

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: EXECUTIVE SESSION AND REGULAR MEETING,

2013-2014

November 14, 2013

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 6:32 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Ms. Clorinda Graziano was 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 Mr. Jahneke. 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 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 negotiations, in contemplated litigation or in settlement discussions conducted in order to avoid litigation – specifically regarding an Agreement with Brighten A Life.

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 – 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.3 and A.4**

- A.3 and A.4 – Discussion or consultations 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 negotiations, in contemplated litigation or in settlement discussions conducted in order to avoid litigation – specifically regarding an Agreement with Brighten A Life.

November 14, 2013

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 7:05 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Ms. Clorinda Graziano joined the meeting at 7:21 p.m.

B. **Moment of Silence and Meditation**

Mr. Maza called for a moment of silence and meditation.

C. **Pledge of Allegiance**

Mr. Maza asked Thomas Desrosiers (Boy Scout in Troop 172) to lead the Pledge of Allegiance.

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

UNANIMOUS

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

At the discretion of the Chair, Mr. Maza moved Information/Discussion Item IX.A. – 2013 United Way Update following Item VI.G. Special Recognition.

E. **Approval of the Minutes**

UNANIMOUS

A motion was made by Mrs. Lambert that the Governing Board approve the Minutes of the October 17, 2013 Regular Meeting and Executive Session. The motion was seconded by Mr. Adams. The motion carried.

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

Mr. Adams shared that he enjoyed attending the Lookout Mountain Elementary School Dedication Ceremony. Mr. Adams stated that he was very impressed with the students, staff, and breathtaking buildings.

Mr. Adams shared that he enjoyed visiting Cholla Middle School, Orangewood School, and Manzanita Elementary School. Mr. Adams said it was always a pleasure to meet the school administrators and staff to tell them what a great job they were doing.

Mrs. Lambert shared that she also enjoyed attending the Lookout Mountain Elementary School Dedication Ceremony. Mrs. Lambert stated that it was always exciting to see a project come to fruition.

Mrs. Lambert shared that she enjoyed attending the Parent University which was a great event and a wonderful venue to bring parents together to share information and resources. Mrs. Lambert advised that Dr. Jennifer Johnson, Deputy Superintendent for Program and Policy at the Arizona Department of Education, was the keynote speaker. Dr. Johnson kicked off the month of November as Family Engagement Month and presented Dr. Cook the first proclamation. Mrs. Lambert stated that Superintendent Huppenthal was a strong supporter of family engagement.

Mr. Jahneke shared that he also enjoyed attending the Lookout Mountain Elementary School Dedication Ceremony. He liked the tour of the school and seeing the completed project.

Mr. Jahneke shared that he enjoyed attending the Parent University and hearing Dr. Johnson speak.

Mr. Maza shared that he enjoyed attending the Lookout Mountain Elementary School Dedication Ceremony and the Parent University. Mr. Maza thanked everyone involved for making the parents and community members feel welcome. He thanked Dr. Cook for her leadership and especially thanked the District staff who participated at the Parent University on a Saturday. Mr. Maza asked Dr. Cook to deliver the Board's appreciation to her staff, as well as the staff at Lookout Mountain Elementary School.

Dr. Cook shared that the District participated in the annual North Phoenix Kiwanis Walk-A-Thon on October 19, 2013. Dr. Cook introduced Dorothy Watkins, President, and Chris Boyda, Treasurer, of the North Phoenix Kiwanis. Ms. Watkins and Mr. Boyda thanked the District for its support. Mr. Boyda reported that the Washington Elementary School District raised \$37,270.64, which was the largest amount raised by any organization in the history of the Walk-A-Thon. Mr. Boyda presented a check for \$27,952.98 to be used for the benefit of students. Mrs. Lambert thanked Ms. Watkins and Mr. Boyda for the partnership between the North Phoenix Kiwanis and the District. She thanked them for the organization's continued support of the District and its students.

Dr. Cook stated that Tumbleweed Elementary School had a 21 point gain in its AIMS scores from 2012 to 2013 and introduced Tumbleweed Elementary School Principal, Ms. Adele Russell. Ms. Russell shared information regarding the school's student achievement gains.

**G. Special Recognition**

Dr. Cook advised the Board that the District had a special recognition for a teacher from Mountain Sky Junior High School and introduced the Principal, Mr. Perry Mason, to do the honors. Mr. Mason recognized Mr. Mariano Guerra who was selected as the 2013 Middle School Science Teacher of the Year by the Arizona Science Teachers Association. Mr. Mason stated that Mr. Guerra was an exemplary teacher and role model/mentor for students. Mr. Mason reported that Mr. Guerra was very involved with the school, e.g., 21<sup>st</sup> Century After-School Academy and created a Science Club, took students to the Honeywell Aerospace Challenge, created the Wake-Up Club, along with the School Resource Officer, through a grant from the Moon Valley Neighborhood Block Watch that meets on Saturdays to do community service projects, and a member of the Site Council and Professional Learning Committee. Mr. Mason introduced Mr. Guerra's parents who were in attendance.

