

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

2013-2014

July 11, 2013

**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 7:00 p.m. Governing Board members constituting a quorum were present: Mr. Bill Adams, Ms. Clorinda Graziano, and Mrs. Tee Lambert. Mr. Chris Maza participated telephonically. (Governing Board member not present was Mr. Aaron Jahneke.)

**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. Adams that the Governing Board approve the Minutes of the June 27, 2013 Regular Meeting. The motion was seconded by Mrs. Lambert. The motion carried. Ms. Graziano abstained from the vote.

**UNANIMOUS**

A motion was made by Mr. Maza to table the approval of the June 27, 2013 Executive Session. The motion was seconded by Mr. Adams. The motion carried.

**UNANIMOUS**

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

There were no current events.

**G. Public Participation**

There was no public participation.

**H. Approval of the Consent Agenda**

A motion was made by Ms. Graziano that the Governing Board approve the Consent Agenda items as presented. The motion was seconded by Mrs. Lambert. The motion carried.

**UNANIMOUS**

**II. CONSENT AGENDA**

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

Approved and ratified the vouchers as presented.

**UNANIMOUS**

**\*B. Personnel Items**

Approved the personnel items as presented.

**UNANIMOUS**

July 11, 2013

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| *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)<br>Approved the public gifts and donations as presented.  | <b>UNANIMOUS</b> |
| 1. Sardella's donated pizzas with a value of \$750.00 for back to school teacher appreciation at Mountain View School.   |                  |
| 2. Salt River Project donated a check in the amount of \$4,900.00 to be used to fund "Young Engineers of Tomorrow" with materials and supplies for the gifted program at Orangewood School.                      |                  |
| *D. Extension and Renewal of Annual Contracts for Specified Goods and Services   | <b>UNANIMOUS</b> |
| *E. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO)   | <b>UNANIMOUS</b> |
| *F. Continuation of Services Provided by Sole Source Vendors   | <b>UNANIMOUS</b> |
| *G. Authorization to Issue RFP No. 13.002 – community Mobile Dental Services   | <b>UNANIMOUS</b> |
| *H. Permission to Pursue the Department of Economic Security, Division of Aging and Adult Services – Refugee Resettlement Program Grant on Behalf of the District  | <b>UNANIMOUS</b> |
| *I. Acceptance of the Verizon Foundation Grant in the Amount of \$750.00, the Target/Musical Instrument Museum Grant in the Amount of \$10,080.00 and the First Things First Grant in the Amount of \$150,000.00 | <b>UNANIMOUS</b> |
| *J. Second Reading and Adoption of Proposed Amended Board Policy GCCA/GDCA – Professional/Support Staff General Leave  | <b>UNANIMOUS</b> |
| *K. Second Reading and Adoption of Proposed Amended Board Policy JK – Student Discipline   | <b>UNANIMOUS</b> |

### **III. PUBLIC HEARING**

- A. Public Hearing – Adopted Expenditure Budget 2013-2014  
Ms. Cathy Thompson gave a presentation regarding the budget for adoption which was based on limits set by Arizona legislative action. She reviewed the proposed operational budget, as well as tax rate information.

Mr. Adams asked the following questions:

- Was the total tax rate 4.7% for the homeowners? Ms. Thompson responded that the total tax rate (primary tax rate plus secondary tax rate) would be approximately \$6.00 for every \$100.00 of assessed value for homeowners.
- Why was Deer Valley District's tax rate higher and Madison District's tax rate lower, as mentioned in the presentation? Ms. Thompson replied that there were many variables that could affect the tax rates, e.g., cash availability, more bonds that need to be paid, or higher assessed values of homes.

Ms. Graziano made comments and asked the following questions:

- The District's budgeted expense per student was \$6,960.89 and asked if anyone knew what the Arizona and Federal average per student expense was? Mr. Maza estimated that the national average per student expense was approximately \$8,000.00-\$9,000.00.

