Approved by Governing
Board on July 13, 2011

MINUTES OF A REGULAR MEETING OF THE WILLIAMS UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD WEDNESDAY, JUNE 8, 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 **Regular Meeting** of the Williams Unified School District No. 2 Governing Board was held at 6:00 pm on the above date at the Williams High School Culinary Art Classroom. Roll call:

Board Members: David Nenne, Present; Margaret Francis, Present; Kristi Fredrickson, Present; Herman Nixon, Present; Albert Parenteau, Present

Administration: Steve Hudgens, Superintendent/WHS Principal; Gary Berger, Sp. Ed. Director and Fed/State Programs Director

District Staff: John Livingston, Business Manager; Rachel Savage, WEMS Principal; Kathie Schulte, Board Secretary

Staff and Guests: Mrs. Gillespie and Ms. Beard, *Williams Grand Canyon News*

The agenda for the meeting is as follows:

I. OPENING ITEMS

- **Mr. Nenne called the meeting to order at 6:00 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 5-0.**

II. REPORTS

A. Superintendent:

- **Mr. Hudgens thanked Mr. Livingston for his work preparing the FY12 Expenditure Budget.**
- **Mr. Rico and crew will be applying a coating on the WEMS roof this coming week**.
- **Currently there are several teaching vacancies. The math position will be difficult to fill.**
- **He has been in contact with the district architect and bond counsel. Details concerning the bond issue will be finalized and presented to the Board at the June 28 meeting. The Call for Election will be on the agenda.**
- **Mr. Hudgens and Mrs. Savage are drafting a letter inviting parents, business owners, and community members to attend a meeting on June 15, 2011 and consider joining together to form a *Community Coalition* to promote a bond election, if the Board decides to approve a call for an election in November 2011.**

B. Governing Board:

C. Written Reports:

1. Elementary/Middle School Principal
2. Special Education Director - Federal/State Programs Director
3. Family/Community Outreach
4. Community Learning Center
   a. Prevention – Multicultural Focus
   b. Safe Routes to School - Youth Specialist
   c. 21st Century Programming Coordinator
5. Business Manager

III. CALL TO THE PUBLIC

Visitors are provided time to make statements to the Board. Those wishing to do so please complete a "Request to Address the Board" form and return it to the Board President. Statements should be limited to no more than 5 minutes. Please keep in mind that the Board cannot take action on comments, questions, or concerns at this time.

- **None received**

IV. *CONSENT AGENDA

Note: All or individual items may be pulled from the consent agenda and discussed individually.

- **Motion by Mr. Nixon to approve the Consent Agenda with the Exception of B 1-d and D 1 and 2, second by Mrs. Francis.**
- **Motion approved 5-0.**

A. *Approve Minutes: May 11, 2011 regular meeting
May 23, 2011 special meeting

B. *Approve District Financial Reports:

1. May 2011:
   a. District Expenditure Report
   b. Payroll Voucher Summary
   c. Expense Voucher Summary

d. Tax Credit Fees **EXCEPTION**
-WEMS
-WHS
e. Lunch

2. Activity/Auxiliary Funds (April 2011-reconciled)
-WEMS Activity -WHS Activity
-WEMS Auxiliary -WHS Auxiliary

C. *Consideration to Ratify Vouchers:

Payroll #23	$167,055.50	Expense #1039	$87,856.06	Expense #1141	$27,679.11
Payroll #24	213,559.31	Expense #1140	67,297.74	Expense #1142	62,675.24
Payroll #25.1	408,567.87				

(balance of teaching contracts)

D. *Consideration to approve personnel issues:
1. employment - Hudson Dart, maintenance/custodial worker for month of June 2011 **EXCEPTION**
2. change of status: **EXCEPTION**
a. summer transportation drivers and sub drivers:
-Jenny Buffington - Summer School and sub
-Stan Kribs - Camp Civitan and sub
-Edgar Brown - summer athletics and sub
b. continue Family Reading Tutor services during the month of June 2011
-Judith Robillard
c. increase 2011-12 work week for Tricia Clark, WEMS cafeteria, from 15 hours per week to 20
d. approve additional work hours during the month of July 2011 for WEMS food service staff Stephanie Schulte, Bobette Rohanna, and Chris Sanders to paint the cafeteria and update nutrition information in the Nutri Kids database
e. move Abelina Hernandez from part-time maintenance/custodial worker at WEMS to full-time
3. resignation:
a. Kim Cosgriff , high school math teacher

EXCEPTIONS:

B. *Approve District Financial Reports:
1. May 2011:
d. Tax Credit Fees
-WEMS
-WHS

- **Motion by Ms. Fredrickson to approved the Tax Credit Fees reports, second by Mr. Nixon.**
- **Discussion: Ms. Fredrickson questioned the negative balances on the reports.**
- **Mr. Livingston explained that at the end of the fiscal year, he will transfer funds from the general tax credit fund at each school to cover the negative line balances.**
- **Motion approved 5-0.**

D. *Consideration to approve personnel issues:
1. employment - Hudson Dart, maintenance/custodial worker for month of June 2011

