



**NOTICE OF A SPECIAL MEETING-WORK SESSION OF THE
WILLIAMS UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD
TUESDAY, SEPTEMBER 27, 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 **Work Session** of the Williams Unified School District No. 2 Governing Board was held at 9:00 am on the above date at Lost Canyon—Younglife Camp in Williams Arizona.

Roll call: <u>Board Members:</u>	David Nenne, Present Margaret Francis, Present Kristi Fredrickson, Present Herman Nixon, Present Albert Parenteau, Present	<u>Administration:</u>	Steve Hudgens, Superintendent/WHS Principal Rachel Savage, WEMS Principal Gary Berger, Sp. Ed./Fed/State Programs Director
		<u>District Staff:</u>	John Livingston, Business Manager Melissa Ellico, Board Secretary
		<u>Staff and Guests:</u>	5 staff members and 1 guests

I. OPENING ITEMS

- **Mr. Nenne called the meeting to order at 9:00 am and led the audience in the Pledge of Allegiance.**
- **Motion by Mr. Parenteau to adopt the agenda as presented, second by Mrs. Francis.**
- **Motion approved 4-0.**

II. WORK SESSION TOPICS

- A. Introduction—Steve Hudgens
- **Mr. Hudgens welcomed everyone to the Board Retreat. He explained that the agenda for the meeting was set to allow the board to hear from those who influence the workings of our district. He is excited for the board to hear all the great things that are happening at Williams Unified School District**
- B. Career and Technology Education—Jeanne Gillespie
- **Ms. Gillespie stated that funding for vocational education is going down—part based on declining enrollment and declining Voc. Ed. enrollment; part because of the economy.**
 - **Basic Voc. Ed. grant is federal money, but is being cut by nearly 30% next year. The Basic grant has specific director training and meeting requirements.**
 - **Priority Voc. Ed grant is based on enrollment, students who complete the block of classes in a vocational program, and placement. Placement is tracked by how many of the students go on to work in the field they studied, are enrolled in post-secondary education in the field, or go into the military.**
 - **JTED funding is administered by CAVIAT and is based on Voc. Ed. enrollment. Last year this funding changed to remove Freshman as a fundable group. The 7 period day has also cut the number of enrolled students, as a student can only be counted once for the year instead of once each semester. There is also discussion of cutting satellite campuses, of which Williams is one of. Many are legislating against this.**
 - **As a response to the cut in funding Ms. Gillespie is encouraging teachers to generate additional revenue, such as the Viking Grill catering events.**
 - **The question was asked—could other courses be added? Ms. Gillespie responded that new courses could be added, but with the number of required courses, new courses will just pull students from existing classes.**
 - **Vocational Education must meet performance standards measured by AIMS testing, assessment tests, number of students completing courses, placement, and number of non-traditional students (male, female mix)**
 - **Ms. Gillespie also discussed the Federal Child Labor Law changes. The main update is that there is no longer a labor law “umbrella” for students working off campus. The impact is that of limited equipment (such as power tools and fryers) that can be used off campus.**
- C. Maintenance/Custodial report—Angel Rico
- **Mr. Rico reported that to rid the Elementary-Middle school of the prairie dogs a barrier will need to be put around the entire perimeter of the property. This would consist of a wire barrier buried 3 feet into the ground to keep them from digging, and then a view barrier above ground to keep them from seeing where they would like to try to live. Forest Service, Game and Fish, and the Humane Society would then relocate the prairie dogs left inside the barrier.**
 - **He also reported that the architects are in contact with SFB regarding the needs of the High School gym roof and the reinforcement of the Middle School roof.**
 - **The question was asked if there would be a guarantee that SFB’s low-bid work will be sufficient and up to long term standards. Mr. Rico responded that it was for this reason we have the architect working with SFB.**
- D. Transportation report—Rick Shipley
- **Mr. Shipley reported that the vehicle fleet is in the best shape it has been in for a long time. The current plan of rotating new busses in and old busses out is working well. The support fleet has been working well, and is appreciated by the staff.**
 - **Mr. Shipley states that the ongoing issues of the location of the bus barn to the school will continue to be a problem until a permanent re-routing solution can be implemented with the help from the bond.**

