduced Ms. Jaclyn Farrer, new Assistant Principal at Maryland School. Ms. Farrer thanked the Board for the opportunity to serve as assistant principal at Maryland School and state that she was looking forward to working with everyone in the District. Dr. Cook presented Ms. Farrer with a candy bouquet.
- \*C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)** **UNANIMOUS**  
Approved the public gifts and donations as presented. **4-0**
1. Acacia Parent Teacher Association donated a check in the amount of \$1,007.00 for the benefit of students in the Accelerated Reader Program at Acacia Elementary School.
  2. Church of the Beatitudes donated a check in the amount of \$1,000.00 for the purchase of books and media for the library at Maryland Elementary School.
  3. Lookout Mountain Parent Teacher Organization donated a check in the amount of \$21,000.00 to be used to purchase SMART Boards for classrooms at Lookout Mountain Elementary School.
  4. Lookout Mountain Student Council donated bulletin boards, concrete planters, and a concrete lion bench with an approximate value of \$1,680.00 for the benefit of students at Lookout Mountain Elementary School.
  5. Wells Fargo Foundation donated a check in the amount of \$1,000.00 for the benefit of students at Richard E. Miller Elementary School.
  6. Wells Fargo Foundation donated a check in the amount of \$330.00 for the benefit of students at Lookout Mountain Elementary School.
  7. Wolz Florist donated floral centerpieces with an approximate value of \$1,152.30 to the Communication Services Department for the District's Lamp of Learning recognition event.
- \*D. Award of Contract – RFP No. 14.003, Conference and Banquet Services** **UNANIMOUS**  
**4-0**
- \*E. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative (MESC), State Procurement Office (SPO) and Arizona Department of Education (ADE)** **UNANIMOUS**  
**4-0**
- \*F. Extension and Renewal of Annual Contracts for Specified Goods and Services** **UNANIMOUS**  
**4-0**

- \*G. Continuation of Services Provided by Sole Source Vendors** **UNANIMOUS**  
4-0
- \*H. Extracurricular Fee Schedule for 2014-2015** **UNANIMOUS**  
4-0
- \*I. Renewal of Lease with the Roman Catholic Church for Private School Consortium Facilities at Bourgade High School (Modular Building Site and Parking Area)** **UNANIMOUS**  
4-0
- A motion was made by Ms. Graziano that the Governing Board approve the renewal of the lease with the Roman Catholic Church of the Diocese of Phoenix for the modular building site, adjacent gated parking area and classrooms at Bourgade High School as presented and authorize the Superintendent to execute the lease on behalf of the District. The motion was seconded by Mr. Adams. The motion carried.
- Ms. Graziano asked the following questions:
- Referred to the “Utilities” section of the leases and asked why the Landlord was responsible for utility services on page 45 and the Tenant was responsible for utility services on page 50. Ms. Sullivan responded that Bourgade was responsible for providing the wiring for utilities to the facility and the consortium was responsible for paying the utility bills.
  - Referred to the “Use of Premises” section of the leases and asked about the “Teacher Workroom” and if there was educational instruction in the facility. Ms. Sullivan replied that the teacher workroom was used by the teachers for meetings and training and that the instruction was conducted from the mobile vans and private schools that participate in the consortium.
  - Does the rental money come from the Title I consortium budget and not the District’s budget? Ms. Sullivan responded in the affirmative.
- \*J. Services Agreement with the Act One Foundation** **UNANIMOUS**  
4-0
- A motion was made by Ms. Graziano that the Governing Board approve the Services Agreement with the Act One Foundation and authorize the superintendent to execute the Services Agreement on behalf of the District. The motion was seconded by Mr. Adams. The motion carried.
- Ms. Graziano asked the following questions:
- Is the \$1 per student cost for every student in the school or for students who participate in the field trips? Roadrunner Principal Paula McWhirter responded that the \$1 per student cost is for students who actually go on the field trips.
  - Are all students in the school eligible to attend the field trips? Ms. McWhirter replied that the field trips will be for 2<sup>nd</sup> – 6<sup>th</sup> grade students and tax credit donations will be used to fund the field trip costs.
- Ms. McWhirter advised that the Act One Foundation had been gracious to offer Roadrunner this opportunity last school year and for 2014-2015 because Alliance Bank donated to them and asked that the money be used specifically for Roadrunner field trips.
- \*K. Second Reading and Adoption of Proposed Amended Board Policy GCCA/GDCA – Professional/Support Staff General Leave** **UNANIMOUS**  
4-0