- The Special Education Average Daily Membership on Page 52 reported 21,144.370 Resident and 21,174.320 Attending. Did the numbers indicate 30 out-of-district students? Ms. Thompson replied that the amount was the average daily membership and reflected students that attended and left the District.
- Asked about the referenced memo item (1) on page 53 with a blank dollar amount in Fund 010, object code 6590 for Classroom Site Fund pass-through payments to district-sponsored charter schools. Ms. Thompson stated that the amount for the district-sponsored charter schools had not been calculated yet and would be detailed on a future revised budget report.
- Soft Capital Allocation Fund 625 on page 54 reported \$2,086,173.00 for Current FY 2013 and \$0.00 for Budget FY 2014. Ms. Thompson reported that the Soft Capital Allocation Fund and Unrestricted Capital Outlay Fund had been combined into one fund. Ms. Thompson stated that the State had allocated \$450.00 per student and then did a reduction. Thus, the actual per pupil amount that the District received was approximately \$155.00 per student. She advised that last year, the District had a cash carryover, however, the cash carryover amount was decreasing each year.
- Federal Projects – 160-ESEA Title IV – 21<sup>st</sup> Century Schools on page 56 indicated a grant budget reduction of approximately \$800,000.00 which was unfortunate because it is an excellent after-school program.
- Federal Projects – 100-130 ESEA Title I – Helping Disadvantaged Children on page 56 was reduced by almost \$1 million. Ms. Thompson reported that it was due to sequestration reductions.
- Federal Projects 290 Medicaid Reimbursement on page 56 was \$3 million less. Ms. Thompson stated that the District received reimbursement as claims were submitted. She reported that the reimbursement income had decreased to approximately \$600,000.00. Ms. Thompson advised that the excess cash in the fund was used for a one-time payment to employees.
- Unrestricted Capital Budget Limit, Soft Capital Allocation Limit, and Classroom Site Fund Budget Limit – item 7 – Unexpended Budget Balance in Fund 610 on page 58 - \$4,675,688. Was this amount the carryover from last year to this year? Ms. Thompson responded that the amount was the estimated carryover. Ms. Graziano asked if any funds would be returned to the State and Ms. Thompson replied that the District would not have any funds to return to the State.
- M&O Fund Supplement – 1000 Classroom Instruction on page 61 – Ms. Graziano asked if 100% of the funds were used for teachers' salaries and not for Administration or other expenses. Ms. Thompson confirmed that 100% of the funds were for teachers' salaries, e.g., kindergarten instructors and intervention specialists.
- English Language Learners Supplement – Structured English Immersion Fund on page 63 with zero balance – asked if this was the item previously presented to the Governing Board where forms were completed and the District did not receive any funding from the State even though the District was teaching structured English immersion. Ms. Thompson replied that Ms. Graziano was correct.
- 511 Desegregation – Regular Education, 512 Desegregation – Special Education and 514 Desegregation – ELL incremental Costs on page 64 – asked if all of the funds were specifically for the benefit of the classrooms. Ms. Thompson advised that 2200 Instructional Staff was for translation services which assisted the classrooms and all other funds were specifically for classroom instruction. Ms. Graziano confirmed with Ms. Thompson that the taxpayers' money was going directly to the classrooms.

- PSD-12 Weighted Student Count – Charter School K-8 on page 68 – 360 students – asked how the District arrived at that number? Ms. Thompson replied that 360 students was an estimate. She advised that the District could not count any students that were in the District last year. Ms. Thompson reported that the estimate was based on anticipated kindergarten students and new students to the District.

Mrs. Lambert asked the following questions:

- Did the District receive any Title I allocation funding? Ms. Thompson replied that the amount budgeted on page 56 was an estimate. Mrs. Lambert asked how much was it reduced from the current fiscal year budget? Mrs. Sullivan stated it was reduced by 8%.
- Was the 21<sup>st</sup> Century Grant money being phased out because the grant was over? Mrs. Sullivan responded that five schools were in year five and they were eligible to reapply for next year. Mrs. Sullivan reported that there were no new applications for next year, therefore, there were five schools who would not have 21<sup>st</sup> Century Grant funding this coming school year.
- Was there funding from the State associated with the 3<sup>rd</sup> grade Move on When Reading mandate by the State? Mrs. Sullivan replied that there was funding that helped pay for K-3 instructional programs, mostly teachers. Ms. Thompson reported that it was an additional .04 weight added for students (approximately \$1.2 million for K-3 reading).
- Referenced Ms. Graziano’s comments that the desegregation funding was helping to support the SEI classroom instruction. Mrs. Lambert stated she realized that the desegregation budget did not fund all of the SEI program expenditures and other funding sources had to be utilized. She asked what was the amount to fully fund the program. Mrs. Sullivan advised that the SEI budget application would have made WESD eligible for approximately \$1.9 million.

