



**MINUTES OF A SPECIAL MEETING OF THE**  
**WILLIAMS UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD**  
**TUESDAY, JANUARY 25, 2011**

*The vision of the Williams Unified School District is to place each child in the best position  
to succeed intellectually, academically, emotionally, physically, and socially*

A Special Meeting of the Williams Unified School District No. 2 Governing Board was held at 5:30 pm on the above date at the Williams High School Culinary Arts classroom. Board members present: Mr. Nenne, Mr. Parenteau, Ms. Fredrickson, and Mr. Nixon. Mrs. Francis was absent. Also present: Mr. Hudgens, Mrs. Savage, Mr. Livingston, Mrs. Schulte, Ms. Chavez, Mr. Brothers, Mrs. Mitchell, Mrs. Gillespie and Ms. Barnes, reporter for the *Williams News*.

**SPECIAL MEETING**

**I. OPENING ITEMS**

- Mr. Nenne called the meeting to order at 5:30 pm and led the audience in the Pledge of Allegiance
- Motion by Mr. Parenteau to adopt the agenda as presented, second by Ms. Fredrickson.
- Motion approved 4-0.

**II. PRESENTATION**

- A. Aaron Cirzan, Sports Coordinator for the Flagstaff YMCA  
-expansion of program to offer extracurricular sports for youth in the Williams community
- Mr. Cirzan presented background information about the YMCA organization, including their mission to reach as far as possible to help children and teens meet their potential and to promote healthy living and social responsibility. Currently there are five families from Williams driving their children to Flagstaff to participate in activities at the Y. With that in mind, it seems like a logical next-step to expand the program to Williams for students in grades K-6. The Flagstaff facility would like to partner with WUSD to make this happen. The Y will provide volunteer coaches for a basketball league, a site for games in Flagstaff, promotional materials, insurance for the participants and cleanup after the activity. The normal routine would be to hold one practice per week and one game per week. The Williams District will provide the facility for the activities. Parents will be responsible for transportation and activity fees.
  - Mr. Cirzan presented a Memorandum of Understanding for Board review.

**III. DISCUSSION**

- A. Mrs. Savage – proposal from Flagstaff YMCA to expand services to youth in Williams
- Mrs. Savage stated that she supports a partnership with the Y because their program fits well into the goals of the school and district.
  - Discussion: Board and audience members asked several questions concerning procedure for approving volunteer coaches, what type of training is required, the fee schedule, parent responsibilities, and length of programs.
  - Mr. Cirzan responded to all questions.
  - Action on acceptance of the Memorandum will be scheduled for the February 9, 2011 meeting.
- B. Mrs. Savage – revision to District policy to better define procedures for chaperones for overnight school field trips
- Mrs. Savage stated that she has no problem with the current volunteer policy, but would like to discuss one particular aspect of the requirements for volunteers and/or staff members traveling with students on field trips. Referring to her own experience as a teacher who chaperoned field trips, she was never in the position of staying in the same room with students. Since she began as WEMS Principal in 2009, different procedures have applied to different field trips, seemingly on a case by case basis. Some sponsors place chaperones in their own rooms, while others put one chaperone in a room with 3-4 students. She asked board members to express their point of view on the subject of adults staying in the same room with students.
  - Mr. Nixon: As a coach who travels on athletic trips, he never stays in the same room with students. He is not in favor of putting a teacher or volunteer chaperone in that position.
  - Ms. Chavez: She also travels with athletic teams and stated that she reserves rooms with an adult room on either side of the student rooms. Coaches have a key to each room and check on students frequently. Students and parents are made aware of the rules prior to each trip.
  - Ms. Fredrickson: As a former teacher who traveled on student trips, she did stay in the same room with students, but it was when she first started teaching. However, in this day and age, she does not believe it is any longer okay for a teacher to stay in the same room with a student. She prefers stringent rules for student behavior on field trips and strong supervision by chaperones.
  - Mr. Nenne does not find a problem with students in a room by themselves as long as the chaperone is close by to provide supervision.
  - Mr. Brothers: He prefers to have an adult in the room with students, so that students are monitored at all times. The usual sleeping arrangement is to have the adult in one bed, two students in one bed and the third student on a rollaway bed.
  - Mr. Hudgens pointed out that if someone were to solicit information about this issue from ten other school districts, ten different procedures would be found. They all handle this situation differently. As a district, we need to protect our staff while keeping the students safe. He recommended that adjoining rooms be used for chaperones in the future.

