

WASHINGTON ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD MINUTES: EXECUTIVE SESSION, REGULAR MEETING,
EXECUTIVE SESSION

2014-2015

January 22, 2015

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 6:30 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Mr. Larry Herrera, and Mr. Aaron Jahneke. Ms. Clorinda Graziano joined the Executive Session at 6:50 p.m.

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. Herrera. 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.

January 22, 2015

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 7:10 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Larry Herrera, and Mr. Aaron Jahneke.

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. Herrera. 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 January 8, 2015 Regular Meeting. The motion was seconded by Mr. Adams. The motion carried. Ms. Graziano abstained from the vote.

UNANIMOUS

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

Mr. Adams shared that he enjoyed visiting Sunburst Elementary School and Principal Rhonda Warren; and Acacia Elementary School and Principal Christine Hollingsworth. He stated how proud he was of them, the way the campuses look, the enthusiasm of the teachers, and that the students were so well behaved and attentive. He thanked the Principals for being so passionate and he was thankful for them and our staff. He appreciated Dr. Cook's efforts in regard to leadership, the administration's efforts, and that it filters into the classroom, and how the teachers are reacting to it.

Ms. Graziano shared the following comments:

- Apologized for missing the last Governing Board meeting due to a family event.
- Wished everyone good luck on the upcoming parent/teacher conferences, and thanked them for all the extra work.
- Welcomed Mr. Larry Herrera to the Governing Board.
- Enjoyed attending school events in December and apologized that she could not attend all of the events due to scheduling conflicts. Thanked all the teachers that put in so much time and effort and the parents that support the children, which is so important.

- Attended a session of the ASBA State meeting regarding the State Land Trust, which allocates money to education. She advised that the State had approximately 85% of land in trust and was not using much of it due to the reduction of land being leased out for cattle and mining. Money from the land is not spent outright, but goes into the trust fund and the interest from these funds goes to education. Should some of the land be sold, the money goes into the trust fund and the interest goes to education. There are questions whether the land should be sold and she encouraged people to research the topic. The Governor had suggested that perhaps the land trust should pay for its own governance. She stated, in that case, some funds would go to help pay for the infrastructure, instead of going to education.
- Enjoyed attending the District Spelling Bee. She congratulated Mountain Sky Junior High School for first place and Abraham Lincoln Traditional School for second place. She thanked everyone involved and recognized the numerous resources required to support this event.

Mr. Jahneke shared that the Washington Education Foundation Bowl-a-Thon was scheduled for Sunday, February 8, 2015, and invited everyone to attend.

Mr. Herrera shared that he enjoyed visiting Cactus Wren Elementary School and Principal Kaylene Ashbridge, and acknowledged his appreciation for their hard work.

Mrs. Lambert acknowledged Alex Nicholas, eighth grade student from Mountain Sky Junior High School. Alex is with Troop 323 and is working on his Citizenship in the Community merit badge. She also acknowledged Trenton Mason, sixth grade student from Sunburst Elementary School. Trenton is with Troop 124 and is working on his Communication and Citizenship in the Community merit badges. She expressed her appreciation for their hard work and wished them continued success in achieving Eagle Scout.

Dr. Cook made the following comments:

- Acknowledged the five school teams who went to Albuquerque for a University of Virginia training. She was very appreciative of the commitment they have made to the project.
- Reminded everyone about the Parent University event that would be held at Cholla Middle School on January 24, 2015.
- Recognized Roger Freeman, President of the Superintendent's group of ASA for acknowledging our District in the ASA newsletter.
- Recognized Dr. Paul Stanton's attendance at the Governing Board meeting.

G. Celebrations of Successful Programs

Dr. Cook introduced Rebecca Potavin, Principal of Maryland School, who presented on the data aspect of the University of Virginia (UVA) Turnaround Initiative.

Ms. Graziano asked for an example of how students being involved in goal setting was working. Ms. Potavin responded that teachers had developed rubrics for the students so they know what the expectations are of them.

Mr. Jahneke thanked Ms. Potavin for her presentation and commended her for the work they are doing. He also made an observation about how public education is evolving.

Mr. Adams and Mr. Herrera both thanked Ms. Potavin for the informative presentation.

Mrs. Lambert expressed her appreciation for taking this further than the State mandated and thanked Ms. Potavin for referring to the students as scholars. She also thanked Ms. Potavin for her enthusiasm and passion.

Dr. Cook thanked Ms. Potavin, her team, and all of the UVA teams for their commitment and hard work.

H. Public Participation

There was no public participation.

I. Approval of the Consent Agenda

UNANIMOUS

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

VII. CONSENT AGENDA

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

UNANIMOUS

Approved and ratified the vouchers as presented.