## VIII. ACTION / DISCUSSION ITEMS

### A. **To Consider and, if Deemed Advisable, to Adopt a Resolution Authorizing the Issuance and Sale of Tax Anticipation Notes by the District**

UNANIMOUS

4-0

Dr. Cook requested that the Board consider authorizing the issuance and sale of Tax Anticipation Notes (TANS). Dr. Cook advised that during the course of years, the ability to manage cash flow for the District had been limited due to the rollover of payments from the State of Arizona. Dr. Cook introduced Mr. David Velazquez, Director of Finance, to provide information.

Mr. Velazquez advised the Board that the firm of Piper Jaffray worked successfully with the Maricopa County Treasurer's office this year to get a statutory amendment approved to permit the County Treasurer to purchase district notes. Mr. Velazquez introduced Mr. Bill Davis from Piper Jaffray and Company to answer questions for the Governing Board members.

Mrs. Lambert asked if the District would be impacted because of the change to have the County Treasurer purchase the notes. Mr. Davis responded that it would affect the District, however, it would be in a positive way. Mr. Davis stated that the County Treasurer's involvement provided significant benefits to the districts that participate in the program. Due to the low interest rate that the District pays, there is a significant cost savings because the District avoids having to go to the rating agencies. Mr. Davis advised that the County Treasurer is able to purchase the notes on a taxable basis which provides the districts much more flexibility within the Federal tax laws that govern the issuance of TANS.

Mr. Davis advised the Board that last year's interest rate was .64% and that the Resolution presented to the Board for consideration was identical to last year's Resolution. Mr. Davis reported that a preliminary benefit summary indicated an estimated net benefit of \$21,000.00 which was a savings for the District's taxpayers.

Mr. Adams asked what the interest expense was last year. Mr. Davis replied that it was approximately \$74,880.00. Mr. Adams stated that the District would not have to purchase TANS if it received the State funding in a timely manner.

Mrs. Lambert stated that the State pays out funds later in the school year and asked if the District received its full year's funding by the end of the school year or was it continually rolled over. Mr. Davis advised that it was the State's intent to provide funding to the districts in a timely manner, however, it was difficult because of the way that the property tax collection was set up.

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

### B. **Proposed Expenditure Budget for Fiscal Year 2014-2015**

UNANIMOUS

4-0

Dr. Cook advised the Board that it was being presented with the Proposed Expenditure Budget for 2014-2015. Dr. Cook stated that the actual expenditure budget would be on the agenda for action at the July 10, 2014 Governing Board meeting. Dr. Cook introduced Mr. David Velazquez, Director of Finance, to provide a summary of the proposed expenditure budget.

Mr. Velazquez provided the following notable items on the summary on page 112:

- Special K-3 Program Override indicated -100.0% because the M&O override passed in November 2013 for 15% included the K-3 override. Therefore, the K-3 override budget is now included in the Regular Education amount which is indicated by an increase of 18.3%.
- The School-Sponsored Athletics increased by 22.4% due to IBN approval to increase athletic stipends.
- Special Education-Oper./Maint. Of Plant indicated a 138.5% increase which was due to additional custodial services. This was a small amount from \$650.00 to \$1,500.00.

Mr. Velazquez noted the significant decrease in District Additional Assistance Capital from the State (Item 2 on page 122).

Mrs. Lambert asked where the additional revenue from charter schools was reported. Mr. Velazquez responded that the charter school revenue was in unrestricted capital and a portion was moved to M&O to fund the IBN approved salary increases. Dr. Cook reported that each charter school was allocated funding proportionate to its enrollment. Dr. Cook advised that the charter school funding would not be available after the 2014-2015 school year.

A motion was made by Ms. Graziano that the Governing Board approve the Proposed Expenditure Budget for 2014-2015 and authorize publication of the summary and the notice of public hearing. The motion was seconded by Mr. Adams. The motion carried.