- Ms. Savage commented that she hopes that bus security technology can be implemented to monitor behavior on the bus. This will provide for a safer environment for transporting students.
 - The cost of adding security cameras will be investigated, as will including cameras into the original budget for the purchase of new busses.
 - Mr. Shipley reported that there is a new state designated scheduling process for games. This was due to the cost of extra-curricular sports as well as the time lost from instruction by teams traveling long distances. The results for Williams is that we will be playing bigger schools, and still will be traveling to schools as far away as Mohave Valley and Beaver Dam. Mr. Shipley anticipates closer games and better scheduling in winter and spring sports.
- E. 21st Century Grant—Patricia Helgeson
- Ms. Helgeson provided the board with a binder that included 1. Personnel issues; 2. Historical overview of financials; 3. Arizona Youth survey report; 4. Search Institute survey report.
 - The question was asked—what do these surveys provide on a daily basis? Ms. Helgeson answered that they are used to apply for new grants, develop new activities, and communicate needs to administration, parents, and the community.
 - Ms. Savage stated that internal surveys are done each year at WEMS that is used to gather like information.
 - Ms. Helgeson stated that with the ending of some of the grants there will be no additional funds for supplies for programming such as red ribbon or freedom academy.
 - Ms. Helgeson reported that the 21st century program is providing tutoring and academic support for students Monday through Thursday, and enrichment opportunities on Friday. She stated that the program fee that was being charged for participation has been stopped per ADE. She stated that they are currently serving 61 students from 43 families. The majority are K-3 students who attend for the first hour until older siblings are released at the later time.
 - The question was asked—how can we target students who need academic support? Ms. Savage responded that last year certified teachers were paid from the grant to provide academic support on Fridays as part of the Focus Falcons program. This year there are not funds for this program.
 - Ms. Helgeson stated that while doing her federal report she saw that the students attending the 21st century program are not showing academic growth year to year.
 - The question was asked—if the program currently serves 61 students and the grant requires 130 students if there was a plan to increase involvement to meet the requirements of the grant? Ms. Helgeson stated that the 130 students has to be students who attend 30 days or more. She said that their Monday through Thursday students will make that 30 day goal easily, while Friday only students will only get to 30 days if they attend every offered Friday and Family Reading Nights or other activities. She also stated that enrollment usually goes up as the year progresses. She said that they also count students served through activities such as Girl Scouts and Open Gym. However, while these students are served they usually don't make the 30 day count.
 - Ms. Helgeson stated that by being creative about who and how the children are counted increases participant counts.
- F. Special Education/AIMS/Title 1—Gary Berger
- Mr. Berger presented to the Board the AIMS data reports. He explained how the numbers are calculated, as well as how the special education population impacts the results. He stated that more students pass the reading portion of the test. Math is the most difficult portion of the test. He said that is in part to the new math standards that were recently adopted.
 - Mr. Berger said that at the High School there are Fall and Spring tutoring grants that are offered by ADE for students to be tutored by highly qualified math and English teachers. He stated that the students rarely take advantage of this.
 - Mr. Hudgens said he is asking for parent support of these programs to increase students ability to pass the AIMS.
 - The question was asked—can students athletic eligibility include passing AIMS or attending tutoring in areas of low AIMS scores? Mr. Hudgens explained that eligibility is based on class grades and not AIMS scores.
 - Mr. Berger went on to show how the results of the AIMS can be broken down to concept and strand, allowing teachers to target instruction to areas of difficulty, and modify instruction to align with the way questions are presented on the test.
 - Mr. Berger stated that teachers analyze the data and create target lessons as part of their 301 plan.
 - Mr. Berger stated that our number one goal should be how to get kids to succeed and that success should be the thing that we are most proud of.
 - At the Elementary-Middle school data showed that students who spent time on the Study Island software made great gains. The decision to add an extra 5th grade classroom last year paid off with strong results on the AIMS for that class.
 - Ms. Savage reported that there were students in the 8th grade who qualified for High School Algebra on the placement test that had poor scores on the AIMS. She states that collaboration between the high school and the middle school math instructors are addressing this issue by rewriting the assessment, and putting a 50% emphasis on the AIMS results.
 - Mr. Berger then presented to the Board a report on Special Education programing, English Language Learner programing, and the financials that are involved in budgeting for these student's needs.