**IX. INFORMATION / DISCUSSION ITEM (moved at discretion of Chair)**

**A. 2013 United Way Update**

Dr. Cook recognized the efforts of Ms. Pam Horton who was the District's United Way coordinator for the successful campaign. Ms. Horton thanked the employees for their generous donations of \$35,477.00 to the 2013 United Way campaign.

Ms. Horton announced that Sunburst Elementary School raised the most per capita (for the third year in a row) with a total of \$2,425.00. Ms. Nancy Putman, President of the Washington Education Foundation (WEF) presented Sunburst campaign coordinator, Sally Cook, with a check for \$1,000.00. In addition, WEF provided five \$50.00 Westcor gift cards for campaign incentives.

**H. Public Participation**

There was no public participation.

**I. Approval of the Consent Agenda**

**UNANIMOUS**

Mr. Maza requested that Item \*VII.C.13 – Public Gifts and Donations – Thomas Desrosiers be pulled from the Consent Agenda for separate consideration.

Ms. Graziano requested that Item \*VII.D. – Out-of-County/State Field Trips be pulled from the Consent Agenda for separate consideration.

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.

**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 (The Value of Donated Items is Determined by the Donor)**

**UNANIMOUS**

Approved the public gifts and donations as presented.

1. Arizona Diamondbacks donated a check in the amount of \$400.00 for the benefit of music students at Desert Foothills Junior High School.
2. BJ's Furniture donated a sofa and loveseat with an approximate value of \$975.00 for the teachers' lounge at Ironwood Elementary School.
3. BookPALS donated books with an approximate value of \$491.00 for the benefit of students at Mountain View School.
4. CBRE, Inc. donated miscellaneous office supplies with an approximate value of \$500.00 for the benefit of the Washington Elementary School District.
5. Elephant Bar donated Junior Explorer gift certificates with an approximate value of \$750.00 for the benefit of students in the after-school program at Cactus Wren Elementary School.
6. JanSport donated 50 backpacks and shoulder bags with an approximate value of \$2,000.00 for the benefit of students at Maryland School.
7. Jason's Deli donated 200 student gift certificates with an approximate value of \$1,000.00 for the benefit of students in the after-school program at Cactus Wren Elementary School.
8. Peter Piper, Inc. donated a check in the amount of \$517.95 for the benefit of students at Shaw Butte Elementary School.
9. The Phoenix Zoo donated scholarships with an approximate value of \$2,324.00 for the benefit of after-school academy students and chaperones at Maryland School to attend ZooReach Night Camp.

10. The Phoenix Zoo donated scholarships with an approximate value of \$2,400.00 for the benefit of students at Mountain View School to attend ZooReach Night Camp.
11. Richard E. Miller Parent/Teacher Organization donated a check in the amount of \$1,775.92 to purchase library books for the benefit of students at Richard E. Miller Elementary School.
12. Sunburst Farms donated a check in the amount of \$400.00 to purchase class t-shirts for the benefit of students at Sunburst Elementary School.
13. Thomas Desrosiers donated musical instruments with an approximate value of \$2,800.00 for the benefit of students in the Washington Elementary School District.

**UNANIMOUS**

A motion was made by Mr. Maza to approve the donated musical instruments from Thomas Desrosiers with an approximate value of \$2,800.00 for the benefit of students in the Washington Elementary School District. The motion was seconded by Mrs. Lambert. The motion carried.

Mr. Maza introduced Thomas Desrosiers, Eagle Scout candidate from Boy Scout Troop #172 in Tempe, AZ. Mr. Desrosiers advised that his love of music was his inspiration for his project of donating gently used musical instruments to students who would not be able to participate in school band programs. Through research, he found that several music teachers in the Washington Elementary School District (WESD) had identified a need for instruments to Ear Candy Charities and, therefore, chose WESD schools to receive his donation of instruments. Mr. Desrosiers introduced his parents and sister who were in attendance.

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

**UNANIMOUS**

1. Thomas Aron, Alta Vista Elementary School, submitted an out-of-county/state field trip to the Placentia Presbyterian Church, Placentia, CA and Disneyland, Anaheim, CA, May 16-18, 2014, for 5<sup>th</sup> and 6<sup>th</sup> grade students at a cost of \$5,219.05.
2. Alan Paulson, Orangewood School, submitted an out-of-county/state field trip to Washington, D.C., April 3-6, 2014, for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students at a cost of \$55,022.00.

