

**Mobile Elementary School District No. 86
42798 South 99th Ave
Maricopa AZ 85139**

**BOARD OF TRUSTEES REGULAR MEETING
MINUTES**

DATE: Thursday, March 20, 2014
TIME: 5:34 PM
LOCATION: Mobile Elementary School Multipurpose Room

CALL TO ORDER: Mrs. Brown called the meeting to order.
The Pledge of Allegiance was said by Bianca Schrader

ROLL CALL BY

Present	Mr. Derek Jacobson
Present	Mrs. Delores Brown
Present	Mrs. Bianca Schrader
Present	Dr. Kit Wood

Agenda Items Discussed

- ❖ The call to the public was presented; Pat Blair, Tanya Gabrick, Amy Sexton and Kris Coyne were present in the audience.
- ❖ Mrs. Brown moved the agenda be approved as presented. Mr. Derek Jacobson seconded the motion, all in favor, motion carried.
- ❖ The call for public participation was made. Mrs. Sexton had two concerns that she wanted stated to the board. She knows the budget is tight and knows that Roy Stewart was let go due to budget concerns. Just wants to know that if others were going to be let go that people are given enough notice to find other employment. Mrs. Sexton also had a concern regarding the business services being provided by MCESA. At the last board meeting the inexperience of Veronica Fabella was stated. Since the last meeting other issues have arose. Overpayments have been made to several vendors and checks for payments have been mailed to the wrong address. Items are also being purchased that have already been purchased. This is tying up money that the district could be using for other matters. Now that Veronica has left and found a new job the next concern is who will be replacing her and at what experience level? Will we have the same issues as before?
- ❖ Governing Board Reports: The Weinberger's had a meeting with county regarding their permits. They received all permits except the one for waste management, which is for household refuse. They are continuing to work on the last permit.
- ❖ Superintendent's report: We just finished the 3rd quarter and were fully staffed for it. During the last week of school the students celebrated Dr. Seuss Day with special food, activities and lots of reading. We ended the 3rd quarter with the Rodeo/Western Dress up day and BBQ lunch. The school is in its 3 week recess and school resumes on March 31. The grounds are looking wonderful. We are preparing for testing, which starts April 8. These are the AIMS and Stanford 10 state testing. The testing materials have been checked in and preparations continue.

- ❖ Item 8 which is a motion by exception. Mrs. Brown moved the Governing Board approve the recommended actions of 8A through 8D as presented with attachments, and Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9A1: Mrs. Brown brought forward the action item; Discussion and Action on Staff Grievance. Mrs. Brown moved that the governing board approve addenda for Discussion and Action on Staff Grievance, as presented. Mrs. Sexton asked if there was any discussion prior to the executive session. The board had had no questions. Mrs. Sexton stated that Dr. Wood did make some procedural changes which were appreciated but the changes were not made until after the appeal was submitted. Mrs. Brown called the executive session to order at 5:45 p.m. and Mr. Derek Jacobson seconded the motion. Mrs. Brown resumed from executive session at 6:14p.m. The board affirmed the superintendent's response to the appeal and noted that the new procedures based on the 3/19 letter that were put into place were to be followed by all.
- ❖ Item 9A: Mrs. Brown brought forward the action item; approve addenda for terminate the at-will employment of Roy Stewart as an instructional aide for Mobile Elementary School, effective immediately. Mrs. Brown moved that the governing board approve addenda for termination of the at-will employment of Roy Stewart as an instructional aide for Mobile Elementary School, effective immediately, as presented. Mr. Stewart has been with Mobile since July 2013 and has been working with Mrs. Dominguez. This year our SPED enrollment has been lower than previous years. When enrolment went down to a few students Dr. Wood spoke with Mrs. Dominguez and it was determined that Mr. Stewart was no longer needed. Mrs. Dominguez and Dr. Wood met with Mr. Stewart and discussed the situation with him. The lawyer was consulted on the matter as well. Mr. Stewart was a kind and considerate person and he will be missed. Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9B: Mrs. Brown brought forward the action item; approve the Mobile ESD 2014-2015 instructional calendar, Option A, for the 2014-2015 school year. At the last governing board meeting a committee was established to discuss and research alternatives to the year round school calendar for the 2014-15 school year. Ms. Coyne chaired the committee. A parent survey was drafted and was going to be send home in the Take Home Tuesday folders, however after meeting with the teachers it was discovered that all 4 teachers unanimously supported the year round school calendar. It was decided to table the idea of the parent survey in an effort to not cause any riff between the parents and teachers. There was also no real driving force behind changing the instructional calendar. At the last meeting Dr. Wood brought forward two instructional calendars for review. This time only option A was brought forward. All the breaks do coincide with the Maricopa Unified School District breaks as well as with Sequoia Pathway and Legacy. The instructional calendar was changed a couple years back in order to more mirror the breaks with the Maricopa school district. Mrs. Brown moved that the governing board approve addenda for the Mobile ESD 2014-2015 instructional calendar, Option A, for the 2014-2015 school year, as presented. Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9C: Mrs. Brown brought forward the action item; approve Option A Employee Calendar for the 2014-2015 school year. The Option A employee calendar coincides with the Option A instructional calendar that the governing board just approved. This employee calendar is for the 12 month employees. Mrs. Brown moved that the governing board approve Option A