There were no questions/comments from the public.

#### **IV. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING**

#### **V. ACTION / DISCUSSION ITEMS**

##### **A. Adopted Expenditure Budget 2013-2014**

**UNANIMOUS**

A motion was made by Ms. Graziano that the Governing Board adopt the 2013-2014 Proposed Budget, and approve and verify the Desegregation Budget Supplement and Verification Report. The motion was seconded by Mrs. Lambert. The motion carried.

##### **B. Utility and Access Easement for APS-Owned Interconnected Solar Installation**

**UNANIMOUS**

Ms. Cathy Thompson advised that a Memorandum of Understanding with APS was previously presented to the Board regarding the possibility of installing solar structures at three of the District’s schools. District staff worked with APS to identify the following three schools who qualified for the project: Desert Foothills Junior High School, Moon Mountain Elementary School, and Sunburst Elementary School.

Ms. Thompson advised that the Governing Board’s approval was required for the utility and access easements in order for the solar systems to be on the school sites for 20 years. Ms. Thompson stated that all solar installations in the program would be for covered parking and/or covered shade structures.

Ms. Thompson reported that there was a small cost savings benefit for the District (approximate \$200,000.00 at each site over the 20 year period). Another benefit for the District would be the fixed rate for a specified number of kW hours each month for the 20 year period.

Mr. Adams asked if it was possible for the District to negotiate a lower fixed rate since it was a large APS purchaser. Ms. Thompson replied that the program had guidelines that must be followed. Mr. Rex Shumway, legal counsel, advised that the rate structure was approved by the Corporation Commission. Mr. Adams asked Board members if they were interested in tabling this agenda item to allow Ms. Thompson time to pursue the matter.

Mrs. Lambert asked if a discussion regarding the fixed rate should have been held at the previous meeting when the Memorandum of Understanding was approved since this item was for the easement only. Mr. Shumway advised that the Utility and Access Easement Agreement would bind the District with APS to go forward with the program.

Ms. Thompson provided clarification regarding the program. The information provided by APS stated that the program was called Schools and Government Program and had very specific guidelines, e.g., limits on the size of the solar systems. The guidelines stated that once the easements were approved and the solar systems were installed, the fixed rate (approved by the Corporation Commission) would go into effect. The District could opt out of the fixed rate and select another rate structure, if desired.

Ms. Graziano asked if the easements were approved and not the whole program, could APS put in the easements and put something else on it. Ms. Thompson replied that the intent of the easements was for APS to install the solar systems which APS would maintain.

Mrs. Lambert asked if the easements would take any ground space from the schools. Ms. Thompson responded that it would not. Ms. Thompson advised that the school principals were very excited about the program which would provide covered parking for the staff. One of the schools would have a shade structure where the students wait for the afternoon bus. Mrs. Lambert summarized that the District would benefit from the shade structures built and maintained by APS for 20 years at no cost to the District and with a reduced fixed rate cost.

Ms. Graziano noted that the program had a maximum limit of three solar projects with APS and asked if the schools that currently have solar systems were with SRP. Ms. Thompson replied that the current solar systems were with APS, however, with a different program. Ms. Graziano stated that any clean energy program that the District could provide to the students would benefit them in the future.

Mr. Adams reported that this was the entire contract and not just the easement. He stated he was in full support of the program, but believed there was an opportunity for the District to get a concession on the fixed rate because it was a 20 year commitment, even though there was an opt out clause for the fixed rate.

Mr. Maza referenced Ms. Graziano's point that this was good for the students and stated there was a public relations piece with this program. Mr. Maza advised that the public may think that the District was using its funds to construct the shade structures even though that was not the case. He mentioned that another district had had issues with several companies regarding solar systems.

Ms. Graziano asked if this item was tabled in order to ask for a concession on the fixed rate, would the District run the risk of losing this opportunity to participate in the program. Ms. Thompson stated she did not know.

A motion was made by Mrs. Lambert that the Governing Board approve the Utility and Access Easements for APS-Owned Interconnected Solar Installations at Moon Mountain and Sunburst Elementary Schools and Desert Foothills Junior High School and authorize the Superintendent to execute the necessary documents. The motion was seconded by Ms. Graziano. The motion carried.