- G. District Goals
- Mr. Hudgens stated that he feels that the district long term goals are still good. In the discussion of short term goals all agreed that the district should add a goal regarding technology.
 - The Williams Unified School District is dedicated to the integration of technology in our schools to prepare students for the technological world they live in.
- H. District Financials—John Livingston
- Mr. Livingston stated that due to enrollment decline our budget has decreased from \$4.7 million three years ago to \$4.2 million this year, and student count is lower again this year so far. He also mentioned the decrease in capital money over the last few years.
 - He reiterated Ms. Gillespie's report on the decline in vocational money.
 - He reminded the Board that several of Mr. Berger's stimulus grants also expired.
 - Mr. Livingston then showed an expense/budget chart showing a basic 20% cut to all non-fixed (such as utilities) expenditures. The end result is a tighter budget with only a small cushion.
 - Mr. Livingston explained that nearly \$380,000 in our M&O budget comes from an override that will have to go back to the voters in November 2012. Which is worrisome, as we will have just gone for the Capital Bond the year before. If the override isn't passed we will have to reduce our budget by that amount.
- I. Technology—Gabi Uebel
- Ms. Uebel proposed the positives and benefits of installing wireless access district-wide. Currently there is only 3 wireless access points in the district, one in the Viking Grill, one in the Industrial Technology Lab, and in the Special Education room at the High School.
 - Each of the teachers at the Elementary-Middle School were given Ipads which were purchased with grant money to be used as an intervention tool, but also work greatly for all ability levels. The Ipads have limits to their use because they are designed to work off wireless connectivity.
 - There were 25 Acer Net-books purchased a year and a half ago through grant money to be used for Special Education students as an instruction tool. These Net-books are designed to work with wireless connections and so are also limited in their use.
 - Many teachers in the district have laptop computers which are wireless ready already.
 - Many of the students have wireless ready devices that could be used to enhance their education.
 - The negatives for wireless networking are: Less secure (which can be addressed with passwords and by non-broadcasting settings) Less stable (due to interference, signal strength, and weather) Additional power consumption, Slower Speeds (we will keep our current wired network)
 - The positives are: Portability and collaboration; No physical line; More connections in each classroom; Ready for additional technology when it becomes available.
 - The Board was excited about the possibility of adding more great technology to our District, referring back to the goal of dedication to technology that was discussed earlier.
 - Ms. Uebel has applied for this technology to be partially paid for under E-rate, but has not heard back on the application yet.
- J. WEMS/AzLearns/ASBA Law Conference—Rachel Savage
- Ms. Savage presented the great information that WEMS has achieved the Performing Plus rating. This is a testament to the hard work of the staff and students at WEMS. However, under the new letter grade system WEMS earned a "C".
 - Ms. Savage stated that this year and next year will be transition years where both ratings will be given. It is important to begin educating parents and the community about these labels, and what they mean.
 - The main difference in the labels are how they are determined. Legacy labels (performing, performing plus) were based on 30% student growth; Letter grades are based on 50% student growth. This may work for our District as we have room for growth.
 - Ms. Savage also reported on the federal AYP (adequate yearly progress) which is based on proficiency in state testing, percentage of students tested, attendance and graduation rate. As each system rates on different things you can have differing labels.
 - Ms. Savage attended the ASBA Law Conference where the Medical Marijuana law was discussed. She reports that employees cannot possess marijuana or show signs of impairment on school grounds. The definition of impairment is the subject of question, and is going to the Attorney General's for further definition. An employee who is suspected of impairment can be required to take a drug test, and can be removed from duty until they pass the drug screen if their position has been determined to be a "safety-sensitive" position. School districts may identify all their positions as safety sensitive.
- K. WUSD Capital Improvement Bond—Becky Nelson
- Ms. Nelson updated the Board on the progress of the Citizen's Committee. She reported that the Citizen's Committee has received donations that are being used to purchase yard signs, newspaper ads, and a color tri-fold fact sheet.
 - The yard signs will be distributed off campus to anyone willing to place them in their yards in support of the bond.
 - Newspaper ads will run prior to the mail out ballots being sent out, and then again prior to the physical election.

