

**WICKENBURG UNIFIED SCHOOL DISTRICT NO. 9  
REGULAR GOVERNING BOARD MEETING MINUTES  
January 12, 2017**

**BOARD MEMBERS PRESENT**

Mr. Joe Maglio, President, Ms. Amy Brown, Member, Ms. Susan Webster, Member

**BOARD MEMBERS ABSENT**

Ms. Sandee Gill, Member

**OTHERS PRESENT**

Dr. Howard Carlson, Erin Johnson, Lynn Greene, Bill Moran, Jennifer Appleby, Mike Riggin, Michael Cafiso, Bryan Lundberg, Tom O'Neil, David Stover, Emerson Ward, Colby Christensen

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Mr. Maglio called the meeting to order at 6:34 PM.

Ms. Brown led the Pledge of Allegiance.

**ADOPTION OF THE AGENDA**

Adoption of the Board meeting agenda for January 12, 2017

A motion was made to adopt the agenda for January 12, 2017, moving New Business Item 9-A - Consideration and Possible Adoption of a Resolution Providing for All Matters Relating to The Sale and Issuance of School Improvement Bonds of the District Including Delegation to the Superintendent and the Executive Director of Business Services to Determine Certain Matters Related Thereto and 9-B - HVAC & Roofing Projects Design and Analysis, Job Order Contract (JOC) Manager to follow Board Agenda Item 4 – Call to the Public.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

**RECOGNITIONS/PROCLAMATIONS**

This is a time set aside for any recognition the Board or the Superintendent may wish to make to an individual, group or organization for services and/or contributions made to the District and/or to allow the Board to recognize groups or individuals publically by issuing of a proclamation in recognition of events and/or persons for special occasions.

Dr. Carlson recognized Terry Macias, Art Teacher at Hassayampa Elementary School, for being awarded the Wickenburg Chamber of Commerce Educator of the Year and the Wickenburg Event Center for receiving the “Tip of the Stetson” Award.

**CALL TO THE PUBLIC**

There was no response to the Call to the Public.

## **NEW BUSINESS ITEMS**

### **Consideration and Possible Adoption of a Resolution Providing for All Matters Relating to The Sale and Issuance of School Improvement Bonds of the District Including Delegation to the Superintendent and the Executive Director of Business Services to Determine Certain Matters Related Thereto.**

The Bond Resolution provides the authority to administration to sign necessary documents for the selling of the bond, which was approved by voters in November of 2016. The Bond Resolution and the Preliminary Official Statement were provided to the Board for review.

Additional documents pertaining to the Bond available for review are:

- Written Policies and Procedures for Tax-Advantaged Obligations
- Procedures for Compliance with Obligations under Continuing Disclosure Undertakings
- Bond Purchase Agreement for Wickenburg Unified School District #9

Mr. Michael Cafiso of Greenberg Traurig, LLP and Mr. Bryan Lundberg of Stifel, Nicolaus & Company, Incorporated were present at the meeting.

Mr. Lundberg presented the Preliminary Bond Sale Summary to the Board.

The Bond total is \$10,000,000. \$9,300,000 will be tax exempt and must be spent within three years to retain the tax exempt status. \$700,000 will be sold as taxable, thus giving the District flexibility to spend it after the third year.

The estimated sale date of the bond will be the week of February 14, 2017, and should close the week of February 27, 2017. The District's estimated credit rating should be in the "A" category. He also stated the District should qualify with credit enhancement, so the bond should be able to be sold with an "AA" credit rating.

Mr. Cafiso told the Board the Bond Resolution takes care of everything necessary to sell and issue the bonds, approves all necessary documents and delegates authority to the Superintendent to execute all documents and to finalize the sale. He also stated the most important document is the Offering Document, which contains information concerning the District that investors need to know.

A motion was made to approve the adoption of a Resolution providing for all matters relating to the sale and issuance of School Improvement Bonds of the District, including delegation to the Superintendent and the Executive Director of Business Services to determine certain matters related thereto.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

### **HVAC & Roofing Projects Design and Analysis, Job Order Contract (JOC) Manager**

- Orcutt Winslow Architects
- Core Construction

Representatives from Orcutt/Winslow Architects and Core Construction presented the Board with information regarding the replacement of roofs and HVAC units in the District. Orcutt/Winslow is a part of the Arizona Cooperative Purchasing through 1 Government Procurement Alliance (IGPA). Core Construction is a member of SAVE and also part of the Buckeye Elementary School District SAVE Contract #13\_002.

Orcutt/Winslow will provide the following services:

- Provide site assessments and reports
- Provides construction documents
- Assist the District in submitting for building renewal grant funds for roofing and the exterior envelope from the Arizona School Facilities Board (ASFB). This will provide more bond funding to be used for other needs.
- Provide basic services for HVAC replacement, which include design, construction documents and construction administration.
- Acts as representatives of the District.

