

WASHINGTON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD MINUTES: REGULAR MEETING

2013-2014

May 8, 2014

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

Mrs. Lambert called the meeting to order at 7:01 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Mr. Aaron Jahneke, and Mr. Chris Maza. Ms. Clorinda Graziano participated telephonically.

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 Mr. Adams that the Governing Board adopt the Regular Meeting Agenda. The motion was seconded by Mr. Maza. 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 April 24, 2014 Regular Meeting and Executive Session. The motion was seconded by Mr. Maza. The motion carried.

UNANIMOUS

F. Current Events and Acknowledgments: Governing Board and Superintendent

Mr. Adams shared that he enjoyed attending the following events:

- Lamp of Learning Celebration – thanked everyone involved for the amazing evening celebrating our very best. Mr. Adams acknowledged Mr. Rex Shumway and Ms. Joyce Shiota who were honorees at the event.
- Roadrunner site visit – accompanied Principal Paula McWhirter, Assistant Principal Robyn Muzich, and teachers to Palo Verde Middle School to observe the Continuous Improvement Review Team (CIRT) process. Mr. Adams provided his fellow Board members with a copy of Roadrunner’s presentation and the School Improvement Progress Report. Mr. Adams stated it was a WOW moment! He reported that it was a true example of the caliber of work our teachers are doing teaching our children.

Mr. Jahneke shared that he enjoyed attending the following events:

- Lamp of Learning Celebration – it was an outstanding event.
- Safari Opening at Roadrunner – thanked the donors who assisted with the completion of the project.

Mr. Maza made the following comments:

- Apologized for not being able to attend the Lamp of Learning Celebration due to an out of town family commitment and congratulated the Lamp of Learning award recipients.

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- Acknowledged Teacher and ESP Appreciation Week and thanked all the teachers and support personnel for what they do.

Ms. Graziano acknowledged the following:

- Teacher Appreciation Week – thanked teachers for everything that they do.
- Administrative Assistants Day – thanked all Administrative Assistants and Joyce Shiota, Administrative Assistant for the Governing Board.
- National School Nurses Week – thanked all healthcare professionals for all that they do.

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

- Arizona Education Association – Retiree Meeting.
- Shaw Butte Curriculum Fair – enjoyed seeing the art deco chairs decorated by the art/classroom teachers for the fundraiser auction.
- Kiwanis Dinner – thanked Kiwanis for its support of the District.
- Orangewood School – Night of the Arts – enjoyed the evening of music.
- 5th/6th Grade Track Meet – unfortunately cancelled due to the rain.
- Arizona Education Foundation – Awards presented to groups that support education. The Washington Education Foundation was one of the honorees. A daughter of one of the District’s teachers received a college scholarship to pursue a teaching career.
- Mountain Sky Junior High School – incredible production of Peter Pan with a cast of over 100 students. Ms. Graziano acknowledged the efforts of teacher, Kirsten Dukeshier.
- Desert Foothills Junior High School – Area Choir Festival at Greenway High School – thanked Greenway High School for hosting the event.
- 7th/8th Grade Track Meet at Thunderbird High School – thanked P.E. teachers and everyone involved with the event.
- Lamp of Learning Celebration – offered congratulations to all of the deserving honorees. Ms. Graziano acknowledged the efforts of Carol Donaldson and her team and the sponsors for the wonderful event.

Mrs. Lambert made the following comments:

- Stated that everyone works very hard throughout the school year and at the end of the school year we get to celebrate our staff, community members, teachers, students, and all of the events.
- Shared that she enjoyed attending the Lamp of Learning Celebration and it was wonderful to see the honorees with their families and supporters. She stated that it was great to see all the people who are truly dedicated to children.
- Thanked her fellow Board members for everything that they do and for attending many of the District events.

