

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13
480 NORTH BISBEE AVENUE
WILLCOX, AZ 85643

MINUTES FOR BOARD MEETING

June 2, 2015

Board Members present:

Dwayne Owen, Vice-President; Gary Clement, Clerk; Doris Jones, Member; and Debbie Ellis, Member.

Absent: Bill Nolan, President.

Administration:

Kevin Davis, Business Manager; Jeff Thompson, High School Principal; Mike Patterson, Middle School Principal; Valerie Simon, Elementary School Principal; Tom Currin, Operations and Maintenance Supervisor; Andy Carrasco, IT Coordinator.

Staff:

Carol Crockett, Darren Reno, Teresa Mills.

Visitors:

Sue Lynch, Ainslee Witting, Paul Holland, Brad Walker, Skip Brown, Rob Monell, Toby Brooks.

OPENING OF REGULAR BOARD MEETING

A. Call to Order

Called to order 6:00 pm by Vice-President Mr. Owen.

B. Pledge of Allegiance: **Mr. Clement.**

C. Invocation for the Governing Board: **Mrs. Jones.**

D. Approval of Agenda:

Mr. Clement: Motion to Approve Agenda.

Mrs. Jones: Seconded the Motion.

All: Aye.

Motion carried.

E. Comments of Visitors/Call to the Public: **None.**

If any member of the Board wishes to remove an item from the consent agenda, it will be removed from the consent agenda. The Board will then discuss and act upon the items removed immediately following the adoption of the balance of the consent agenda.

II. CONSENT AGENDA.

Mrs. Jones: Motion to remove items 2a (4) and 2a (5) upon request of Mr. Clement and also item G, upon request of Mrs. Ellis for discussion.

Mr. Clement: Seconded the Motion.

All: Aye.

Motion carried.

Mr. Clement: Motion to discuss items 2a (4) and 2a (5).

Mrs. Ellis: Seconded the Motion.

Discussion on item 2a (4) (new assignments and salary adjustments) on Consent Agenda:

Mr. Clement: Asked for clarification on new assignments and salary adjustments – item 2a (4).

Mr. Davis: Please discuss position, not person in open session. Mr. Foley had recommended the first position change before I came, but it was never passed on to the Board. Mr. Travis has recommended it for several months as we go through process of re-organizing the Business Office, which has lost one employee and a superintendent. There is a huge workload that has been split between several different people. However, the majority of the work has been picked up by the Payroll Clerk and the Accounting Supervisor. So changes I am recommending bring those employees in-line with other employees and supervisors in the District. Have discussed several times in making changes to salary schedules, which we have done, beginning with the Business Office, as that is where we have lost the majority of employees. May be the first, but won't be the last, of the re-organization and inspection of salary schedules and pay for all personnel. Changes were discussed with Mr. Travis and a memo was sent out several times to Board.

Mr. Clement: Said he did not get the memos.

Mrs. Jones, Mrs. Ellis and Mr. Owen all stated that the memos were in the Board backup.

Mrs. Jones: Stated that a previous hand-out of a breakdown of duties also went out.

Mr. Davis: That list was not complete, but a start of new assignments. The Payroll Clerk position was lowest paid in District Office. The change would bring position up to next lowest paid in District Office, stays within that salary range and equals out salaries in District Office. We have so many discrepancies – highs and lows, employees not being recognized for years of service and/or duties. Started here, but will look at every department and try to correct those discrepancies as we go. But the major issue is because we lost that position, so many duties were picked up, and a majority of them went to these employees.

Mr. Clement: Asked why we are re-assigning duties to front desk person?

Mr. Davis: Have taken that person and re-assigned to do procurement. Items that included the agenda, I will be doing myself and so have re-assigned that employee to more important things created from the loss of the former employee.

Mrs. Jones: Stated that felt Mr. Davis would best know the needs of re-organizing the employees of the District Office.

Mr. Davis: Stated that was discussed in memo from Mr. Travis, which said that I could re-organize this Office according to the needs that I see.

Mrs. Ellis: Motion to approve the new assignments and salary adjustments for Cheryl Childers and Teresa Mills.

Mrs. Jones: Seconded the Motion.

Mr. Owen, Mrs. Ellis, and Mrs. Jones – Aye.