- The fact sheet has been made available for group meetings, and will be mailed out in the city water bills.
- There have been presentations made to the Chamber of Commerce, Lions Club, Kiwanis Club, both school's staff, and is scheduled for Rotary Club this week. The response has been very supportive. Ms. Nelson was also available during the Open House at WEMS answering questions and discussing the facts of the bond.
- The Board expressed their appreciation for all that Ms. Nelson has done to promote the facts of the bond to the community.

L. WHS/ State of District—Steve Hudgens

- Mr. Hudgens stated his pleasure at all the presentations that have been given. He said these presentations accurately expressed the state of the district.
- Mr. Hudgens updated the Board on the Wind Turbine project that should be up by the end of the day, as well as the Weather-Bug project that is up and running.
- He stated his desire to have a better process for notifying the community of the wonderful things we have going on in our district. He is hoping to add those type of messages to our website.
- The question was asked—are we continuing to look for a certified math teacher for the High School? Mr. Hudgens responded that we have it posted and are continuing to look for a math teacher, but that Ms. Jones is doing a great job and students are not suffering under her teaching.

M. Questions

III. ADJOURNMENT

- Motion by Mr. Parenteau to adjourn the meeting, second by Mrs. Fredrickson.
- Motion approved 3-0.
- Meeting adjourned at 3:00 pm

SPECIAL MEETING

Roll call: <u>Board Members:</u>	David Nenne, Present Kristi Fredrickson, Present Albert Parenteau, Present	<u>Administration:</u>	Steve Hudgens, Superintendent/WHS Principal Rachel Savage, WEMS Principal Gary Berger, Sp. Ed./Fed/State Programs Director
		<u>District Staff:</u>	John Livingston, Business Manager Melissa Ellico, Board Secretary
		<u>Staff and Guests:</u>	1 staff member

I. OPENING ITEMS

- Mr. Nenne called the meeting to order at 3:00 pm.
- Motion by Mrs. Fredrickson to adopt the agenda as presented, second by Mr. Parenteau.
- Motion approved 3-0.

II. Consent Agenda

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

- Motion by Mr. Parenteau to approve the Consent Agenda with EXCEPTION OF A2 AND A4, second by Mrs. Fredrickson.
- Motion approved 3-0.

A. Consideration to approve personnel issues:

1. Accept resignation
 - a. Kathie Schulte—Retirement
 - b. Sue Allen—Moving
 - c. Anna Dick—Resignation
 - d. Christina Howerton—Resignation
2. Approve Christina Howerton as a 21st Century substitute for Friday and Summer programming
Exception
3. Approve change in status
 - a. John Cox—From 10 month route driver to 12 month full time driver
 - b. Cindy Holmes—From Sub driver to 10 month route driver
4. Approve Dina Mayer as a Cafeteria substitute
5. Approve Extended Assignments
Exception
 - a. Tristan Heisley—Odysseyware credit reinstatement
 - b. Heather Walker—Odysseyware credit reinstatement

Exception:

2. Approve Christina Howerton as a 21st Century substitute for Friday and Summer programming
- Motion by Ms. Fredrickson to approve substitute only position, second by Mr. Parenteau
 - Discussion: Clarification on this position being only a substitute and not an additional position or a weekly use position.

- **Motion approved 3-0.**
 5. Approve Extended Assignments
 - a. Tristan Heisley—Odysseyware credit reinstatement
 - b. Heather Walker—Odysseyware credit reinstatement
- **Motion by Mr. Parenteau to approve extended assignments, second by Ms. Fredrickson**
- **Discussion: Clarification on this program needing both positions, Mr. Hudgens explained that there was one available during lunch and another available after school. Ms. Walker would be taking Mr. Edgar's place from last year. Clarification on the hourly rate for teachers in these assignments, Mr Livingston stated that this was the current board approved rate for extended assignments.**
- **Motion approved 3-0**