- **Motion by Mr. Nixon to approve employment, second by Mrs. Francis.**
- **Discussion: Ms. Fredrickson asked about this position.**
- **Currently a position is open at WEMS. During the school year there are two full-time positions and one half-time position. Beginning the week after school is out, all three positions become full-time. Mr. Rico is hiring Mr. Dart as a probationary full-time employee for the month of June. Before the end of June he will decide if he wants to employee him for next school year. If so, Mr. Dart will work full-time until school starts and them assume the part-time position.**
- **Motion approved 5-0.**

2. change of status:
a. summer transportation drivers and sub drivers:
-Jenny Buffington - Summer School and sub
-Stan Kribs - Camp Civitan and sub
-Edgar Brown - summer athletics and sub
b. continue Family Reading Tutor services during the month of June 2011
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c. increase 2011-12 work week for Tricia Clark, WEMS cafeteria, from 15 hours per week to 20
d. approve additional work hours during the month of July 2011 for WEMS food service staff Stephanie Schulte, Bobette Rohanna, and Chris Sanders to paint the cafeteria and update nutrition information in the Nutri Kids database
e. move Abelina Hernandez from part-time maintenance/custodial worker at WEMS to full-time

- **Motion by Mr. Parenteau to approve all change of status items as listed, second by Mr. Nixon.**

- **Discussion: Ms. Fredrickson asked for details, particularly about the bus drivers and food service workers.**
- **Only two of the district bus drivers are employed for 12 months. All other works from the first day of school to the last. In order to have enough drivers to cover summer activities, Mr. Shipley requests approval for a few of the drivers to work past the end of the school year on an as needed basis.**
- **Mrs. Stephanie Schulte supervises the WEMS food service program, which generates its own funding. The program fund currently has an excess balance. Her staff works from the first to last day of the school year. In order to expend some of the excess funds, she is requesting permission for work beyond the end of the normal work period.**
- **Motion approved 5-0.**

V. <u>ACTION ITEMS</u>

A. Discussion and consideration to**:**

1. accept and acknowledge donations:
   a. WEMS - Masonic Lodge - 4 bicycles for student incentives

- **Motion by Mr. Parenteau to accept and acknowledge donation, second by Mrs. Francis.**
- **Motion approved 5-0.**

2. approve proposed District Expenditure budget for FY 12

- **Motion by Mr. Parenteau to approved the proposed FY12 Expenditure Budget, second by Mr. Nixon.**
- **Presentation: Mr. Livingston reviewed a few specific areas:**

<u>Levy Funds</u>:

~**M&O - salaries, benefits, insurance, operating costs (fuel, energy, utilities, travel, dues), purchased professional services, and supplies**
Proposed FY12 budget $135,000 less than FY11

~**<u>Unrestricted Capital</u> - land and buildings, furniture, fixtures, equipment, pupil and non-pupil transportation vehicles, textbooks, instructional aides, computer software**
Proposed FY12 budget $69,000 less than FY11

~**<u>Soft Capital</u> - short-term capital items that are required to meet academic adequacy standards (technology, library resources, textbooks, pupil transportation vehicles (classroom capital fund)**
Proposed FY12 budget $51,000.00 more than FY11

<u>Federal Funds:</u>

~**<u>ARRA</u> - American Reinvestment and Recovery Act Funds (stimulus) were received in FY10 and FY11 and can be carried over, however, no new funds are expected in FY 2012. This funding saved 4.43 positions in FY2010.**

<u>State Funds:</u>

~**Several funding sources from the state will no longer be available.**

<u>Classroom Site Funds:</u>

~**A portion of state sales tax collections and permanent state school fund earnings received by school districts as approved by voters in 2000 as part of Prop. 301. The Williams District distributes 100% of the 301 funds to certified teaching staff.**

<u>Significant Change for FY12:</u>

~**Arizona State Retirement System - A district employee will contribute more to their state retirement account. The district will pay less (53/47 split, rather than 50/50). The contribution rate will increase from 10.10% to 11.39% of wages, meaning employees will see less money in their paychecks in the 2011-12 school year.**

<u>Student Enrollment:</u>

~**The anticipated student count for budgeting purposes for FY12 is 629.910. It appears that the per pupil funding will remain at $3,308.57. Comparison to previous school years is as follows:**

- **FY03 - 748.683 students**
- **FY09 – 699.832 students**
- **FY10 - 639.082 students**

- **Motion approved 5-0**

3. approve out of state travel to Washington, D.C. during Spring Break 2012 for Mike Fleishman and WHS students for an educational field trip sponsored by WorldStrides, a student travel organization.

