

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: EXECUTIVE SESSION AND REGULAR MEETING

2014-2015

October 16, 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 6:34 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, and Mr. Aaron Jahneke. Governing Board member not present was Mr. Chris Maza.

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.1

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.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. Jahneke to call for an Executive Session. The motion was seconded by Mr. Adams. 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.

October 16, 2014

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 7:04 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, and Mr. Aaron Jahneke. Mr. Chris Maza 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 Ms. Graziano. 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 September 25, 2014 Executive Session and Regular Meeting. The motion was seconded by Mr. Adams. The motion carried.

UNANIMOUS

F. **Approval of the Minutes**

A motion was made by Mr. Adams that the Governing Board approve the Minutes of the September 27, 2014 Special Meeting and Work/Study Session. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

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

Mr. Adams shared that the Arizona School Boards Association would be holding the Maricopa County Workshop on October 20, 2014 at the Isaac Elementary School District.

Mrs. Lambert reminded everyone to cast their vote for the upcoming election on November 4, 2014.

Ms. Graziano shared the following:

- Acknowledged and thanked the students and art teachers at Arroyo, Desert View, Ocotillo, Sahuaro, and Washington schools for the artwork displayed in the Governing Board Room.
- Enjoyed attending the band and strings concert at Palo Verde Middle School.
- Enjoyed attending the band and strings concert at Royal Palm Middle School.
- Thanked the faculty and staff for all that they do for the parents and students, academically and personally.

Dr. Cook introduced Ms. Sherry Cote who is currently employed at Tumbleweed Elementary School. Ms. Cote will be joining the Superintendent's office in the near future as an Administrative Assistant and will be shadowing/training with Joyce Shiota.

H. Celebrations of Successful Programs

Dr. Cook introduced Principal Heidi Keefer and Program Coaches Jo Ann Brass and Jeff Williams from Royal Palm Middle School to present highlights of the SuccessMaker Program. Ms. Keefer reported that Royal Palm went from a "C" to a "B" rating and that they had several intervention programs, including SuccessMaker, which helped improve the school's rating.

Mrs. Lambert appreciated aspects of the SuccessMaker Program that allowed the students to work at their own pace and the students' involvement in charting their growth.

Dr. Cook thanked the presenters for everything that they do.

I. Special Recognition

- Dr. Cook recognized Mr. Adams and Ms. Graziano for their diligent work with the Arizona School Boards Association (ASBA) programs for continuing education and training. Mr. Adams was awarded the Second Cluster and Ms. Graziano was awarded the First Cluster from ASBA. Plaques were displayed in the District's Governing Board Room. Mrs. Lambert thanked Mr. Adams and Ms. Graziano for their hard work and participation in the ASBA programs.
- Dr. Cook recognized Dorothy Watkins, Administrator of Social Services, who was named the "Liaison of the Year" by the Arizona Coalition to End Homelessness (AZCEH). Dr. Cook thanked Ms. Watkins for her hard work in serving the children. Ms. Watkins thanked Superintendent Susie Cook and Assistant Superintendents Lyn Bailey and Janet Sullivan for their support of the McKinney-Vento Homeless Assistance Program in the District. Mrs. Lambert thanked Ms. Watkins for her efforts.

J. Public Participation

There was public participation. Ms. Rachel Webb stated that her daughter had failed two hearing tests during the 2012-2013 school year and she was not notified (verbally or in writing). Ms. Webb had taken her daughter to a doctor and was advised that her daughter had hearing loss. Ms. Webb advised that she had filed verbal and written formal complaints to the school and District and was advised that it would be referred to the Trust Board. Ms. Webb wanted to know if the Board was made aware of her formal complaint that she had filed with the District. Mrs. Lambert responded that since this was not an item on the agenda, the Board was not able to respond to her question. Mrs. Lambert asked Ms. Webb to submit her question(s) in writing.