Dr. Cook acknowledged a letter received from great grandparents, Edward and Deborah Hoff, praising the principal and staff at Abraham Lincoln Traditional School where their great granddaughter attends. The letter ended with the following comments: “Thank you for having each of these teachers as members of a complete staff of educators. As retired teachers, we both recognize that it does, indeed, take a community of teachers and staff to help educate each student.”

Dr. Cook advised the Board that the District was celebrating the successes of Washington Elementary School and introduced Washington Principal, Sean Carney. Mr. Carney shared information regarding the school’s student achievement gains and was proud that the school had maintained a letter grade of “B” for three

consecutive years. Mr. Carney was pleased to report that the school recently formed a Parent Teacher Organization (PTO) to support the school and its students. Mrs. Lambert congratulated the school for its achievements and appreciated its efforts to change the culture and for getting parents involved. She thanked Mr. Carney for his leadership and everything that he does for the school and the District.

G. Special Recognition

Dr. Cook advised the Board that the Director of Academic Support Programs and her team had worked very hard to develop a program for those schools who did not have the 21st Century Program. She introduced Ms. Kathleen McKeever, Director of Academic Support Programs, and Ms. Deirdre Mai, Administrator of Academic Support Programs, to recognize college students who have participated in the program and earned credit hours toward their education classes to become teachers. Ms. McKeever recognized the college students who served as after-school instructors in the WESD Academy Programs at eight schools this school year. Ms. Mai reported that 721 students received math and reading intervention through this University after-school program. One of the college students, Amanda Knapschafer, reported on her rewarding experience in the after-school program at Royal Palm Middle School. Governing Board members were given an “Academic Avengers” tote bag and a brochure, “150 Ways to Show Kids You Care”. The College students were provided with a brochure and a certificate of appreciation.

H. Public Participation

There was Public Participation.

- Phyllis Olin stated that she adopted her great granddaughter who attends Abraham Lincoln Traditional School. Ms. Olin advised that her concern was the school calendar and having the children start school in August. She stated she had researched the subject and contacted school districts in Texas who start after Labor Day because of the heat. Ms. Olin knew that the calendar had been approved by the Governing Board, but asked the Board to consider changing the start date to either the day after Labor Day or the last week in August so our children are not put in jeopardy in the heat. Ms. Olin thanked the Governing Board for allowing her to express her concerns.
- Ms. Joslyn Brown spoke on behalf of the Washington Education Foundation. She advised that the Foundation had received an award from the Arizona Education Association at its Salute to Excellence luncheon. Ms. Brown reported that the Washington Education Foundation had provided approximately \$195,000.00 in grants to WESD teachers over the past ten years.

I. Approval of the Consent Agenda

UNANIMOUS

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

Ms. Graziano requested that Items *II.D. - #2, #3, #4, #8, #9 – Out-of-County/State Field Trips be pulled from the Consent Agenda for separate consideration.

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

II. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***B. Personnel Items**

A motion was made by Mr. Maza that the Governing Board approve the personnel items as presented. The motion was seconded by Mr. Adams. The motion carried.

UNANIMOUS

Dr. Cook acknowledged and introduced Ms. Jane Ardell, new Principal at Alta Vista Elementary School. Ms. Ardell thanked the Board for the opportunity and was excited to start working at Alta Vista.

Dr. Cook acknowledged and introduced Ms. Deborah Menendez, new Principal at Sahuaro Elementary School. Ms. Menendez thanked the Board for the opportunity and looked forward to working at Sahuaro. Ms. Menendez acknowledged and thanked Sahuaro staff members who attended the meeting.

Mrs. Lambert welcomed the new administrators to the District.

***C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)**

Approved the public gifts and donations as presented.

UNANIMOUS

1. Goodwill Industries of Central Arizona donated a check in the amount of \$5,000.00 to be used for the Lamp of Learning Celebration.
2. Telephone Pioneers donated computers with an approximate value of \$2,760.00 to be used for the computer lab and for teachers at Arroyo Elementary School.
3. Arizona Community Foundation donated a check in the amount of \$950.00 to be used for the benefit of students at Moon Mountain Elementary School.
4. Community Tire Pros & Auto Repair donated discount cards for varied services with a value of \$1,018.30 to be used for coordinators and instructors for the After-school Academy Site Challenge.
5. Angela Buechel donated a check in the amount of \$3,370.24 to be used to fund two 1st grade summer school teachers and an aide at Washington Elementary School.