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

Ms. Graziano asked for clarification regarding the Overnight Chaperone Plan. Mr. Alan Paulson from Orangewood School gave an example of a mother being in one room with her daughter and two other students with the door open to an adjoining room with four other students. The door to the adjoining room would remain open at all times for supervision. Ms. Graziano thanked him for the information.

**\*E. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative (MESC) and Greater Phoenix Purchasing Consortium for Schools (GPPCS)**

**UNANIMOUS**

**\*F. Acceptance of the US Airways Field Trip FUNd! Grant in the Amount of \$500.00**

**UNANIMOUS**

## VIII. ACTION / DISCUSSION ITEMS

- A. Consider, Discuss and, if Deemed Advisable, Approve the Intergovernmental Cooperative Purchase Agreements and Contract Purchases with IGPA to Utilize TSA Consulting Group for Retirement Plan Compliance and Administrative Services** **UNANIMOUS**

Dr. Cook advised the Board that the agenda item was presented for its consideration regarding a third party consulting company for health benefits. Dr. Cook introduced Mr. David Velazquez, Director of Finance, to provide information.

Mr. Velazquez advised the Board that the District offered 403(b) and 457(b) voluntary retirement savings plans to its employees under guidelines set by the Internal Revenue Service (IRS). As the IRS makes changes to the regulations, the District must ensure that its 403b and 457b plans remain in compliance with any such changes. Mr. Velazquez reported that District employees met with TSA Consulting Group in regard to utilizing their services under a IGPA contract to provide third party retirement plan compliance and administrative services.

A motion was made by Mr. Jahneke that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with IGPA to utilize TSA Consulting Group for retirement plan compliance and administrative services. The motion was seconded by Mr. Maza. The motion carried.

- B. Temporary Suspension of Policy BGB – Policy Adoption and Adoption of Proposed Amended Policy DJE – Bidding/Purchasing Procedures** **UNANIMOUS**

Dr. Cook stated that on September 12, 2013, the Governing Board approved a revision to Policy DJE – Bidding/Purchasing Procedures. Since then, the State Board of Education made corresponding revisions to the thresholds for obtaining written and oral price quotations. Dr. Cook reported that the new revisions became effective on October 28, 2013, therefore, the District was making a recommendation to temporarily suspend the reading of the policy twice and adopt the proposed amended policy in order to use the new procurement rules as soon as possible.

A motion was made by Mrs. Lambert that the Governing Board temporarily suspend Policy BGB – Policy Adoption and adopt proposed amended Policy DJE – Bidding/Purchasing Procedures. The motion was seconded by Mr. Adams. The motion carried.

## IX. INFORMATION / DISCUSSION ITEMS

- A. 2013 United Way Update**

Moved at discretion of Chair following Item VI.G. Special Recognition

- B. Teacher Evaluation Update**

Dr. Cook advised that Ms. Graziano had requested a future agenda item regarding the teacher evaluation plan. Dr. Cook introduced Mr. Justin Wing, Director of Human Resources, to present an update on the teacher evaluation plan.

Mr. Wing reviewed the recommendations/outcomes of the WESD Teacher Evaluation Technical Subcommittee meetings held January 2013 through October 2013. Mr. Wing stated that the Subcommittee would continue to review HB 2500 measures that were required.

Mrs. Lambert noted that the District was adopting the Arizona State Board of Education's performance classification of highly effective to replace WESD's previous label of exemplary. Mrs. Lambert asked how the District would identify highly effective teachers when the Arizona Department of Education (ADE) asked for information regarding the distribution of highly effective teachers. Mrs. Lambert asked if the District would be using the teacher evaluation as one determination of highly effective teachers. Mr. Wing responded that one of the main objectives of the Teacher Evaluation Committee was to determine the overall classification rating for each performance classification, e.g., highly effective, effective, developing and ineffective. Dr. Cook advised that this agenda item was only an update for discussion and that the Teacher Evaluation Technical Subcommittee would continue to meet. Dr. Cook stated that the Subcommittee would submit its final recommendations to the Board for its approval to adopt the entire system.

Ms. Graziano referenced the following Provision in HB2500 on page 49 and asked how this was handled with the teacher:

- Requires the preliminary notice of inadequacy of classroom performance to be accompanied by a performance improvement plan designed to help the teacher correct inadequacies and demonstrate adequate classroom performance.