## **IX. INFORMATION / DISCUSSION ITEM**

### **A. Update from the Superintendent Search Subcommittee**

Mrs. Lambert reported that she had spoken to the procurement office regarding the possible use of a firm for the superintendent search. She was advised that verbal quotes would be required for \$10,000.00-\$50,000.00; written quotes would be required for \$50,000.00-\$100,000.00; and a formal solicitation would be required for over \$100,000.00. Mrs. Lambert advised the Board that this would not require a formal solicitation and three written proposals were obtained by Ms. Graziano and provided to Board members.

Ms. Graziano reported that two of the proposals were from companies located out-of-state. Ms. Graziano emailed both companies to advise that the fees were possibly more than the Board's budget and both companies replied that the fees were negotiable. The third proposal was from an in-state company. Ms. Graziano asked Board members for direction for conducting the superintendent search. She asked Board members if they wished to hire a search company or conduct the search on their own.

Mrs. Lambert stated that one company only facilitated the search process and that the Board would do the preliminary review of the applications. Mrs. Lambert reported that the other two companies would do the preliminary review of the applications and select the qualified candidates (based on the Board's requirements) at a higher cost. Mrs. Lambert asked Board members if they wanted to do the preliminary work or delegate it to a search company.

Mr. Adams thanked Mrs. Lambert and Ms. Graziano for their work and asked why the District's procurement office was not handling the selection of a search company. Mrs. Lambert responded that because the cost was low, it was not the responsibility of the procurement office to pursue a formalized solicitation.

Mr. Adams stated that he could possibly have a conflict of interest because ASBA was the in-state proposal and he serves on the Board of Directors. Mrs. Lambert advised it would be researched to see if that would be an issue.

Mrs. Lambert advised that she and Ms. Graziano had a meeting scheduled with ASBA the following week to discuss the proposal.

Mr. Adams asked how the Board intended to use the services of a search company. Mrs. Lambert stated she may not want the search firm to review all of the applications and give the Board the applications that it felt would meet the requirements of the Board. Mrs. Lambert said she would feel more comfortable seeing all of the applications. Mrs. Lambert asked Board members for input whether they wanted to facilitate the search or have it managed by a search firm.

Ms. Graziano offered the following suggestions/comments:

1. Need to have a discussion to determine the following:
  - a. What are the Board's requirements for a Superintendent?
  - b. How is it going to be advertised?
  - c. Advised that the three companies are willing to meet with the Board.
2. How much does the Board want to participate in the paper screening? Each company offers different levels of participation in the screening process.
3. Prepare interview questions that will match the Board's qualifications/requirements.
4. Who does the Board want to facilitate the process? Does the Board want one of the search companies or does it want to use in-house resources? Ms. Graziano stated the Board would probably want to have Justin Wing's input, however, using an experienced outside firm might provide insight.

Mrs. Lambert offered that she was hesitant about the Board doing the search on its own and preferred using a search firm because there was a lot of work involved, e.g., advertising, recruiting, preparing brochures, etc. Mrs. Lambert stated that she would want to discuss what the Board's criteria would be for a future superintendent and get input from stakeholders (e.g., administrative staff, parents, teachers) and have them be involved in different steps of the process. This would require several meetings and would need to be discussed with the out-of-state companies on how this would be handled. There could be additional costs involved and could impact the timeline of the search process if the Board felt it was important to involve stakeholders in developing its criteria for the scope of the future of the District. Mr. Adams stated he would be reluctant to hire a search firm that conducted meetings utilizing Skype.

Mr. Adams requested a comparison of the three proposals showing benefits and costs. Mrs. Lambert stated that Mr. Howard Kropp, Director of Purchasing, had offered his services and could possibly prepare the comparison.

Mrs. Lambert and Ms. Graziano stated they would continue discussions with the three search firms who submitted proposals and would prepare a recommendation to the Board as an agenda item at a future Governing Board meeting. After a selection is made, the search company would be able to start discussions to facilitate the process.

**X. FUTURE AGENDA ITEMS**

There were no future agenda items.

**XI. ADJOURNMENT**

A motion was made by Mr. Adams to adjourn the Regular Meeting at 7:49 p.m. The motion was seconded by Ms. Graziano. The motion carried. **UNANIMOUS**  
4-0

**SIGNING OF DOCUMENTS**

Documents were signed as tendered by the Governing Board Secretary

<u><i>Geyce Shista</i></u>	<u>7/10/14</u>
BOARD SECRETARY	DATE
<u><i>Bill Adams</i></u>	<u>7/10/14</u>
BOARD OFFICIAL	DATE