Employee Calendar for the 2014-2015 school year, as presented. Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.

- ❖ Item 9D: Mrs. Brown brought forward the action item, approve the School Student Dress Code for 2014-2015 school year. This item was brought to the February board meeting. The board requested additional information and research. A question was also brought up about how much we have spent on school uniforms and if the Weinberger's would still be donating money for the uniforms. This year we encumbered \$3,800 for school uniforms, so far we have spent \$2,700 which leaves \$1,100 that we still have encumbered for this year but have not spent yet. Dr. Wood did contact Mr. and Mrs. Weinberger regarding the school uniforms for the 2014-2015 school year. On March 6th, Mr. Weinberger visited Mobile and asked how much we needed for the school uniforms. Dr. Wood explained that we encumbered \$3,800 for school uniforms for this year. Mr. Weinberger wrote a check out for \$3,800 for school uniforms for the 2014-2015 school year. Dr. Wood also brought up during professional development/teacher meeting the discussion of the school uniforms with the teachers. All the teachers were supportive of the current uniform structure. A survey was also sent home to parents. Two responses were received. The first response stated that they liked the dress code the way it is and had no recommendations for change. The second response stated the kids should have more choices for color in the shirts as long as they were solid colors and still kept the polo style shirt. Dr. Wood stated that at this time the governing board could take no action, ask for further input or approve the dress code with modifications. Ms. Coyne stated that she did not fill out a survey but said that she did want more color choices than the 3 that are available right now. She did not see how opening up the color choices would have any negative impact on the instruction of students or would distract from the students education. Mrs. Sexton also stated that in Maricopa, students are allowed to have any solid color collared shirt and if we are bringing in students in from Maricopa, they will already have uniforms in place and won't have to rebuy them. This would also be less that we would need to take out of our uniform budget if the students already had clothing they could wear. The current colors now are dark blue, light blue, khaki, white and burgundy. Ms. Coyne asked why do we need to define any color? Mr. Jacobson agrees that he likes the look of a nice shirt and doesn't see any issue with allowing other colors. It was noted that the school will not provide additional color shirts but the students would be allowed to purchase additional colors on their own if they wanted. During field trips all students must be dressed alike either in the same uniform or wearing their scorpion t-shirts. Mrs. Brown was also ok with the additional colors. Mrs. Brown moved that the governing board approve addenda for the School Student Dress Code for 2014-2015 school year with the revision that any color that is solid and a polo shirt can be worn, as presented. Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9E: Mrs. Brown brought forward the action item; approve Trejo Oil Company as a sole source vendor for 2013-2014. Mrs. Brown moved that the governing board approve Trejo Oil Company as a sole source vendor for 2013-2014, as presented. Last year we spent over \$5,000 with Trejo Oil and this year we are projected to spend over \$5,000 with Trejo Oil as well. Based on the amount of spending we need to approve Trejo Oil as a sole source vendor for 2013-2014. This is one of the findings that were on our financial audit and as stated before, as findings are discovered, we are working to correct them right away. This is one of the findings that needed correction. Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Discussion Items A: REIL-TNG Salary Structure Proposal for 2014-2019. Mrs. Tanya Gabrick from MCEA was present to discuss the proposed Salary Structure. Mrs. Tanya

Gabrick is on campus twice a week assisting Dr. Wood, helping with professional development of teachers, testing and providing other resources to the school. This proposed salary structure will go into effect for the 2014-2015 school year. It is partially funded by the REIL-TNG grant. Mrs. Gabrick discussed the main points of the grant, how the funds will be used and gave an example of how the grant monies would be put into place in addition to the teacher's base salary. This type of salary structure is being put into place to not only attract effective teachers but retain them. This structure differs from other ones as previous salary structures were based on years of service, and this one is based on how effective the teachers are in their instruction. This grant allows teachers to add to their base pay by being effective; having good test results and provides an incentive for teachers to return for the next school year. The grant requires the school to show that they are able to sustain the program at least one year past the 3 year grant. The model that was provided shows that Mobile will be able to sustain this type of salary structure 2 years past the grant.