Mr. Clement: Nay

Motion carried.

Discussion on item 2a (5) (appoint Mr. Davis as Interim Superintendent/Business Manager) on Consent Agenda:

Mr. Clement: Felt item 2a (5) was a big step for us and needed to be discussed and not just approved with the Consent Agenda.

Mrs. Ellis: It is only for a month (appointment as Interim Superintendent/Business Manager from June 2, 2015 – June 30, 2015). Are we pro-rating a month from your new contract?

Mr. Davis: Nothing has been discussed. We just need someone with authority and to be in charge, as Mr. Travis is not going to be here. The Board can take that upon themselves and assign someone to be in charge or they can assign it to someone else for the remaining 29 days.

Mrs. Ellis: Motion to appoint Mr. Davis as Interim Superintendent/Business Manager from June 2 – June 30, 2015.

Mrs. Jones: Seconded the Motion.

Mrs. Ellis, Mrs. Jones and Mr. Owen: Aye.

Mr. Clement: Abstained from voting.

Motion carried.

Discussion on item G (2015-2016 Classified Calendar) on Consent Agenda:

Mrs. Ellis: Thought we had given classified staff 2 days at Christmas last year.

Mr. Davis: Because there is an additional day in year because of Leap year, would have to budget additional money to cover. Discussed that classified staff would take a day off (away, without pay), giving 209 paid days this year, keeping the same budget. Otherwise, would have to pay 1 extra day pay, which was discussed earlier in year.

Mrs. Ellis: Motion to accept the Classified Calendar.

Mr. Clement: Seconded the Motion.

All: Aye.

Motion carried.

Mr. Owen: Any further discussion? There was none. All in favor?

All: Aye.

Consent Agenda approved.

A. **Approval of Minutes** – Approval of minutes for the Regular board meeting dated March 3, 2015; May 5, 2015 and Special meeting minutes dated May 13, 2015 and Executive Session minutes dated May 13, 2015 (executive session minutes not included in the backup) as noted in the board backup.

B. **Ratification of voucher/s** – Ratification of the following vouchers as noted in

The board backup:

- a. Expense - #1524 for \$397,749.45;
- b. Payroll - #24 for \$271,246.29;
- c. Expense - #1525 for \$17,876.93;
- d. Payroll - #25 for \$436,310.20

C. **Approval of Activity and Auxiliary Accounts** – Approval of the Activity and Auxiliary accounts for April as noted in the board back up.

D. **Donations** – Approval of the donations to the district as noted in the board back up.

E. **Personnel 2014-2015** -

1. Resignations: - Approval of the following resignations.
 - a) Etta Sechrest – 7th grade Science Teacher
 - b) LeAmber Moss – Kindergarten Teacher
 - c) Benito Parra Jr – High School Math teacher
 - d) Ben Travis - Interim Superintendent effective June 2, 2015.
2. Hiring – Approval of the following, contingent upon completion and approval of fingerprint background check/clearance card when required:
 - a. Classified:
 1. Abigail Gallagher - WASA Summer Youth Employee (to be paid from 21st CCLC Grant)
 2. Raymond Doe - WASA Summer Youth Employee (to be paid from 21st CCLC Grant)
 3. Kristina Brown – Site Coordinator Assistant (to be paid from 21st CCLC Grant)
 4. Cheryl Childers and Teresa Mills - new assignments and salary adjustments.
 5. Mr. Davis: M. Davis - The Board may appoint Mr. Davis as the Interim Superintendent/Business Manager from June 2, 2015 through June 30, 2015.
 - b. Volunteers:
 1. Rachel Dishong – WASA Summer Volunteer
 - c. Summer School Teachers – Middle School

1. Steve Marlatt
2. Patrick Macumber
3. Aazar Haddad
4. Esther Kessler
5. Anita Bowland (sub)

F. Personnel 2015-2016

1. Hiring – Approval of the following, contingent upon completion and approval of fingerprint background check/clearance card when required:

a. Certified:

1. Linda McCann – 5th Grade Science
2. Craig Hamilton – 7th/8th Grade Social Studies
3. Hallie Thompson – Kindergarten Teacher

b. Classified:

1. Ken Lownds – Bus Trainer

G. 2015-2016 Classified Calendar - Approval of the 2015-2016 school year calendar.

H. Reduction in Force – Approval of the reduction in force (RIF) for FY 2015-2016.

1. Kim Rundhaug – High School Behavioral Intervention Classroom.

I. Chiricahua Community Health Centers – Approval of the request from the Chiricahua Mobile Health Clinic to place a sign on school property. The sign's design and dimensions are included in the Board back-up.