- **Motion by Mr. Parenteau to approve out of state travel, second by Mrs. Francis.**
- **Discussion: Members asked about the funding for this trip.**
- **Mr. Hudgens explained that each student will fund their own travel, either through parents, relatives or fundraising efforts.**
- **Motion approved 5-0.**

4. adopt revision to current policy **ACA - Sexual Harassment** to include dating abuse information

- **Motion by Mr. Parenteau to adopt the revision to the current Sexual Harassment policy to include dating abuse information, second by Mrs. Francis**

- **Discussion: Mr. Nixon stated that he is completely against the school district becoming involved in the dating abuse issue. He feels that it is a law enforcement problem and that teachers and administrators/staff should not be placed in the position of police officer.**
- **Members discussed the aspects of the dating abuse portion of the revised policy and determined they would like for Mr. Hudgens to contact the Director of ASBA Policy Services to clarify a couple of points and to also speak to other Superintendents in the area who are also dealing with this policy recommendation.**
- **Suggestions were made to remove some of the wording in the dating abuse portion.**
- **Mr. Parenteau amended his motion 'to adopt' to a motion 'to table' until a later date, second by Mrs. Francis.**
- **Motion to table approved 5-0.**

5. review the proposed FY 12 ASBA Legislative and Organizational Action Agenda and determine the Board's direction in voting and so instruct the district delegate to the June 25, 2011 Assembly

Vision

I. Advocacy for children and Student Needs
II. Local Control and Governance
III. Accountability
IV. Taxation/Revenues
V. Funding
VI. Personnel

- **Motion by Mr. Parenteau to follow the recommendations of the ASBA Legislative Committee, second by Ms. Fredrickson.**
- **Motion approved *4-0.**

***Mr. Nixon left the meeting for a few minutes and did not vote on this item. He returned in time to vote on the next agenda item**

6. adopt K-5 reading curriculum - McGraw Hill ***Treasurers***

- **Motion by Mr. Parenteau to adopt K-5 reading curriculum, second by Mrs. Francis.**
- **Discussion: Mrs. Savage is pleased with the new series because it increases the standards at all levels and will of great benefit to students and staff.**
- **Motion approved 5-0.**

7. approve Intergovernmental Agreement with Coconino Community College to provide dual enrollment for WHS students for the 2011-12 school year

- **Motion by Mrs. Francis to approve IGA for dual enrollment, second by Ms. Fredrickson.**
- **Motion approved 5-0.**

8. approve new teaching position: Spanish-Reading Intervention teacher

- **Motion by Mr. Parenteau to approve new position, second by Mr. Nixon.**
- **Discussion: Mrs. Savage explained that although this is a new position, it will be filled by a current certified employee. The teacher will provide Spanish classes, as well as reading intervention, at WEMS in addition to duties at WHS.**
- **Mr. Hudgens stated that a new part time position may be needed at WHS to pick up one or two English classes.**
- **Concern expressed about how the addition of another position will impact the budget.**
- **Motion approved 4-1 with Ms. Fredrickson voting no.**

9. approve increase in pay for Nareyda Norato - 21st Century Aide

- **Motion by Mr. Parenteau to approve increase in pay, second by Mrs. Francis.**
- **Discussion: Ms. Fredrickson noted that Mr. Livingston indicated that the funding for this grant will be decreasing over the next few years and she wonders how this pay increase can be sustained as funds dwindle.**
- **She also expressed concern that not all support employees are being given an increase as well.**
- **Mr. Livingston explained that if the grant has the capacity for a pay increase, the Director is allowed to do so. Employees in grant programs are not necessarily bound to the support staff pay scale. It is only used as a guideline.**
- **Motion to approve pay increase approved 5-0.**

10. approve increase in pay for Peggy Jensen - 21st Century Assistant Coordinator

- **Motion by Mr. Parenteau to approve increase in pay, second by Mrs. Francis.**
- **Motion to approve pay increase approved 5-0.**

11. approve overnight travel to Bear Siding on July 29-30 2011 for Mrs. Helgeson, Mrs. Dick and SADD members to pick up trash along the Verde River and camp out for the night

- **Motion by Mrs. Francis to approve overnight travel, second by Mr. Nixon.**
- **Members asked that all volunteer requirements be completed by the chaperone who is not currently a school employee**
- **Motion approved 5-0.**

12. approve distribution of second half of the American Recovery and Reinvestment Act (ARRA) Education Jobs grant funds to staff.

- **Motion by Ms. Fredrickson to approve distribution, second by Mr. Nixon.**
- **Motion approved 5-0.**

VI. DISCUSSION

A. Vote-By-Mail ballot versus a Polling Place ballot

- **Members discussed the pros and cons of using one type of ballot versus the other. Most felt that although mail-in ballots will be a requirement within the next few years, they prefer the standard method.**
- **Mr. Hudgens explained that when the 'Call for Election' comes before the Board at the June 28, 2011 meeting, the Action Item will include a decision on the voting process.**

VII. MEETING SUMMARY

- **Revise proposed Sexual Harassment/Dating Abuse policy as directed by Board. Mr. Hudgens to check with ASBA Policy Services personnel and other Superintendents concerning the dating abuse policy advisory**
- **Complete all volunteer paperwork for the Bear Siding overnight trip.**

VIII. ANNOUNCEMENTS

A. Next meeting: June 28, 2011 at 5:30 pm at WHS Culinary Arts classroom
B. ASBA Coconino County Workshop scheduled for September 29, 2011 at 5:00 pm in Page, Arizona

IX. ADJOURNMENT