**C. Changes in Grade Level for Cholla Middle School**

**UNANIMOUS**

Ms. Cathy Thompson advised that the Arizona Department of Education (ADE) had new guidelines that required minutes be provided, indicating Governing Board approval for any grade level changes for individual schools.

Due to the relocation of students in the New Beginnings program, it was necessary to submit a change to the entity profile at ADE for Cholla Middle School. Cholla previously included sixth grade students that were being served in the New Beginnings program, and would now be changed to serve only seventh and eighth grade students.

Mrs. Lambert asked if the New Beginnings students' attendance and academic scores would now be included at their home schools. Ms. Thompson replied in the affirmative.

A motion was made by Ms. Graziano that the Governing Board approve the change from 6-8 grade configuration for Cholla Middle School to 7-8 grade configuration. The motion was seconded by Mr. Adams. The motion carried.

**D. Governing Board Arguments for the Maintenance and Operations (M&O) and Capital Override Pamphlet**

**UNANIMOUS**

Mrs. Lambert advised that she had prepared the Governing Board's arguments for the M&O and capital override pamphlet and presented them for the Board's consideration. Mrs. Lambert stated that she had reviewed prior Board arguments and had taken Board members' input into consideration.

During a discussion, the following changes were made to the Maintenance and Operations (M&O) Budget Override argument:

- Second bullet changed to:
  - schools where students can be successful with highly trained and effective teachers, preparing students to become college and career ready using curriculum aligned with Arizona Standards and assessments to monitor their progress.
- Third bullet changed to:
  - meeting all of our students' needs with full-day academic kindergarten programs, reading and math interventions, programs for our English language learners; and providing Music, Art and PE for all students.
- Paragraph after bullets changed to:
  - Arizona Revised Statute §15-481(G) was amended in 2009 and allows school districts to combine their K-3 Override and their M&O Override into one Override request, therefore, saving the cost of separate elections for WESD and confusion to our taxpayers.

During a discussion, the following changes were made to the Capital Override Election argument:

- First paragraph changed to:
  - Technology is everywhere in our daily lives, in ways that we often take for granted. Mechanics plug your car into a computer to evaluate what's wrong. In restaurants and stores, technology is used for inventory, tallying your purchases and providing store discounts. In an office, the use of technology has increased productivity, and is used for research, reports, communication and accounting. At home, your digital television, cellular phone and even the microwave are useful tools, thanks to technology. It is this world for which we, in the Washington Elementary School District (WESD), prepare our students to be college and career ready.

Board members thanked Mrs. Lambert for her time and efforts in preparing the Board's arguments for the M&O and capital override pamphlet.

A motion was made by Ms. Graziano that the Governing Board approve the arguments in support of the Maintenance and Operations (M&O) and Capital Overrides, as amended, to be included in the Publicity Pamphlet for the election to be held on November 5, 2013. The motion was seconded by Mr. Adams. The motion carried.

**E. Temporary Suspension of Policy BGB – Policy Adoption and Adoption of Proposed Amended Policies GCJ – Professional Staff Noncontinuing and Continuing Status, GCK – Professional Staff Assignments and Transfers, GCO – Evaluation of Professional Staff Members and GDO – Evaluation of Support Staff Members** **UNANIMOUS**

Mr. Rex Shumway, Legal Counsel, advised that there were two parts to the agenda item. The first part was to temporarily suspend the obligation to have two readings in order to make a policy change if the Board so desired. The second part requested the Board's approval to adopt the proposed amendments to the policies, as presented.

Mr. Shumway reported that the Governing Board adopted the ASBA model policies in 2004 for Policy GCO/GDO – Evaluation of Staff Members and Regulation GCO/GDO-R – Evaluation of Staff Members which addressed both professional and classified staff members. Mr. Shumway stated that due to the significant changes mandated by the adoption of House Bill 2500 (amending various statutory employment provisions), it was now necessary to divide the Policy GCO/GDO. Amended Policy GCO would apply to professional staff members and amended Policy GDO would apply to support staff members. Mr. Shumway advised that the majority of the changes to amended Policy GCO pertained to the teacher evaluation process.