J. Digital Imaging – Approval of copier lease agreements to replace those that are expiring.

K. Student Fee Schedule – Approval of the student fee schedule for FY2015-2016.

III. BOARD AND ADMINISTRATIVE REPORTS

A. Major Summer Projects Report – Mr. Tom Currin, Operations Supervisor, will report on scheduled/planned major summer projects.

Mr. Currin: Each year puts together list of things that need to be done and will try to get done:

- **In Green room, issues with toilets. Going to replace toilets, lines, and then paint.**
- **Landscape front of old High School teachers' lounge.**
- **Gym boiler room door- replace.**
- **Old High School marquee-overhaul and set up at Elementary School.**
- **IT – replace office split system. Currently no air conditioning or heat.**
- **Elementary School server room (back of nurse's station) overheats. Split system air conditioning will be installed.**

- Band room – heaters still hanging there. Take down.
- Cafeteria – new dishwasher and oven to be installed.
- Paint football field press box.
- Re-install door in superintendent office.
- Will do what can get done and the rest will be done next year.

B. Superintendent's Report – Mr. Davis will report on end of year activities and projects.

Mr. Davis: Received latest report from ADM on Ms. Bales report – differs from ADE based on absences. Ended year at 1094 students, down 58 from last year's total of 1152. Majority was at the Elementary School. Enrollment up a little - 376 at High School at last report, up from 334. Have 50 for Kindergarten at Elementary School, on track for normal size classes. ADE has us down a little from the 1094 number, but will be adjusted on June 30 for actual year end results. Lots of things going on with year-end 2014/2015. Have rolled over accounting system to 2015/2016. Along with that comes the proposed adopted budget, the public hearings and then adopt the budget in July. We will also be closing out and re-applying for grants. Tomorrow is first LTM with our principals and other members of that team. Lots of challenges, but feel we can overcome those.

Mrs. Ellis: Under 1100 on enrollment, but how does that work?

Mr. Davis: If under 1100 student figure, not subject to additional loss of District assistance or capital. That is a good thing for this year because will not take an additional hit in our capital. That is good thing about declining enrollment.

IV. NEW BUSINESS

A. Proposed Budget – Discussion and approval of the 2015-2016 Proposed M&O and Capital Expenditure Budget.

Mr. Davis: Copies of proposed budget available tonight and will be posted on District website and ADE website for public inspection. Will have a public hearing next month for comment/ideas, then will adopt. Down \$133,000 on M & O budget for coming year, which is less than had anticipated. Enrollment 1077 from ADE, will most likely change at end of June with their calculations. Because of that, we were not subject to capital loss. I was projecting that if we had over 1100 students, we would have less than \$100,000 in capital. But because we didn't take additional hit in capital, we had \$397,000 in capital, compared to \$233,000 last year. Numbers may change with enrollment numbers.

New for the year - classroom dollar expenditures, a big item with the Governor's new budget. We spend 55.8% of dollars on instruction, 6.8% on student support services, and 2.1% for support services instruction, for a total of 64.7%, up 2% from last year's budget. Compared to State of 53.2% on instruction so we are above the State average.

Print-out received today, a report of state spending, comparing all States in U.S., AZ ranks 50th for fiscal year 2013. If want to improve student spending and money schools get, we need to talk to our legislators because they are making it very difficult to function. Compared to the rest of the country, we are substantially lower.

Tax rate – projecting to be same as last year. Have meeting next Tuesday with County Superintendent and Treasurer so that we can go over tax rate before we have our proposed budget meeting and truth in taxation hearing.

Mrs. Ellis: This is second year with the tax rate because of mistake with Treasurer's office? Will rate go down next year?

Mr. Davis: Potentially. I would expect it to go down but don't know how much. It could go down this year. Just don't know until figure out our cash situation with County. I wouldn't anticipate it just yet – maybe next year.

