



MINUTES OF A REGULAR MEETING OF THE
WILLIAMS UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD
WEDNESDAY, SEPTEMBER 14, 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 Library.

Roll call: **Board Members:** David Nenne, Present
Margaret Francis, Present
Kristi Fredrickson, Absent
Herman Nixon, Present
Albert Parenteau, Present

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

District Staff: John Livingston, Business Manager
Kathie Schulte, Board Secretary

Staff and Guests: 5 staff members and 5 guests

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 Mrs. Francis.
- Motion approved 4-0.

II. BOARD HIGHLIGHTS

A. Student of the Month:

- Williams Elementary Students of the Month for September 2011:
 - Leslie Urias - Kindergarten
 - Luis Lara - Third Grade
 - Kevin Recendez-Nunez - First Grade
 - Madison Olson - Fourth Grade
 - Chalyce Trujillo - Second Grade
 - Davian Cooke - Fifth Grade
 - Williams Middle School Students of the Month for September 2011:
 - Paulino Ayala – Sixth Grade
 - Julie Jansma – Eighth Grade
- Mrs. Savage introduced first grader Kevin Recendez-Nunez as a Student of the Month. Mrs. Savage explained that he is a super student; very helpful and kind to other students. He always has his homework done and is ready to listen and learn.
 - Mrs. Savage also presented Paulino Ayala, the sixth grade Student of the Month. Paulino is extremely focused and has had a great start this year. He matured over the summer and models strong leadership and follows the Falcon Code of Conduct.

III. REPORTS

A. Superintendent:

1. Summary of current issues
- Mr. Hudgens reported that the opening of school has gone very smoothly. He and Mr. Livingston will start their monthly question and answer sessions with staff this next week. The weather is creating numerous problems for athletics. Also, Valley Sanders does not have enough kids to field a football team. The Williams Volleyball team is very young, but it's exciting to see so much enthusiasm and to know that the team will improve each year. He has a new walk-through evaluation instrument for teaching staff. The Administration and WEA members have reviewed and expressed approval. This new approach will provide instant feed-back. It does not replace the current evaluation instrument.
 - Mr. Hudgens will have additional information to present at the Board Retreat on September 27, 2011

B. Governing Board:

C. Written Reports:

1. Elementary/Middle School Principal
2. Special Education - Federal/State Programs
 - PowerPoint – Title I data analysis
 - Mr. Berger will make this presentation at the Board Retreat
3. Family/Community Outreach
4. District Technology
5. Community Learning Center
6. Prevention – Multicultural Focus
7. 21st Century Program
8. District Nurse
9. Business Manager

IV. 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.

- **No request received.**

V. *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 without exception, second by Mrs. Francis.**
- **Motion approved 3-0.**

- A. *Approve Minutes: August 10, 2011 Regular Meeting
August 10, 2011 Executive Session (not available for public inspection)
August 23, 2011 Special Meeting

- B. *Approve District Financial Reports:

- 1. August 2011:
 - a. District Expenditure Report
 - b. Voucher Summaries
Payroll, Expense
 - c. Tax Credit Fees
WEMS, WHS
 - d. Lunch
- 2. WEMS Activity/Auxiliary Fund for July 2011 (reconciled)
- 3. WHS Activity/Auxiliary Fund for July 2011 (reconciled)

- C. *Consideration to Ratify Vouchers:

Payroll #4.....\$ 58,206.68	Expense #1202.....\$ 81,554.60
Payroll #5.....138,248.11	Expense #1203.... 40,044.79
	Expense #1204.... 194,073.41

- D. *Consideration to approve personnel issues:

- 1. employment:
 - a. Connie Stevens, substitute teacher
 - b. Lisa Noble, substitute paraprofessional
 - c. Cynthia Holmes, substitute paraprofessional
 - d. Denis Kirkley, sports announcer
 - e. Patty Williams, substitute teacher
- 2. extra-duty:
 - Williams High School:
 - Phillip Echeverria – Lunch Intramurals
 - Mike Fleishman – Student Council
 - Jeanne Gillespie – Vocational Education Director
 - Larry Gutshall - Battlebots
 - Tristan Heisley – Publications
 - John Livingston – FBLA
 - Ann Wells – NHS
 - Sheldon White – VICA
 - Deniz Chavez – Timekeeper for sporting events
- 3. extended assignments:
 - Cecelia Padilla – assist with ESL adult education services in support of the Arizona Parents Commission Drug Education and Prevention Grant.
 - Christy Johnson - oversee Family Reading Nights at WEMS in collaboration with 21st Century Grant Program Staff and Sandy Roe, McKinney Vento Grant
- 4. volunteers:
 - a. Christi Carey – WHS Inspirations