Ms. Graziano asked the following questions:

- Last sentence of Transfers on page 112 states: "Any deviation from this procedure requires approval from the Superintendent or designee." Second paragraph of Transfers on page 104 states "...and the Governing Board has approved the new placement as in the best interests of the pupils in the school." Mr. Shumway stated that page 104 would be a unique situation, but agreed the verbiage should be the same.

- Last bullet on page 114 for Classroom Observations by Evaluator states: “There shall be at least sixty (60) calendar days between the first and last observations.” Ms. Graziano referenced “at least forty-five (45) instructional days” in other areas and asked if they should be the same. Mr. Shumway responded that for a legal evaluation, statute states there must be two observations at least 60 days between the first and last observation. However, if in the first observation for a probationary teacher, it is determined that they are inadequate in their classroom performance, that single observation may serve as the basis for issuing a preliminary notice of inadequacy of classroom performance and the last observation will be considered to determine if they improved during their probationary period to determine if a recommendation for nonrenewal is made to the Governing Board.
- Do you need two observations to complete an evaluation? Mr. Shumway replied that two observations are required to complete an evaluation, however, you do not have to have a completed evaluation to give a probationary teacher a preliminary notice of inadequacy of classroom performance.
- What are the category headings for the evaluation? Mr. Shumway responded that the four performance classifications were on page 107 and were highly effective, effective, developing, and ineffective.
- “Unsatisfactory” is used on page 112, “inadequate” is used on page 116, “unsatisfactory” and “not satisfactory” are used on page 121, and “not satisfactory” is used on page 125. Ms. Graziano asked if “unsatisfactory” on page 112 should be changed to “inadequate” or “ineffective”? Mr. Shumway stated that all references to “unsatisfactory” and “not satisfactory” in Policy GCO and Policy GDO would be changed to “inadequate” in order to be consistent with other provisions.

Mrs. Lambert asked for clarification of the last paragraph on page 104 regarding transferring teachers from one school to another school within the District. Mr. Shumway stated that performance classifications were considered, e.g., not transferring a “developing” teacher to a school that already had several “developing” teachers. Mrs. Lambert stated she liked “equitably distributing” the staff.

Mrs. Lambert asked if there was a Regulation for Policy GCK? Mr. Shumway replied that ASBA did not process any regulations for Policy GCK, however the District would develop regulations to the extent necessary.

Mr. Adams asked for clarification regarding temporarily suspending Policy BGB. Mr. Shumway reported that Policy BGB required a first and second reading as part of the Policy revision process. Mr. Shumway advised that these amended policies presented to the Board must be in place before the start of school on August 12, 2013. Mr. Shumway stated that the District’s policies allowed the Governing Board to temporarily suspend the requirement of two readings.

Mr. Maza expressed concern regarding the terminology consistency (changing unsatisfactory to inadequate) because this pertains to Policies and teacher evaluations. Mrs. Lambert asked that the language on the Regulations match the Policy language. Mr. Shumway stated the Mr. Maza’s and Mrs. Lambert’s comments were points well taken and that, if necessary, a Policy revision could be presented to the Board at a later date.



A motion was made by Mr. Adams that the Governing Board temporarily suspend Policy BGB – Policy Adoption and adopt proposed amended Policies GCJ – Professional Staff Noncontinuing and Continuing Status, GCK – Professional Staff Assignments and Transfers, GCO – Evaluation of Professional Staff Members and GDO – Evaluation of Support Staff Members, with recommended changes to the amended Policies. The motion was seconded by Mrs. Lambert. The motion carried.

**VI. FUTURE AGENDA ITEMS**

There were no future agenda items.

**VII. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

Mr. Maza thanked his fellow Board members for their consideration to allow him to preside over the meeting telephonically.

Ms. Graziano thanked Dr. Cook, Mr. Shumway, and Mrs. Shiota for their efforts to contact her on June 27, 2013 in order for her to participate telephonically for the Governing Board meeting. She was traveling abroad and waited from 3:00 a.m. to 6:00 a.m. for the phone call, but was unable to receive the calls and text messages due to a phone line issue.

**VIII. ADJOURNMENT**

**UNANIMOUS**

A motion was made by Mr. Adams to adjourn the meeting at 8:54 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

8/22/13  
DATE

Christopher Maza  
BOARD OFFICIAL

8/22/13  
DATE