Mrs. Ellis: Made Motion to accept proposed 2015-2016 M & O and Capital Expenditure Budget.

Mrs. Jones: Seconded the Motion.

All: Aye.

Motion carried.

B. Construction Update - Discussion and approval of the administration's recommendations for additional Bond fund projects.

Mr. Skip Brown: In January 2011, had fire and then passed bond that had lots of construction done on this campus. Original gym floor will be finished by June 22. Furniture, fixtures and equipment for the Ag Science building will be shipped September 6. We have a couple hundred thousand dollars to go. Had a meeting with construction committee, so looks like everything on list can be done in one form or another. It is not just the buildings that have gone up, but there has been some significant infrastructure done – grading, drainage, parking, back-flow preventers, sewer lines, etc. that will give the District long-lasting effects. Kudos to principals as there were no safety issues with every campus being touched, bringing large pieces of equipment on campus. Will be doing last bit of mopping up –wrap up construction.

Mr. Clement: Item G – Ornamental steel fencing at High School– do we need? How about moving that \$6,000 into upgrading sound system at High School auditorium?

Mr. Davis: All items are just recommendations only that were brought to the construction committee to discuss.

Mr. Brown: We will take a look at and get a price on that I am sure.

Mr. Currin: The sound system was put in brand-new by Dr. Roberts - functions well.

Mr. Clement: Mentioned that we could also take a look at the rigging system for hanging things in the auditorium, curtains, etc.

Mr. Brown: Those are expensive, but we can take a look at the cost.

Mrs. Jones: What was thinking on ornamental fencing?

Mr. Brown: Just to channel people to the office.

Mrs. Ellis: Too much fencing, everything is already locked down. Do like idea of updating auditorium. Hot and can't hear at last orientation.

Mr. Owen: Do we just need more speakers to help with the sound?

Mr. Currin: Reason it was hot for last back-to-school orientation, half of the system was down.

Mr. Brown: Can take a look at sound – should be able to hear.

Mrs. Ellis: Why the fence around soccer field?

Mr. Brown: The chain link fence is to keep cars off field for safety.

Mrs. Ellis, Mr. Owen and Mrs. Jones discussed the need for speakers outside the gym. Would be for announcements, bells, etc.

Mr. Brown: Discussed vinyl curtains under the bleachers, which are passive barrier to keep balls, people from going under bleachers. Maybe put last on list.

Mrs. Ellis: Re-furbish cooling system to protect new gym floor. Understand that should be high priority. Gas line extension at wood and auto shop-what is that about?

Mr. Brown: Connect and get heating. They are now dysfunctional.

Mrs. Ellis: Noted the remodel and storage at girl's locker room should be done-part of original bond. Additional transportation – buses, vans?

Mr. Davis: There are some priorities and time constraints with contractors, need to get done before they leave. Priorities to me are the cooling system or the new floor won't last. The IT situation, where we are experiencing problems every day, would like some authority to get started because it is summer else we are going to have some serious trouble at the first of the year. We have no spam filter, no backup, and no storage room.

Mrs. Jones: Take \$5,000 from fencing and put it in IT.

Mr. Davis: We could start with the cooling system and IT and meet again for a work session to prioritize and have the contractors take care of those before the end of July.

Mrs. Ellis: I really feel we need to fix the auditorium.

Mrs. Ellis: Motion to approve list and prioritize, adding auditorium, taking out the ornamental fencing.

Mr. Clement: Seconded Motion.

All: Aye.

Motion carried.

C. School Resource Officer – Discussion regarding the SRO for FY2015-2016.

Mr. Davis: We talked a little about this last month. Mr. Travis' recommendation was to wait until August and see if we get the 21st Century grant. We have three schools we are applying for. We already have the Elementary School portion, but the Middle and High School portion is new. We put a portion of the SRO salary in there to provide some after-school training or classes that pertain to her job. The City had committed to pay their half of the SRO salary from a grant they had. My understanding was that we would wait until August (to find out about our grant applied for), the City was going to fund that position for six months and if we get our funding approved, everything would be good. If we don't get the funding, we could try to find additional funding or the Board could decide to fund at that point.

Mr. Clement: City wanted to know by June 30. If we don't get funding, then does she not have a job?