VI. ACTION ITEMS

- A. Discussion and consideration to:

- 1. accept and acknowledge donations:
 - a. Community Learning Center:
 - Roman Sanchez – \$1000 donation for incentives to increase parental involvement/engagement in school
 - Todd and Patricia Helgeson – HP Deskjet printer and three Danskin yoga bags for incentives to increase parental involvement/engagement in school
 - b. Williams Elementary Middle School:

- Cookie Nicoson – art supplies - \$340.00
- Carpets of Dalton – 40 carpet squares for student seating in the library - \$100.00
- c. Back to School in service for District staff:
 - WalMart - \$25 gift card
 - Williams PTSA – two \$15 gift certificates
 - McDonalds Corp. – 159 gift certificates - \$278.25
 - Betty Dukeman – school supplies - \$158.66
 - Sandra Roe – school supplies - \$159.30
- **Motion by Mr. Parenteau to accept and acknowledge the donations listed above, second by Mrs. Francis.**
- **Motion approved 4-0.**
- 2. approve Intergovernmental Agreement with Willow Bend Environmental Education Center for programming for the 2011-12 school year at WEMS
 - **Motion by Mr. Parenteau to approve IGA with Willow Bend, second by Mrs. Francis.**
 - **Motion approved 4-0.**
 - **Mr. Nenne asked that Mrs. Savage have students attend a future meeting to report on the Willow Bend program.**
- 3. approve Memorandum of Understanding with Northern Arizona University for volunteers from the Retired and Senior Volunteer Program (RSVP) for the 2011-12 school year
 - **Motion by Mrs. Francis to approve MOU with NAU for volunteer services, second by Mr. Parenteau.**
 - **Motion approved 4-0.**
- 4. approve 2010-11 Preventive Maintenance Reporting Statement
 - **Motion by Mr. Parenteau to approve Reporting Statement, second by Mrs. Francis.**
 - **Motion approved 4-0.**
- 5. determine ASBA Top Ten Priorities for the 2012 Legislative Session
 - **Motion by Mr. Parenteau to submit twelve priorities selected by the Board, second by Mr. Nixon.**
 - **Motion approved 4-0.**
- 6. approve overnight travel for Ms. Wengreen and middle school students to raft the Grand Canyon in Spring 2012
 - **Motion by Mr. Parenteau to approve overnight travel for Ms. Wengreen, second by Ms. Nixon.**
 - **Motion approved 4-0.**
 - **Students will be invited to a future meeting to report on the trip.**
- 7. adopt ASBA Policy Advisories #413-14, 416-418 and 420-421 (Volume 23, Number 3 - July 2011)
 - 413 - EHB — Data/Records Retention
 - EHB-R — Data/Records Retention
 - 414 - FCB — Retirement of Facilities
 - 416 - GBECA — Nonmedical Use or Abuse of Drugs or Alcohol
 - 417 - IHAMA — Teaching About Drugs, Alcohol, and Tobacco
 - 418 - IHB — Special Instructional Programs
 - 420 - IJND — Technology Resources
 - IJND-R — Technology Resources
 - 421 - JEA-E — Compulsory Attendance Ages
 - **Motion by Mr. Nixon to adopt advisories 413-414, 416-418 and 420-421 without revision, second by Mr. Parenteau.**
 - **Motion approved 4-0.**
- 8. adopt or revise ASBA Policy Advisories 415 and 419
 - 415 - GBAB — Medical Marijuana Standards and Conditions for Employees
 - 419 - IJ — Instructional Resources and Materials
 - IJ-R — Instructional Resources and Materials
 - **Motion by Mr. Parenteau to table action on advisory 415 (GBAB — Medical Marijuana Standards and Conditions for Employees) until a future meeting, second by Mr. Nixon.**
 - **Motion approved 4-0.**
 - **Motion by Mr. Parenteau to adopt advisory 419 (IJ - Instructional Resources and Materials) second by Mrs. Francis.**
 - **Motion approved 4-0.**