Core Construction will provide the following services:

- Value added services
- Manage the long lead aspect to order, receive and install HVAC units
- Coordinate the ASFB building renewal grants
- Materials submittals
- Safety, schedule and quality
- Manage budget

The HVAC and roofing allocation, which includes the design fees, would be as follows:

- HVAC – \$3.9 Million
- Roofing - \$1 Million

This leaves \$5.1 Million for other bond allocations.

Ms. Brown asked if the consortia was just for schools. Mr. O’Neil told her it was for any public entity, although it was qualified through a school district.

Dr. Carlson asked, when speaking of the exterior envelope, if the windows a part of the envelope. Mr. O’Neil told him yes, all windows are a part of the exterior envelope.

Mr. Maglio asked, if successful with ASFB, will ASFB just be a funding source or will they try to dictate what will happen and who will be used to complete the work. He was told Core Construction has experience working with ASFB. They will have to stand aside and let ASFB’s professionals assess the issues and hire professionals to do the work. Core Construction will put in their bid and feel chances are very good that they would be chosen to do the work.

Ms. Webster asked about the timeline. She was told the ultimate goal would be to complete the HVAC work, the exterior envelope and the roofing prior to the beginning of the new school year. Much of the behind the scenes work will be accomplished by the end of this school year to enable the company to be ready to go when school lets out. A master construction schedule has been under discussion to schedule the work to be done around events happening during the summer.

Ms. Webster asked how long it would take to replace one HVAC unit. She was told there were 384 units so multiple units will be installed per day. They will be very strategic on how it is done, and will be economical with cranes and rigging. They will probably install 10 to 15 units a day.

Ms. Webster asked if they were looking at moving any of the HVAC unit locations. She was told they will be looking at strategies to ensure the most efficient use of each unit and ensuring that everything is up to the current codes. They are essentially looking at using the current locations.

Mr. Maglio asked if any local workers would be used for the projects. He was told Core Construction will have local job fairs, at which time they will be looking for skilled tradesmen who can contribute to the project. They further stated the Core Construction has a commitment to stimulate the local economy.

Ms. Brown asked if the District is planning on doing parking lots this summer. Dr. Carlson told her that is the plan. The District will try to work with Orcutt to leverage adjacent ways money to free some bond monies and to enhance the parking lots.

A motion was made to approve the agreement with Orcutt Winslow, as submitted.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

### **BOARD ORGANIZATIONAL MEETING**

Per Board Policy BDA – Board Organizational Meeting, an organizational meeting must be held between January 1 and January 15 of each year. Items

#### **A. Election of the Board President for 2017**

A motion was made to elect Joe Maglio as the Governing Board President for 2017.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

#### **B. Scheduling of Regular Meetings**

A motion was made to select the 2<sup>nd</sup> Thursday each month at 6:30 PM as the day and time of the regularly scheduled Board Meeting, and approve the 2017/2018 Board Meeting Schedule, which begins July, 2017 and ends June, 2018, as submitted.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

#### **C. Board Operating Protocol**

The Board Operating Protocol was reviewed, agreed upon and signed.

A motion was made to approve the Board Operating Protocol, as submitted.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

#### **D. Authorization of Voucher Signatures**

The Business Office uses signature stamps from three Board Members to approve vouchers. The vouchers are presented to the Board for approval. Each year, the Board must approve the practice of using these signature stamps.

Ms. Sandee Gill, Board Member, was unable to attend the meeting but gave permission for her stamp to be used for this purpose.

A motion was made to approve the authorization of the use of Governing Board Member Signature Stamps from Joe Maglio, Amy Brown, Sandee Gill and Susan Webster for the approval of Expense Vouchers and Payroll Vouchers.

Motion Ms. Brown Aye  
Second Ms. Webster Aye  
Vote Mr. Maglio Aye

Motion passed 3-0.

E. Items for Future Agendas – Adoption of Carryover Items

In reviewing the carryover items, the Board concluded that all items had been dealt with or were no longer valid. Therefore, the list was cleared.

A motion was made to clear the Carryover Items list.

Motion Ms. Webster Aye  
Second Ms. Brown Aye  
Vote Mr. Maglio Aye

Motion passed 3-0.

F. Conflict of Interest Statements

The Board signed Conflict of Interest Statements. No motion was required.

**FINANCIAL REPORTS**

- A. Business Account Summaries as of December 31, 2016
- B. Payroll Voucher Summary for the amount of \$1,373,231.05
- C. Expense Voucher Summary for the amount of \$282,375.66

Ms. Brown asked if the District is in compliance and doing what it is supposed to be doing. Ms. Johnson told her yes, to the best of her knowledge.

A motion was made to approve the Financial Reports, as submitted.