III. ACTION ITEMS

1. Adopt or revise ASBA Policy Advisories #415
#415- GBAB — Medical Marijuana Standards and Conditions for Employees
 - **Motion by Mr. Parenteau to adopt policy, second by Ms. Fredrickson**
 - **Discussion: The state passed the medical marijuana law, so policy must be adopted. The Board looks forward to further clarification from ASBA and the Attorney General's office.**
 - **Motion approved 3-0**
2. Adopt ASBA Policy Advisories #422 – 427
 - 422 – Entrance Age Requirements
 - 423 – Drug and Alcohol Use by Students
 - 424 – Student Concerns, Complaints, and Grievances
 - 425 – Student Fund Raising Activities
 - 426 – Interscholastic Sports
 - 427 – Immunization of Students
 - **Motion by Mr. Parenteau to adopt policy as presented, second by Ms. Fredrickson.**
 - **Motion approved 3-0**
3. Approve overnight travel for Jessica Heisley and Upward Bound students to Prescott and Phoenix for college visitation—October 2011
 - **Motion by Ms. Fredrickson to approve overnight travel, second by Mr. Parenteau**
 - **Motion approved 3-0**
4. Approve funding changes due to changes in CTE funding
 - a. Larry Gutshall--decrease funding percentage in fund 596; increase funding percentage in M&O
 - b. Sheldon White--eliminate funding from fund 596; fund from M&O
 - **Motion by Mr. Parenteau to approve funding changes, second by Ms. Fredrickson**
 - **Discussion: Mr. Livingston explained that as stated in Ms. Gillespie's remarks, Mr. Gutshall's and Mr. White's number of Voc. Ed approved classes has been reduced, therefor their percentage of funding from Voc. Ed grants needs to follow suit.**
 - **Motion approved 3-0**
5. Approve moving salary for Patricia Helgeson from Drug Free Communities and Drug Free Communities Mentoring Grants that are expiring to district fund 570 as of October 1, 2011
 - **Motion by Mr. Parenteau to approve funding changes, second by Ms. Fredrickson.**
 - **Discussion: This item was tabled from the Sep 14th meeting with instructions from the board to provide an end date for the funding, a "Plan B" if funding were not approved, as well as an idea of how the programming would change if funding were not approved.**
 - Ms. Fredrickson expressed that the agenda request stated that the funding was needed to wrap up current grants. She stated that any necessary wrap up should have been funded in the grant. Mr. Livingston explained that this funding was a request to cover the gap between current projects ending and possible future projects.
 - Ms. Fredrickson asked if the \$23,000 that was being requested was money paid into indirect by her grants and not other district grants. Mr. Livingston stated that between \$7,000 and \$10,000 is paid into indirect for all the grants each year.
 - Ms. Fredrickson asked if there was a way to fund at a lower amount, so as to retain health insurance benefits, but not take as much from the fund.
 - Mr. Nenne expressed his displeasure of the items requested from last meeting not being addressed in the current request. He stated that he would still like to see a "Plan B" as well as how the current programs would change if this funding was not approved.
 - Ms. Savage explained that as Ms. Helgeson was not involved in the classrooms, that she did not see how the funding would change the way the program was working.
 - Motion was amended for the approval of 1 month extension to terminate on October 31, 2011 after which Ms. Helgeson will know if the other grants were approved. Ms. Helgeson can re-address the Board with her "Plan B", and the state of the programs.
 - **Motion approved 3-0**

IV. DISCUSSION

- A. Discussion and first reading of ASBA Policy Advisories #428-434

**Williams USD #2
Governing Board Minutes
September 27, 2011**

- 428 – JLIB Student Dismissal Precautions
- 429 – JQ-R Student Fees, Fines, and Charges
- 430 – JR Student Records
 - JR-R Student Records
- 431 – KB Parental Involvement in Education
 - KB –R Parental Involvement in Education
- 432 – KF Community Use of School Facilities
 - KF-EA Community Use of School Facilities
- 433 – KFA Public Conduct on School Property
- 434 – KFAA Smoking on School Premises at Public Functions
- **Discussion: Mr. Nenne asked for #432 to be incorporated into our current Community Use of School Facilities policy and that the language on the liability insurance be cleaned up to make it more understandable.**

V. ANNOUNCEMENTS

Homecoming Parade Thursday September 29, 2011 at 1pm.
Next Regular Board Meeting October 12, 2011 at 6 pm.

VI. ADJOURNMENT

- **Motion by Mr. Parenteau to adjourn the meeting, second by Mrs. Fredrickson.**
- **Motion approved 3-0.**
- **Meeting adjourned at 3:40 pm**

David Nenne, President

Date