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

Ms. Graziano asked that the Consent Agenda items that she pulled be considered in two parts: Agenda Items *I.D. - #2, #8, and #9 be considered as one group and Agenda Items *I.D. - #3 and #4 be considered as another group.

Ms. Graziano stated she grouped Items *I.D. - #2, #8, and #9 together because they all are using two sets of travel agents. Ms. Graziano thanked Dr. Cook, Cathy Thompson, Howard Kropp, and Terry Kidd for their response to her questions that afternoon. Ms. Graziano believed that the travel agents for Item *I.D.2 (Forum) and *I.D.8 (Music in the Parks) can make all of the travel arrangements and be available in case of emergencies. The Forum is in a cooperative that is an approved vendor with the District and Music in the Parks is an approved vendor. Item *I.D.9 used Astrocamp which has been approved by the District as a sole source provider. Ms. Graziano reported that Items *I.D.2 and *I.D.8 used the Forum and Music in

the Parks travel agents, as well as Sundance Travel which added an additional \$10.00 per student cost. Dr. Cook advised that there was a dual charge for Item *I.D.2, Forum field trip, and there would be a reduction of \$1,580.00 less than what was presented on the Board agenda. However, after conversations with Ms. Thompson and Mr. Kropp, the same could not be said about the Music in the Parks and Astrocamp field trips because being an approved vendor or sole source provider did not necessarily mean the same as what the Forum provides as far as making travel arrangements and being available for emergency situations. Ms. Graziano stated that Music in the Parks was a turnaround trip with no hotel required and would only need bus transportation. She advised that Music in the Parks was responsible for everything at the music festival, as well as emergency situations for the field trip.

Mrs. Lambert recommended tabling Items *I.D.8 and *I.D.9 to allow the District time to gather more information and present the items at the next Board meeting.

A motion was made by Ms. Graziano that the Governing Board approve Consent Agenda Item *I.D.2 - Out-of-County/State Field Trip with the amendment that they do not need to use the dual travel agent. Additionally, it was moved to table Consent Agenda Items *I.D.8 and *I.D.9 - Out-of-County/State Field Trips for further study regarding the use of dual travel agents. The motion was seconded by Mrs. Lambert. The motion carried 3-2.

UNANIMOUS

1. Mandy Taylor, Lookout Mountain Elementary School, submitted an out-of-county/state field trip to Catalina Island Marine Institute (CIMI), Toyon Bay, Catalina Island, CA, November 11-14, 2014, for 6th grade students at a cost of \$49,133.38.
2. Kirsten Dukeshier, Mountain Sky Junior High School, submitted an out-of-county/state field trip to Forum Festival, Anaheim, CA, Fullerton College, Fullerton, CA, and Disneyland, Anaheim, CA, May 8-10, 2015, for 7th and 8th grade students at a cost of \$59,753.00.
3. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Lee's Ferry and Horseshoe Bend, Marble Canyon, AZ, September 24-26, 2014, for 6th grade students at a cost of \$8,580.00.

**3 AYE
2 NAY**

**4 AYE
1 NAY**

Ms. Graziano had the following concerns/questions:

- Safety issue using inflatable kayaks – Mr. John Vasey responded that inflatable kayaks are more stable than the standard kayaks. Mr. Vasey reported that there will be two people per kayak. He stated that the company had been in business for 15 years, was well trained to handle emergency situations, and had never had any problems. Board members were provided information regarding the inflatable kayaks.
- Have students/staff had water safety training? Mr. Vasey replied that the boatmen and parents are all wilderness certified and are able to respond to swift water rescues and injuries.
- Have students/staff had swimming lessons? Mr. Vasey advised that this was not mandatory because everyone is fitted by professionals with a type 5 inflatable life vest which has the highest buoyancy. Board members were provided information regarding the life vests.
- Will there be a trained lifeguard on the field trip? Mr. Vasey's response above stated that there will be wilderness certified people in the group. He stated that the water flow rate is very safe.