- Mrs. Savage will revise the Regulation for Policy IJOC to include procedure for sleeping arrangement for overnight field trips and present to the Board for review at the February 9, 2011 meeting.
- C. Mrs. Savage – policies and procedures to meet the requirements of new ‘Read to Promote’ legislation
  - Mrs. Savage reviewed Policy IKE-Promotion and Retention of Students, adopted by the Governing Board in October 2010. New legislation states that parents of students in grades K-3 who are underperforming in reading, will receive notification in writing of such fact. Each District is to develop a notification letter and determine how and when it will be sent. Parents are to be notified of all interventions currently being provided to the student and with recommendations included for parents to help their child.
  - Mrs. Savage met with K-3 teachers to develop the letter and decide when to send it out. The letter will be in the form of a check-off list in order to cover all of the requirements as mentioned above. The notification will be given three times during the school year at report card times. First notice in October, second in January and third in March. The same notice will be used for K-2, but the one for third grade will be different. Parents will be informed of the process to follow to reject the retention recommendation and request a good cause exemption.
  - Mr. Nenne asked how many students currently fall into the underperforming category. The response indicated several per grade level. However, many of these students have already been recommended to a Child Study Team and are getting extra help.
  - Mr. Nenne thanked Mrs. Savage for being pro-active with this issue.

#### IV. ACTION ITEMS

##### A. Discussion and consideration to:

1. approve emergency procurement for emergency utility services from LP Excavating for excavation and isolation of water leak in the fire loop at the Elementary Middle School in December
  - **Motion by Mr. Nixon to approve emergency procurement for this incident, second by Ms. Fredrickson.**
  - **Discussion: Mr. Livingston has filed a claim with the District insurance company**
  - **Motion approved 4-0.**
2. approve emergency procurement for emergency utility services from the City of Williams for excavation and isolation of water leak in the fire loop at the Elementary Middle School in December
  - **Motion by Ms. Fredrickson to approve procurement, second by Mr. Parenteau.**
  - **Discussion: Mr. Hudgens is still corresponding with City of Williams staff concerning this issue.**
  - **Motion approved 3-0 with Mr. Nixon abstaining.**
3. approve emergency procurement for emergency utility services from LP Excavating for excavation and installation of a sub-surface valve to isolate the Elementary Middle School system from the city water line
  - **Motion by Mr. Parenteau to approve emergency procurement, second by Ms. Fredrickson.**
  - **Motion approved 4-0.**
4. approve overnight travel for Mr. Brothers, Mrs. Mitchell and 15 WEMS students for the AIMS Enrichment trip to Phoenix, AZ on March 24-25, 2011
  - **Motion by Mr. Parenteau to approve overnight travel, second by Mr. Nixon.**
  - **Discussion: Mr. Brothers and Mrs. Mitchell were invited to provide information about the trip.**
  - **This is the third year this trip has been offered as a reward for students that exceed on a least one section of the AIMS test. The trip includes both cultural and enrichment components. The first year, students attended a performance of the Mercado in Tucson and visited the Sonoran Desert Museum, last year they were treated to a dinner theater performance in North Phoenix. This year the students will attend the Renaissance Faire in Apache Junction and take a ride from Tempe to downtown Phoenix on the Light Rail System to attend a Phoenix Suns game. They will be recognized during the game for their accomplishment by way of the Jumbo Tron in the basketball arena.**
  - **Mrs. Mitchell explained that staff has done all kinds of things to get the kids excited about doing well on the AIMS test. Some come so close, but just do not hit the exceeding mark. It is probably still a little early to determine if this incentive is working, however, all of the students who do exceed and go on the trip seem to have a great time.**
  - **Mr. Nenne asked Mr. Brothers and Mrs. Mitchell to bring the kids to a future meeting to give a report on the trip.**
  - **Motion approved 4-0.**
5. approve Christi Carey as a volunteer tutor at Williams High School
  - **Motion by Mr. Parenteau to approve volunteer pending receipt of fingerprint clearance card, second by Mr. Nixon.**
  - **Motion approved 4-0.**

#### V. ADJOURNMENT

- **Motion by Mr. Parenteau to adjourn the meeting, second by Mr. Nixon.**
- **Motion approved 4-0.**
- **Meeting adjourned at 6:32 pm.**