Mr. Davis: She is not a District employee, but a City employee.

Mr. Clement: Mr. Soltis says if we are not going to decide what we are going to do, not going to worry about it.

Mr. Davis: The Board needs to decide if we fund the SRO, where do we make cuts in our budget or in teachers and employees?

Mrs. Jones: If we keep the SRO, we have to make more personnel cuts?

Mr. Davis: Yes, it is a large salary. It would be one and one-half bodies.

Mrs. Ellis: The grant ends June 30 so we don't have the funds.

Mr. Owen: If we get the grant in August, we can re-visit the issue. But we don't have the money and she is a City employee.

Mrs. Jones: Would like more information as to what that would mean to our budget, along with more communication with City.

Mr. Davis: Salary is \$54,000.

Mrs. Ellis: Then more than one teacher.

Mrs. Jones: All covered by grant monies?

Mr. Davis: Majority, S3 grant covered 67%. Another grant covered the remainder. There was no money that came out of M & O. So without grant, 67% would have to come from M & O.

Mr. Owen: Talk with City and come up with solution. I am not going to do it if don't get the grant.

Mr. Davis: That was my last discussion with Mr. Soltis. We don't have the grant. Prior to last Board meeting, City said they were going to fund it and you need to decide if you

are. We told him we don't know because we do not have the grant, but will have that knowledge in August, one way or the other. Mr. Travis spoke to him in this regard. I spoke to Mr. Nolan about the 6 month thing and he spoke to Mr. Soltis. Later that day, Mr. Clement came in and said that they (City) were not (going to fund). I spoke to Mr. Soltis on Friday, but he did not mention anything about funding or not funding the SRO.

Mrs. Ellis: Is that his decision or City Council?

Mr. Davis: I would believe the City Council would have to approve.

Mr. Owen: Tell him if we get the money in August, we will fund her position.

Mrs. Jones: She will be unemployed at end of her contract June 30. Have Mr. Davis pursue and make decision so she can be notified. If we don't have the money, we don't have it.

Mr. Owen: For that kind of money, would like to see more teaching, more participation, more things going on at the campus. We require a lot from our teachers and think we need to require a lot from this person also. We could hire a security guard a lot cheaper. We have a small community with a quick response time with police officers.

Mrs. Ellis: It's a no win situation. We really need an SRO, but what teacher are we going to get rid of? Discussions need to be between Mr. Davis and Mr. Soltis. Keep communication open with the City.

D. IGA with Cochise College – Discussion regarding tuition payments for college courses.

Mr. Davis: Need some direction. Don't have IGA back from Board attorney yet. The major discussion is tuition for High School students that participate in college classes during the school day. Traditionally, the District paid one-half of their tuition. That was substantial amount over the last couple years, as dual credit courses decreased with college accreditation and requirements for teaching classes. We paid just under \$28,000 last year; over \$28,000 year before. Must decide if want to continue doing that or only pay tuition for classes when receive money back from the College. Asked College if there was a standard through-out the County. Said not really. Benson pays one-half, other schools don't pay anything towards tuition, some pay small amount. Hopefully, we will increase number of dual credit classes for which we receive service fees back. But we will have large number of reverse credit classes which we don't receive anything. Will be hard to say what our amount will be this year as we have a new program. We still have a substantial amount we pay toward students' tuition for college courses. All college classes will be taught on our campus by our teachers for the most part, with exception of Art and there will be no criminal justice.

Mr. Owen: Are all of these classes requirements for graduation?

Mr. Thompson: Some are elective.

Mrs. Ellis: In case of reverse credits, the college pays the instructor.

Mr. Davis: Yes, dual credit, our teachers receive a small stipend for teaching that college class.

Mr. Owen: Are there situations where the students taking college classes would only benefit the student's education?

Mr. Davis: The Nursing program, but that is JTED and they pick up their tuition.

Mrs. Ellis: All the classes help with High School graduation.

Mr. Thompson: It helps with pocketbook for college expenses.