K. Approval of the Consent Agenda

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

UNANIMOUS

VII. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***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. Albertsons donated a check in the amount of \$1,000.00 to be used for the benefit of students at the Arizona Cardinals Preparatory Academy.
2. Albertsons donated a check in the amount of \$1,000.00 to be used for the benefit of students at Royal Palm Middle School.
3. Allstate Appliance donated a refrigerator with an approximate value of \$1,000.00 to be used in the 21st Century After-School Academy Cooking Class for the benefit of students at Cholla Middle School.
4. Gary Buchik donated 10 Dell Latitude E5400 laptops with an approximate value of \$500.00 to be used for the benefit of 3rd grade students at Orangewood School.
5. Ironwood Parent Teacher Organization donated a check in the amount of \$685.17 for Scholastic News for the benefit of students at Ironwood Elementary School.
6. Ktizo United Church of Christ donated soil for the school garden with an approximate value of \$500.00 for the benefit of students at Roadrunner Elementary School.
7. Mr. Holland's Opus Foundation donated musical instruments with an approximate value of \$23,878.00 for the benefit of music class students at Desert View Elementary School.
8. Orangewood Parent Teacher Association donated a check in the amount of \$500.00 to be used for the benefit of kindergarten students attending the Tolmachoff Farms field trip at Orangewood School.
9. Peter Piper, Inc. donated a check in the amount of \$547.68 for the benefit of students at Shaw Butte Elementary School.
10. Lesley Setzler donated a check in the amount of \$500.00 for school supplies to benefit students at Royal Palm Middle School.
11. Target – Take Charge of Education donated a rebate check in the amount of \$2,093.01 to be used for the benefit of students at Lookout Mountain Elementary School.
12. Target – Take Charge of Education donated a rebate check in the amount of \$453.02 to be used for the benefit of students at Orangewood School.
13. Walmart donated school supplies, clothing, arts and crafts supplies, and items for teacher/student incentives with an approximate value of \$2,390.00 for the benefit of students and staff at Shaw Butte Elementary School.
14. Washington Education Foundation donated checks and gift cards for a total amount of \$1,670.00 to the Communication Services Department to be used for incentives for the Washington Elementary School District Annual United Way campaign.

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| *D. Out-of-State Travel | UNANIMOUS |
| Approved the out-of-state travel as presented. | |
| 1. Melanie Ketterling, 2 nd grade teacher at Northwest Christian Private School, to attend the Kagan Accelerated Achievement workshop, November 6-9, 2014, in San Clemente, CA, at a cost of \$1,204.00 (Title II funding that is available to private schools). | |
| 2. Kimberly Rich, Principal at Saint Jerome Private School, to attend the Disney Institute Leadership Excellence workshop, December 7-9, 2014, in Anaheim, CA, at a cost of \$1,882.00 (Title II funding that is available to private schools). | |
| 3. Gracemarie Torzala, 5 th grade teacher at Saint Jerome Private School, to attend the National Catholic Education Association Conference, April 6-9, 2015, in Orlando, FL, at a cost of \$1,176.00 (Title II funding that is available to private schools). | |
| *E. Annual Intergovernmental Cooperative Purchase Agreements with the 1 Government Procurement Alliance (1GPA), Mohave Educational Services Cooperative (MESC) and State Procurement Office (SPO) | UNANIMOUS |
| *F. Amendment to the Intergovernmental Agreement with the City of Phoenix for the Head Start Program | UNANIMOUS |
| *G. Intergovernmental Agreement with the Department of Public Health, Maricopa County Tobacco & Chronic Disease Prevention | UNANIMOUS |
| *H. Collaborative Partner Agreement Between the Association for Supportive Child Care and Moon Mountain Elementary School for Participation in the Arizona Kith and Kin Project | UNANIMOUS |
| *I. Acceptance of the 2014 Arizona School Garden Grant in the Amount of \$1,500.00 | UNANIMOUS |
| *J. Second Reading and Adoption of Proposed Amended Board Policy ECB – Building and Grounds Maintenance | UNANIMOUS |
| *K. Second Reading and Adoption of Proposed Amended Board Policy JFAB – Tuition/Admission of Non-Resident Students | UNANIMOUS |
| *L. Second Reading and Adoption of Proposed Amended Board Policy JQ – Student Fees, Fines, and Charges | UNANIMOUS |
| *M. Second Reading and Adoption of Proposed Amended Board Policy KF – Community Use of School Facilities | UNANIMOUS |

VIII. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

A. Call for Public Hearing: Annual Report of Expenditures for the M&O and K-3 Overrides

Dr. Cook advised the Governing Board that the District was required by law to provide a report of expenditures for the M&O and K-3 voter-approved overrides by October 31, 2014. Dr. Cook introduced Mr. David Velazquez, Director of Finance, to offer an update of the programs financed through the overrides.

Mr. Velazquez presented the Governing Board with an update of 2013-2014 fiscal year expenses and 2014-2015 fiscal year budgeted expenses for the M&O and K-3 overrides.

Mrs. Lambert thanked Mr. Velazquez for the clear and concise report.

There were no questions from the public.

B. Call for Public Hearing: Bond and Capital Projects Update

Dr. Cook advised the Governing Board that the District was required by law to provide an update of the progress of capital improvements financed through bonding and state capital aid by October 31, 2014. Dr. Cook introduced Mr. David Velazquez, Director of Finance, to offer an update of the bond and capital projects.