Motion Ms. Brown Aye  
Second Ms. Webster Aye  
Vote Mr. Maglio Aye

Motion passed 3-0.

**CONSENT AGENDA**

- A. Governing Board Meeting Minutes
  - 1. Regular Board Minutes for December 8, 2016
  - 2. Special Board Minutes for December 13, 2016
- B. Personnel
  - 1. New/Restructured Positions
  - 2. Personnel Action Reports
  - 3. Substitute Teacher Approval
- C. Financial Items
  - Restructured Classified New Hire Placement Guide 2016-2017
- D. Donations
  - 1. Hassayampa Elementary School, Ms. Carissa Hershkowitz, Principal
    - Donation from Cops Who Care to the HES Music Program
    - Donation from the Wickenburg Community Chorus to the HES Music Program
    - Donation from the West Park Recreational to the HES Coyote Chorus
  - 2. Wickenburg High School, Mr. Derek Streeter, Principal
    - Donation of \$100 to the WHS DECA Program from Cops Who Care
    - Donations of Various Items to WHS from Support My Club

- Donation of \$100 from the Wickenburg Performing Arts Boosters to the WHS Photography Skills USA Program

A motion was made to approve the Consent Agenda for January 12, 2017.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

**OLD BUSINESS**

**Activity/Travel Bus Purchase**

The Travel/Activity bus will be a traditional yellow and black school bus, which can also be used on routes and is built to a safer standard. The bus is 42 feet long and will be designated for travel for clubs, sports, music programs, etc. It will include additional features designed to accommodate students for longer periods of travel. The additional features include an interior insulation layer, provides extra storage for equipment, instruments and supplies, and contains upgraded seating with individual lighting above each seat. The upgraded seating will enable students to sleep or do homework on long trips. The bus has a larger engine than the normal school bus and has beefed up air conditioning. The upholstery is a gray color with flecks of color.

Ms. Johnson and Mr. Riggins will work together on the scheduling of the travel bus so the group traveling the furthest will have priority. No one group will be allowed to monopolize the use of the bus.

A motion was made to approve the purchase of a travel/activity bus from bond monies.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

**NEW BUSINESS**

**Teacher Substitute Plan Proposal**

Ms. Johnson informed the Board that the District’s substitute teacher pool is shrinking, mostly due to the fact that surrounding districts pay their substitutes more than Wickenburg. After having discussions with various staff members, the need to increase the District’s substitute teacher pool became evident.

Some market research was done and it was found that the District is above the average pay rate for long term substitutes and below for the daily rate. In an effort to attract and retain substitute teachers, administration is proposing to raise the daily rate from \$90 per day to \$100 per day for substitutes in the K-8 range and from \$90 per day to \$110 per day for substitutes in the 9-12 range. The reason for the difference in pay rate is the difficulty to obtain substitutes for the high school grades. The increase will cost approximately \$5,400 for this year and will be effective immediately.

The market study showed the District is paying a higher rate for the long term substitute teachers at \$169 per day. The market rate is \$135 per day. The District will lower the long-term substitute teacher pay to coincide with the market rate, and will be effective beginning the 2017/2018 school year. The anticipated savings will be approximately \$3,000 per year. Long term substitutes be paid the rate for a long term substitute retroactively when the long-term substitute status begins (after 20 days of substituting for the same position). Long term substitutes will also receive medical insurance.

Mr. Maglio asked how much other entities pay their long term substitutes. Ms. Johnson told him they pay approximately what the District will be paying next year.

The second part of the plan is to provide incentive to those teachers who are requested to cover for another teacher during their prep time. The District is looking at giving a \$50 gift card to those teachers who lose seven or more prep periods during the year. Administration reached out to the site principals to get an estimate of how many teachers would be eligible to receive the incentive. The number came to approximately 30 teachers. The estimated cost of the incentive program would be about \$1500 per year.

Ms. Webster asked if the District had ever looked into a company that provides substitute teachers. Ms. Johnson told her it had been looked at, but was expensive. The bigger issue is, with the exception of Festival Foothills, that Wickenburg is a rural district and located too far from the Valley.

Mr. Maglio asked if the District was getting any long term substitutes from the Valley. Ms. Johnson told him all of the long term substitutes working in Wickenburg are located in Wickenburg and the one at Festival lives at Festival.

A motion was made to approve the Teacher Substitute Plan, as submitted.

Motion	Ms. Webster	Aye
Second	Ms. Brown	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

### **ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas.

### **ANNOUNCEMENTS, CALENDAR**

### **ADJOURNMENT**

A motion was made to adjourn the meeting.

Motion	Ms. Brown	Aye
Second	Ms. Webster	Aye
Vote	Mr. Maglio	Aye

Motion passed 3-0.

Meeting was adjourned at 7:56 PM.

**ATTEST:** \_\_\_\_\_

Mr. Joe Maglio, Board President