***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. Chuck Avery donated 27 cases of copy/printing paper with an approximate value of \$1,000.00 for the benefit of the students and staff at Sunnyslope School.
2. Barnes and Noble Metrocenter donated books with an approximate value of \$5,500.00 for the benefit of all WESD school libraries.
3. Holly Beene donated pencils and tissue with an approximate value of \$500.00 for the benefit of the students and staff at Sunnyslope School.
4. Pasquale and Nancy Cheche Family Charitable Fund donated a check in the amount of \$1,000.00 for the benefit of after-school classes at Sunnyslope School.
5. Discover Financial Services donated a check in the amount of \$400.00 for the benefit of students at John Jacobs Elementary School.
6. Fry's Food Stores donated 500 NFL Experience tickets with an approximate value of \$17,500.00 for the benefit of WESD students.
7. General Mills Box Tops for Education donated a check in the amount of \$634.50 for art supplies and materials to benefit the students at Moon Mountain Elementary School.
8. General Mills Box Tops for Education donated a check in the amount of \$551.50 for the purchase of library books at Mountain Sky Junior High School.
9. General Mills Box Tops for Education donated a check in the amount of \$1,412.70 for the benefit of Roadrunner Elementary School.

10. The Hartford donated a check in the amount of \$2,500.00 for the purchase of musical keyboards and sports equipment to benefit students at Maryland School.
11. Tim and Michelle McGlynn donated a check in the amount of \$500.00 to be used towards the purchase and installation of the Leadership Legacy sign for Sweetwater School.
12. Mr. Holland's Opus Foundation donated musical instruments with an approximate value of \$5,200.00 for the benefit of music class students at Washington Elementary School.
13. Palo Verde Parent Teacher Organization donated a check in the amount of \$430.54 for the purchase of new uniforms for the girls' basketball team at Palo Verde Middle School.
14. Roadrunner Parent Teacher Organization donated a check in the amount of \$1,500.00 for the purchase of new P.E. equipment to benefit students at Roadrunner Elementary School.
15. Roadrunner Parent Teacher Organization donated a check in the amount of \$3,500.00 for the purchase of library books at Roadrunner Elementary School.
16. Shaw Butte Elementary School Parent Teacher Organization donated a check in the amount of \$4,000.00 for the benefit of students and staff at Shaw Butte Elementary School.
17. The Washington Education Foundation donated a check in the amount of \$1,000.00 to Sunburst Elementary School for raising the most per capita for the United Way annual fundraising drive.
18. Wells Fargo Community Support Campaign donated a check in the amount of \$545.00 for the benefit of student programs at Mountain Sky Junior High School.

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

UNANIMOUS

Approved the out-of-county/state field trip as presented.

1. Diana Polanski, Mountain Sky Junior High School and Cholla Middle School, submitted an out-of-county/state field trip to Sahuarita Unified School District, Sahuarita, AZ, March 7, 2015, for orchestra and music students at a cost of \$1,370.00.

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

UNANIMOUS

***F. Electronic Vendor Payment Processing Using Commerce Bank**

UNANIMOUS

***G. Acceptance of the Heritage Grant and the Foresters Grant in the Amount of \$3,555.00**

UNANIMOUS

VIII. ACTION / DISCUSSION ITEM

A. **Information, Discussion, and Possible Action Regarding Travel to Attend the National School Boards Association (NSBA) Conference**

3-2 AYE

Mr. Adams presented information regarding travel to the 75th Annual National School Boards Association (NSBA) Conference being held March 21-23, 2015, in Nashville, TN. Mr. Adams thanked Ms. Graziano for seeing the value in NSBA and conferences in which she had been involved. Mr. Adams presented a letter from Mr. Thomas Gentzel, Executive Director of NSBA, along with a brochure with information about the conference. Mr. Adams discussed the opportunity to attend the NSBA convention as a team for professional development and shared resources.

Mr. Herrera asked the following questions:

- Are the proposed costs actual costs? Mr. Adams responded that the proposed costs were estimated.
- Could we find out what professional development was available for teachers in-state? Dr. Cook responded that there were conferences available each year for all of the professions in our organization and could make them available to the teachers, if the Governing Board so desired.

Ms. Graziano made the following comments:

- Expressed concern that teachers and staff should also have the same opportunity to attend in-state and out-of-state conferences for professional development, but there does not seem to be funding to send them to these functions. Mr. Adams asked Dr. Cook if this statement was true; was funding available for teachers and staff? Dr. Cook explained the parameters of certain grants and funds in reference to opportunities for traveling. She asked Dr. Bailey for information on in-state conferences that have been attended. Dr. Bailey presented a summary of data on in-state travel to conferences from July 1, 2014 to present. Mr. Adams said he was not aware of the Board declining any requests for teachers to travel. Dr. Cook mentioned there may be a perception that teachers/staff do not ask because they realize there is not enough funding for all to attend conferences.
- Pointed out that if the Board decided to go with the suggestion of all Board members attending the conference, the cost may not necessarily be as high as estimated, because room sharing would lower the cost for everyone. Mrs. Lambert responded that the estimate utilized the maximum costs and excluded optional events. Mrs. Lambert stated that all Board members may not be able to attend the conference due to their schedules.