Mr. Velazquez reviewed the following reports:

- Capital Project Reconciliation, including original projections and current year status
- Bond Fund Reconciliation
- Adjacent Ways Fund Reconciliation
- Building Renewal Fund Reconciliation
- Capital Projects completed through June 30, 2014
- Future Capital Projects planned

Mr. Adams asked if the District was completing the projects that were presented to the voters when they authorized the school improvement bonds in November 2010. Mr. Velazquez responded yes, and more. Mr. Velazquez reported that several planned projects had additional needs and other funding sources were utilized. Other funding sources were also used for capital projects that were identified as needed, but were not a part of the bond master plan.

Ms. Graziano asked if the schools still had the signs posted with bond update information, e.g., planned or completed projects. Dr. Cook replied that none of the bond boards had been removed from the schools and were available.

Mrs. Lambert stated that the District does a good job maintaining its existing buildings and campuses using the voter-approved capital bond funds, however, the legislative capital budget cuts have made it difficult to use the voter-approved capital bond funds to expand or improve facilities. Mrs. Lambert asked Ms. Cathy Thompson how much funding the District had lost over the years due to legislative budget cuts. Ms. Thompson responded that the District had lost \$18-\$20 million in capital funding over the years. Ms. Thompson reported that this year the District lost \$8 million dollars. Mrs. Lambert stated that it was an imposition on our taxpayers to vote for additional bond funds and was grateful that they had authorized the school improvement bonds and had faith in the District to improve our schools and provide for our students.

Mrs. Lambert thanked Mr. Velazquez for his work and due diligence.

There were no questions from the public.

IX. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

X. ACTION / DISCUSSION ITEM

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

UNANIMOUS

It was recommended that the Governing Board establish Executive Sessions to be held in Special Meetings on the dates and times listed below pursuant to A.R.S. §38-431.03 – A.1 for – 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 conducting interviews of applicants for the Superintendent position.

- Friday, October 24, 2014 at 4:00 p.m. at the District Administrative Center, 4650 W. Sweetwater Avenue, Glendale, AZ 85304.
- Saturday, October 25, 2014 at 9:00 a.m. at the District Administrative Center, 4650 W. Sweetwater Avenue, Glendale, AZ 85304.
- Friday, November 7, 2014 at 9:00 a.m. at the District Administrative Center, 4650 W. Sweetwater Avenue, Glendale, AZ 85304.

Mrs. Lambert stated that Executive Sessions had been established in order to conduct interviews of applicants for the Superintendent search.

A motion was made by Mr. Adams that the Governing Board establish the Executive Sessions for October 24, 2014, October 25, 2014, and November 7, 2014. The motion was seconded by Mr. Jahneke. The motion carried.

XI. INFORMATION / DISCUSSION ITEM

A. Update Regarding Strategic Action Plans

Dr. Cook advised the Board that the District updated its strategic action plans each year. Dr. Cook introduced Ms. Sue Snyder who compiled and presented the information. Dr. Cook stated that Ms. Snyder had both short and long versions of the strategic action plans that would be posted on the District's website for parents to view.

Ms. Snyder presented information, including accomplishments to date as well as current and future activities, for the following strategic action plans:

- Student Achievement
- Community Relationships
- Facility Planning and Usage
- Student Safety
- Technology
- Talent Management
- Fiscal Management and Accountability

Mr. Adams asked how the title, "Talent Management" was derived. Ms. Snyder responded that the title aligned with the University of Virginia (UVA) Turnaround School Initiative.

Mr. Jahneke thanked Ms. Snyder for the presentation and stated that it was important for every organization to have a strategic action plan.

Ms. Graziano thanked everyone for their hard work and congratulated everyone for all the accomplishments they had made. Ms. Graziano stated she looked forward to hearing how the future plans were realized.

Mr. Maza thanked everyone for the reports.

Mrs. Lambert appreciated the time and efforts of everyone involved. Mrs. Lambert stated she was disappointed that the Student Achievement accomplishments did not mention the schools who improved in the Arizona Learns grading system because it took a lot of hard work to improve their grade. Dr. Cook stated that the information was not included because the District had not received the information from the State when the strategic action plans were being updated. Dr. Cook reported that the accomplishments and growth were celebrated at the Principals' meeting in various ways. Mrs. Lambert requested that the schools who improved be added to the strategic action plans that will be posted on the District's website. Dr. Cook confirmed that the information would be added before posting the strategic actions plans on the website.

XII. FUTURE AGENDA ITEMS

Clorinda Graziano requested a presentation regarding social services for the following:

- What programs are currently offered and what schools have them?
- How is it funded?
- Areas of need for social workers?
- Programs that social workers would like to see added and a cost analysis to add those programs.

XIII. ADJOURNMENT

A motion was made by Mr. Adams to adjourn the Regular Meeting at 8:07 p.m. The motion **UNANIMOUS** 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

11/13/14
DATE

Bw Adams
BOARD OFFICIAL

11/13/14
DATE