9. approve moving funding from Drug Free Communities and Drug Free Communities Mentoring Grants that are expiring to district funds 520 and 570 as of October 1, 2011
 - For discussion purposes, Mr. Parenteau moved to approve funding change, second by Mrs. Francis.
 - Discussion:
 - The Community Learning Center has federal grants that are ending as of September 30, 2011. The 21st Century grant and the Parent Involvement (CLC Haven) grant continue until June 30, 2013. The CLC has applied for two new highly competitive federal grants, but the award lists have not come out yet. Ms. Helgeson asked for permission to use district funds 520 and 570 to sustain the salary and benefit portion of her staff that had been paid out of the grants that are expiring.
 - Mr. Livingston explained the purpose of fund 520 and fund 570 from the chart of accounts. Fund 520 is called Community School and currently has \$30,499.99. This fund is for “revenues and expenditures for purposes of academic and skill development for all citizens...if program needs are met, excess monies may be used for maintenance and operation or unrestricted capital”. Fund 570 is called Indirect Costs and currently has \$78,610.72. This fund is “monies received from federal projects...for administrative costs.”
 - Ms. Wells asked to be able to comment. 1. She said that the budget committee had been discussing these grants expiring and had been told that there would be cut backs to only the staff necessary to run the remaining two grants. She said that at no time in the budget committee had it been brought up to subsidize the program with district funds. 2. She also asked why on the ADE website the budget listed for these funds were \$15,000 and \$33,000 but now is being said that these funds contain so much more than was reported to ADE. 3. She said that though the programs the CLC provide were good programs, as budgets get tighter everyone is cutting back and she questions what the CLC has done to cut back in preparation for these grants ending.
 - Mr. Nixon asked if this meant that these funds could be used for other things, for repairs, fuel for busses etc.
 - Mr. Livingston referred back to the chart of account definitions and said that according to law, yes they could be spent for those expenses.
 - Ms. Helgeson responded that the students who have been attending the 21st Century afterschool program have been paying a support fee and that these fees were paid into the Community Schools fund as part of their sustainability plan so that afterschool wouldn't go away when the 21st Century grant went away. She said that these funds have been used previously to pay for things that the grant wouldn't allow, such as t-shirts, and field trips.
 - Mr. Nixon expressed that if parents are paying money for extra opportunities that the grant will not cover, that he feels that parents would be upset to find that the money is not going for extra programming, but instead is going to pay salaries. He said that as a parent, when he pays fees for his son to play football, he expects the fees to fund football and not salaries. He feels that the same should apply here.
 - Mr. Nenne asked for clarification on the total funds requested from these funds.
 - Ms. Helgeson said that as the personnel worksheets show approximately \$25,000 from fund 520 and approximately \$26,250 from fund 570.
 - Mr. Nenne then asked if there were any additional expenditures budgeted in either of these funds.
 - Mr. Livingston responded that there were no fixed expenditures in these funds.
 - Mr. Nenne said Mr. Berger's grants pay into the indirect fund also, and then asked Mr. Berger if he foresaw any need for these funds.
 - Mr. Berger said that he had two federal grants go away this year, and eliminated four positions instead of coming to the board for district funds to support federal program cuts.
 - Mr. Nenne said that he felt this motion was to open ended. He said he would like to see a plan B developed by the CLC and see what it would look like if these district funds were not approved.
 - Mr. Nixon moved to table this item until the board retreat. Mr. Parenteau seconded the motion.
 - Motion approved 4-0

VII. DISCUSSION

1. Discussion and first reading of ASBA Policy Advisories #422-427 (Volume 23, No. 3 - July 2011)
 - 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
- Members reviewed the advisories listed above, but did not express any concerns.
- The policies will be placed on the September 27, 2011 meeting agenda for adoption.

VIII. MEETING SUMMARY

- **Students are to be invited to a future board meeting to report on Willow Bend classes and the Grand Canyon Rafting trip**
- **Adoption of ASBA Advisory 415 tabled. Further discussion and possible adoption scheduled for Governing Board Retreat on September 27, 2011**
- **Change in funding for Community Learning Center tabled. Members asked CLC staff to provide additional information at the Retreat on September 27, 2100.**

IX. ANNOUNCEMENTS

1. Williams Elementary Middle School Fall Open House on September 15, 2011 beginning at 5:00 PM
2. Williams High School Fall Open house on September 21, 2011 from 5:30 – 7:00 PM
3. WEMS Grandparents Tea and Reading Night at 6:00 PM on September 22, 2011
4. Special Meeting/Work Session on Tuesday, September 27, 2011 at Young Life Lost Canyon Camp beginning at 9:00 am. Board members and participating staff will join together for a continental breakfast at 8:30 am.
5. Arizona School Boards Association 2011 Coconino County meeting - September 29, 2011 in Page, Arizona beginning at 5:00 pm. Please let the Board Secretary know as soon as possible if you plan to attend.
 - **Mr. Parenteau, Mrs. Francis and Mr. Hudgens indicated they will attend.**

X. ADJOURNMENT

- **Motion by Mr. Parenteau to adjourn the meeting, second by Mrs. Francis.**
- **Motion approved 4-0.**
- **Meeting adjourned at 7:13 pm**

David Nenne, President

Date