Mrs. Lambert made the following comments:

- Mrs. Lambert mentioned that if a Site Council decides to make changes, they have to budget money and they need to work together with the principals to provide funds for the professional budget account at the school. This was difficult because money was tight. She said there were funds in the Governing Board's account for travel. Dr. Cook responded that at one time there had been a funding budget line through Title II which was used for travel at schools, but that had diminished.
- Mrs. Lambert suggested that this be discussed by the IBN team. Some grants require personnel to go to conferences and these funds are already in the budgets. She understood the concerns of doing the most with what little we have.

Mr. Jahneke supported the idea of team building, especially with a new Governing Board Member. He stated there were many opportunities and ways the Board could get professional development that was not so expensive.

Mr. Adams appreciated the conversation and thanked everyone for the discussion.

A motion was made by Mr. Adams that the Governing Board approve the request for travel to the 75th Annual National School Boards Association Conference in Nashville, TN, on March 21-23, 2015. The motion was seconded by Mrs. Lambert; with an amendment that the invitation was open to all Board members who can participate and to invite Dr. Cook to join them. The motion carried.

IX. INFORMATION / DISCUSSION ITEM

A. Information Regarding the Use of Demographic Data

Dr. Cook advised the Board that the District had previously paid for a demographic report to be completed each year. Dr. Cook reported that the District had purchased demographic software and Mr. Jared Nelson had become an expert on the software. Mr. Nelson shared information with the District's Leadership Team and Dr. Cook wanted to share the information with the Board so they would know what the data was based on should they be asked to make a decision.

Mr. Nelson provided the Board with information related to how the District uses student demographic data to develop enrollment projections and guide decisions.

Mr. Herrera asked if there was a reduction in students, do we know where they went, and was there an increase in another school or in the District? Mr. Nelson responded yes. The attendance matrix shows the number of students living in our boundaries and where they actually go to school.

Mr. Adams thanked Mr. Nelson for the presentation and was fascinated by the information provided which shows how data fluctuates and how the economy affects the data. Mr. Adams asked if the data would indicate if a school was not performing. Mr. Nelson responded that you might not see under-performing schools losing students, but you would see high-performing schools attracting students.

Mr. Jahneke asked the following questions:

- What is the turnaround time and how often is it updated? Mr. Nelson responded that the 40th day figures are used to pull data which makes a good benchmark.
- Will we be able to use data for staffing projections? Mr. Nelson responded that it could be part of the discussion during staffing meetings.

Ms. Graziano said she found the presentation data very interesting and asked the following questions:

- How accurate is the data? Mr. Nelson responded that he had been working with the software for less than six months and this was the first set of projections. Data is based on birth information for the last five years and mobility data is based on the last three years to avoid bringing past trends into the future.

- Going back to the staffing issue, how is it decided which schools lose staff and which schools gain staff? Have schools lost staff and then gained it back? Dr. Cook responded in the affirmative that staff had been taken away and given back. Dr. Cook mentioned that one issue we don't see in this data was how to track students who have left the District. One way is by student record requests from the school they are presently attending. This information is retained and available. For staffing, we tend to use the 100th day in terms of enrollment in their programs. Dr. Cook stated that there may be items presented to the Board in the future using this demographic data to make decisions on recommendations. For staffing, this is less of a factor than for other decisions.

Ms. Thompson added that they are using this mostly for long-range decisions or if they need to move programs. They are using it on a daily basis for capacity reports based on an annual basis. They are also using it for long-range planning for buildings and tracking information.

Mrs. Lambert stated that she was aware of the cost to conduct demographic studies, knew they were not accurate, and that they used five year projections. As Mr. Adams mentioned, we are land locked because of our school boundaries. Families move out and younger families move in. These numbers make sense in order to project where we are going, for making decisions for our facilities, and for future budgeting situations. Mrs. Lambert was grateful that the District has this software available and looked forward to seeing how the data will be utilized in the future.

Dr. Cook thanked Mr. Nelson and thanked him for a job well done.

X. FUTURE AGENDA ITEMS

Mr. Adams requested the following future agenda items:

- Incoming revenue stream
- Loss of revenue

XI. CALL FOR EXECUTIVE SESSION

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.5

UNANIMOUS

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

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2014 Interest-based Negotiation (IBN) process.

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

XII. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

XIII. 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 ARS 38-431.03 unless pursuant to a specific statutory exception.

C. Discussion under A.R.S. §38-431.03 – A.5

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2014 Interest-based Negotiation (IBN) process.

XIV. RECONVENING OF REGULAR MEETING

XV. ADJOURNMENT

A motion was made by Mr. Adams to adjourn the Regular Meeting at 9:05 p.m. The motion **UNANIMOUS** was seconded by Mr. Jahneke. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

Sherry Coto
BOARD SECRETARY

February 12, 2015
DATE

BW Adams
BOARD OFFICIAL

2/12/15
DATE