Mrs. Ellis: Problem in this community is the students don't have the money for college. I think we can negotiate a better deal with the college. Tuition is so expensive, the school can't afford it, the students can't afford it, and so it becomes only the few, elite students who can afford it. The other side is to look at classes offered that the District didn't have to pay a teacher for. So instead of charging each individual student tuition, let's buy a class. Pay an English teacher, College will pay back tuition. The College has done in past. I think we should talk to them or maybe get them to scholarship some of the students. Tuition keeps going up and we all pay taxes to Cochise College, so don't see why they wouldn't help us out. High School students can't get any kind of financial aid. Eastern AZ College's tuition is way cheaper and they come into our County. School District made money in the past because dual credit paid better than reverse credit, but that's changed in last 2 years. Don't want to get into a situation that we owe a \$30,000 tuition bill. That's another teacher's salary. We always had scholarships for some of the vocational classes. That fund is done. Photography, part of nursing, some of the medical thing, justice, and others, the school never paid. This year the District will have to pay.

Mr. Davis: We have talked about several things, i.e. paying to use our facilities, etc. We still have to decide what amount we are going to pay for. We don't have the IGA back yet. That's why this is a discussion item only. So if we wait for next month when the IGA is back, I will update the Board.

E. Policy Change – Approval and adoption of the 2nd Reading of Policy change (regulations and exhibits if listed are for informational purposes only):

GCQEA – Retirement of Professional / Support Staff Members

Mrs. Ellis: Motion to adopt the Policy Change GCQEA.

Mrs. Jones: Seconded Motion.

All: Aye.

Motion carried.

F. Performance Goals – Discussion and approval of the performance goals for the superintendent pursuant to A.R.S. §15-341 (A)(40). The Board may vote to approve the goals as stated in the Superintendent/Business Manager contract.

Mrs. Ellis: Motion to accept and approve the performance goals for Superintendent/Business Manager as stated in contract.

Mrs. Jones: Seconded Motion.

All: Aye.
Motioned carried.

G. Superintendent/Business Manager Contract - Discussion and approval of the Superintendent/Business Manager's contract for FY 2015-2016 as reviewed by the WUSD board attorney. The contract will commence on July 1, 2015 and extend through June 30, 2016.

Mrs. Jones: Motion to accept Superintendent/Business Manager Contract.
Mrs. Ellis: Seconded Motion.
Mrs. Ellis, Mr. Owen, and Mrs. Jones: Aye.
Mr. Clement: Abstained from voting.
Motion carried.

H. Executive Session. The Board may vote to move into executive session pursuant to A.R.S. §38-431.03 (A) (1), Personnel, to discuss the resignation of a certificated teacher within the District at the end of the 2014-2015 school year, and proposed agreement relating to the resignation. If requested by the employee, this executive session may be held in open session at this point in the agenda.

Mrs. Ellis: Motion to enter Executive Session.
Mrs. Jones: Seconded Motion.
All: Aye.
Motion carried.
Entered Executive Session 7:04 pm.

I. Return to Open Session – 7:09 pm.

J. Agreement. Discussion and action to approve Mrs. Shilin Lockhart's resignation and the agreement between the District and Mrs. Lockhart.

Mr. Clement: Motion to approve the resignation and agreement between the District and Mrs. Shilin Lockhart.
Mrs. Jones: Seconded Motion.
All: Aye.
Motion carried.

V. FUTURE MEETING DATES

- A. **Upcoming Meetings** – The Board may set additional meeting dates as needed and discuss agenda items to be included in future agendas. The next regularly scheduled board meeting is Tuesday, July 7, 2015 at the District Education Center.

Mrs. Jones: Do we need a special Board meeting to approve people who were hired during the summer?

Mr. Davis: No special meetings planned. Can do new teacher approvals in July meeting.

Mr. Owen: Do we need meetings to prioritize building repair list?

Mr. Davis: No, up to the Board. I can put together a list of the ones we want done first as the contractors want to be done by end of July. Think we can do all those things on list, including the auditorium. Will send Board updates on improvements.

VI. ADJOURNMENT

Mrs. Jones: Motion to adjourn.

Mr. Clement: Seconded Motion.

All: Aye.

Motion carried.

Meeting adjourned 7:11 pm.

Verified by Board Approval:

Gary Clement, Board Clerk

July 7, 2015
Date

Respectfully submitted:

Teresa Mills, Business Support Specialist/Payroll-HR

July 7, 2015
Date