Mr. Wing replied that the District already had a thorough process to address this issue and would continue to utilize it. Mr. Wing advised that the preliminary notice was hand delivered to the employee, along with the applicable statute(s) and reviewed in detail with the administrator and/or evaluator. Mr. Wing reported that when an individual was given a preliminary notice that an improvement plan was necessary, it was a collaborative effort to provide resources to help improve any deficiencies highlighted in the evaluation. The process included having an improvement plan conference after the evaluation conference in order to allow the employee time to consider what resources they would like to utilize to improve their performance.

Mr. Maza asked how many times the District had to revise the teacher evaluation system in the last two years. Mr. Wing responded that there were many revisions due to mandates from legislative actions.

Mr. Maza asked if teachers were part of the stakeholder groups on the Teacher Evaluation Committee. Mr. Wing replied it was a large, diverse group and included many teachers. Mr. Maza thanked Mr. Wing for the presentation and appreciated that the District allowed teachers to have input on the evaluation plan that affects them.

### **C. 2013 Accountability Update – Assessment Report: Part One**

Dr. Cook introduced Ms. Janet Sullivan who provided an update on the 2012-2013 accountability results which focused on the District's performance on state-administered assessments and the resulting accountability determinations. Ms. Sullivan presented Spring 2013 results of the Arizona's Instrument to Measure Standards (AIMS), the Stanford 10 and the Arizona English Language Learner Assessment (AZELLA).

Mr. Jahneke asked if there was a difference in 8<sup>th</sup> grade achievement between K-8 or 7-8 schools. Ms. Sullivan responded that the data had been reviewed and it was almost the same at all schools, with the exception of one K-8 school.

Ms. Graziano made the following comments:

- Asked if there was any indication why the one K-8 school performed better. Ms. Sullivan replied that it was the traditional school and the 8<sup>th</sup> grade students normally scored higher than the middle schools.

- Suggested offering a reward system for 8<sup>th</sup> grade students. Mrs. Sullivan reported that the District participated in the Explore assessment through Northern Arizona University's Gear Up Project for all 8<sup>th</sup> grade students. Mrs. Sullivan stated that the emphasis of the project was planning for high school and beyond and hoped that this would encourage students to put more effort into the AIMS. Mrs. Sullivan stated that the assessment Gear Up Project results were expected in December 2013 or January 2014.
- Stated that one of the District's main goals had been the reading program and was pleased that the reading falls far below percentages had gone down significantly. However, Ms. Graziano was concerned that the math falls far below percentages had increased in the last two years. She asked if that was due to the change in the focus of the curriculum and was the AIMS still aligned with the curriculum goals. Mrs. Sullivan responded that the second set of standards was approved in 2008 which had significant content changes. She advised that the students did not have the opportunity to learn the new content when tested in 2010. Mrs. Sullivan stated that there had been a change in the rigor and some of the content in the last two years which affected test scores.
- The 3<sup>rd</sup> grade reading performance level was 6% of students for falls far below. Ms. Graziano asked if those would be the students required to repeat third grade because of the Move on When Reading Program. Mrs. Sullivan advised that the data from 2013 would not affect the 3<sup>rd</sup> grade students who will move on to 4<sup>th</sup> grade. Mrs. Sullivan reported that the students who fall far below on the Spring 2014 test would be retained.
- Requested a color copy of the presentation slide on page 76 regarding the Reward Schools, Focus Schools, and Priority Schools. Mrs. Sullivan advised that she would send Ms. Graziano a color copy.

Mrs. Lambert asked if the District still had pre-intervention schools as a result of federal accountability. Mrs. Sullivan replied that the District had not been officially notified, however, believed that they would carry over from last year.

**X. FUTURE AGENDA ITEMS**

There were no future agenda items.

**XI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

Ms. Graziano acknowledged the following:

- Thanked the art teachers and students from Abraham Lincoln Traditional, Maryland, Mountain View, Orangewood, Sunnyslope, and Sweetwater schools for the artwork displayed in the Governing Board Room.
- In honor of Veteran's Day, thanked the veterans on the staff and the Governing Board for their service.
- Advised that the following week was American Education Week and Wednesday would be Education Support Professionals Day. Ms. Graziano thanked all of the education support professionals because they were the foundation of everything that the District does for the students.

**XII. ADJOURNMENT**

A motion was made by Mr. Adams to adjourn the Regular Meeting at 8:35 p.m. The motion was seconded by Mrs. Lambert. The motion carried.

**UNANIMOUS**



**SIGNING OF DOCUMENTS**

Documents were signed as tendered by the Governing Board Secretary

Joyce Shiota  
BOARD SECRETARY

12/13/13  
DATE

[Signature]  
BOARD OFFICIAL

12/12/13  
DATE