- Will there be one student and one adult in each kayak? Mr. Vasey replied that there will be two students per kayak in seven kayaks and four boatmen (certified wilderness first responders) in the water with the students. Mr. Vasey advised that it is the same procedure as other field trips using kayaks, e.g., Catalina Island and Sky Y Camp.
- Ms. Graziano commented that she had not seen kayaking mentioned in previous field trips and was very concerned for the safety of the students. She asked that there be a detailed list of activities for each field trip.

Mrs. Lambert thanked Mr. Vasey for providing information regarding the safety procedure training given to the students. Mrs. Lambert agreed with Ms. Graziano that a major concern was the safety of the children and the adults, as well as the liability to the District.

Mrs. Lambert asked Mr. Rex Shumway, District Legal Counsel, if the permission slips for higher risk factor field trips provided details of the field trip to properly inform parents and to ensure that the District's liability is covered with proper safety procedures in place. Mr. Shumway responded that he always recommends that detailed information about the risk be provided to the parents and that the parents are required to sign the form to acknowledge that they reviewed and understand the risk factors of the field trip. Dr. Cook reported that the standard permission slip is available on the internet and is being revised to accommodate a variety of activities. Mr. Vasey advised that his permission slips are very detailed with a step by step itinerary for the parents and that parents are required to sign a waiver form.

A motion was made by Mr. Maza that the Governing Board approve Consent Agenda Item *II.D.3 – Out-of-County/State Field Trip. The motion was seconded by Mr. Jahneke. The motion carried 4-1.

4. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Hoover Dam, Boulder City, NV, Colorado River, Willow Beach, AZ, Sky Y Camp, Prescott, AZ, and Goldwater Lake, Prescott, AZ, October 21-24, 2014, for 6th grade students at a cost of \$21,565.00.

**4 AYE
1 NAY**

Ms. Graziano requested an explanation why Mr. Vasey's itinerary on page 42 and the Divine Transportation quotation on pages 46-49 were different. Mr. Vasey stated that his itinerary was accurate. He advised that Divine Transportation had a new employee who used last year's itinerary. He apologized for the oversight and will request a corrected itinerary from Divine Transportation and provide it to the Governing Board.

A motion was made by Ms. Graziano to table Consent Agenda Item *II.D.4 to allow time to obtain a corrected itinerary from Divine Transportation and asked for specific details about activities at Sky Y Camp and Goldwater Lake. There was no second to the motion.

A motion was made by Mr. Maza that the Governing Board approve Consent Agenda Item *II.D.4 – Out-of-County/State Field Trip. The motion was seconded by Mr. Jahneke. The motion carried 4-1.

5. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium and Silverbell Wetlands, Tucson, AZ, November 7, 2014, for 6th grade students at a cost of \$1,450.00.

UNANIMOUS

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| 6. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium and Silverbell Wetlands, Tucson, AZ, November 14, 2014, for 6th grade students at a cost of \$1,450.00. | UNANIMOUS |
| 7. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 21, 2014, for 6th grade students at a cost of \$1,200.00. | UNANIMOUS |
| 8. Samantha Hart, Palo Verde Middle School, submitted an out-of-county/state field trip to Knott's Berry Farm, Buena Vista, CA, Esperanza High School and Lakeview Elementary School, Anaheim, CA, April 24-26, 2015, for 7th and 8th grade students at a cost of \$21,441.40. | TABLED |
| 9. Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip to Astrocamp, Claremont, CA, September 22-24, 2014, for 4 th through 6 th grade students at a cost of \$15,234.00. | TABLED |
| *E. Out-of-State Travel
Approved the out-of-state travel as presented. | UNANIMOUS |
| 1. Lisa Stoutenburg, Computer Teacher and IT Facilitator at SS. Simon & Jude School, to attend the International Society for Technology in Education Conference, June 26 – July 1, 2014, in Atlanta, GA, at a cost of \$3,418.00. | |
| *F. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative (MESC) | UNANIMOUS |
| *G. Acceptance of the Leader In Me Grant in the Amount of \$43,670.62 | UNANIMOUS |

III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

IV. PUBLIC HEARING

A. Annual Expenditure Budget Revision #1 for Fiscal Year 2013-2014

Dr. Cook introduced Mr. David Velazquez, Director of Finance, who offered information regarding the Annual Expenditure Budget Revision #1 for Fiscal Year 2013-2014. Mr. Velazquez advised the Board that the District was required by law to present the revised expenditure budget for approval at a Governing Board meeting prior to May 15, 2014. Mr. Velazquez stated that the revisions to the state expenditure budget included adjustments to budget balance carry forward, adjustments to final student counts for last school year, adjustments based on growth in the current year, and adjustments to budget lines based on actual expenditure activity in the current year. Mr. Velazquez advised the Board that certain expenditures may create a situation whereby a subsection of the Maintenance and Operations (M&O) budget may be exceeded per ARS 15-905 G, which allows districts to exceed a subsection as long as the overall M&O budget is not exceeded. Authorization for this flexibility was also requested. Mr. Velazquez reviewed the Budget Revision Overview on page 85 that reflected changes and adjustments.

Mr. Adams referred to the difference of the 2013 budgeted revenue (\$223,388,517) and the 2014 estimated revenue (\$145,182,407). Mr. Velazquez responded that several items are excluded, e.g., property taxes.

Mr. Adams asked if this form was required by the State of Arizona. Mr. Velazquez replied in the affirmative.

Ms. Graziano made the following comments and asked the following questions:

- Appreciated the Budget Revision Overview – very helpful.
- Commended the Administration for saving over \$1 million over budget this year.
- Referred to the Federal Projects expenditures – was that for Title I and similar items and what was the reason for the \$5 million decrease? Mr. Velazquez replied that Title I was one of the Federal Projects expenditures and the decrease was due to sequestration (cut in funding from the Federal government).
- For Student Count on page 86, what is the difference between ADM Resident and ADM Attending? Mr. Velazquez responded that ADM Resident was for students residing within the District's boundaries and ADM Attending was for students attending our schools on open enrollment (living outside the District's boundaries).
- Are Soft Capital and Unrestricted Capital allowed to be carried over from year to year separately from the M&O budget? Mr. Velazquez advised that Soft Capital had been eliminated this year, but was still listed because of prior year information. Mr. Velazquez stated that it is all now Unrestricted Capital and can be carried over with no restriction by the M&O carryover.
- Asked for clarification regarding teacher compensation on page 102 – second Base Level amount. Ms. Cathy Thompson advised that the Governing Board approved a form that was submitted to the Arizona Department of Education which verified that the District has a teacher performance pay plan.

There were no questions from the public.

V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

VI. ACTION / DISCUSSION ITEM

A. Annual Expenditure Budget Revision #1 for Fiscal Year 2013-2014

UNANIMOUS

A motion was made by Mr. Jahneke that the Governing Board approve the 2013-2014 Annual Expenditure Budget Revision #1, and authorize subsections to be exceeded provided that the overall Maintenance and Operation budget is not exceeded as per ARS 15-905 G. The motion was seconded by Mr. Maza. The motion carried.

VII. FUTURE AGENDA ITEMS

There were no future agenda items.

VIII. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Adams to adjourn the meeting at 8.22 p.m. The motion was seconded by Mr. Maza. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

Joyce Shiota
BOARD SECRETARY

5/22/14
DATE

BW Adams
BOARD OFFICIAL

5/22/14
DATE