- ❖ Discussion Items B: Budget Update 2013-2014. On March 4, Dr. Wood met with Jim Hippel, Veronica Fabella, Talise Berry and Mark Kuffner from MCESA to review the current school year budget and to determine our status as well as discuss the upcoming budget for the 2014-2015 school year. Dr. Wood found it comforting and reassuring that Mr. Hippel's numbers and those of Mr. Kuffner and Ms. Berry were very close to one another, only varying by a few hundred dollars. We are still operating within budget for this fiscal year. Dr. Wood met with Jim Hippel on March 19. Currently on the books there is a variance of \$5,457 which will be offset by a journal entry that will be done in the amount of \$5,136 from the food service fund. This will be transferred into M&O. When Mark and Talise were here they did note that we could increase our current budget for this year in the amount of \$17,500, which is the exact amount of the audit. We were unaware that this could be done. If a district has an unexpected expense, such as an audit, the budget can be increased to reflect those monies. This allows the money we need to be spent, spent. It does not have an impact on property taxes. In addition, we have \$1,600 in a new DDA fund. A minimum of \$11,130 of encumbered employee benefits will also not be needed for benefits and will be transferred into the general operating fund. We have also not accounted for the savings of Mr. Stewart's salary and benefits, which will also need to be transferred from capital into M&O.
- ❖ Discussion Items C: Facilities Update. Mike and Todd have done a great job making sure that the campus looks great. We had 2 repairs since the last board meeting, the freezer needed repair and some broken windows were repaired.
- ❖ Discussion Items D: Budget Planning 2014-2015. On March 4, Jim Hippel, Veronica Fabella, Talise Berry and Mark Kuffner met with Dr. Wood to look at this year's budget and then plan for the 2014-15 budget. Next years estimated operating budget is \$738,347 as opposed to this year's operating budget of \$779,941 which is about a \$40,000 difference. Next year's capital budget is \$33,000 as opposed to this year's capital budget of \$57,000, a difference of approximately \$25,000. In total we will have approximately \$66,000 less in next year's budget. Dr. Wood has invited Mark and Talise to come to the April board meeting and address the board regarding next year's budget. Dr. Wood did provide the board with a recap of changes that have occurred over the past 2-3 years which have contributed to the reduction in operating funds. 1) Prior to 2011-12 we always ended the fiscal year with \$50,000-\$100,000 in cash to carry forward to the next year. This helped to maintain lower property taxes. This year we will have about \$35,000 in cash to carry forward. 2) Last year our high student enrollment was at 43. This gave us additional student growth funds. With this year's lower enrollment we do not have the \$40,197 in student growth funds. 3) In

August of 2013 we were notified that we were no longer going to receive Title I and Title II funds, which is a loss of \$25,000 per year. This was based on the results of the 2010 census. 4) Prior to 2009, Mobile received \$26,000 each year for facility repairs from the School Facilities Board Building Renewal Fund. We have used that money over the past 6 years for needed repairs and the fund balance is at \$0.00. 5) Prior to 2011-12 we had 3 full time teachers and one part time SPED teacher. We now have 3 full time teachers plus one full time SPED teacher which is an additional cost of \$50,000 per year. In the fall of 2011 we had 1-2 instructional aides depending on the needs of the students. At this point we have no instructional aides. This summary accounts for changes that have occurred over the past few years, which does have an effect on our budget and expenses. Before moving forward with budget planning, staffing and offering contracts for the next year, Dr. Wood would like Mark Kuffner from MCESA to address the board with his findings. Mr. Jacobson wanted to know if a volunteer could be used in lieu of a paid employee to help students. They can if people are willing to volunteer. Even in certain situations with IEP plans volunteers can be used. If the plan calls for extra help, the help must be provided, but it can be provided by the volunteer or by a paid staff member. Mrs. Brown asked that if student enrollment stays down, would we even keep 4 teachers or move to 3? Dr. Wood thought that maybe after Mark speaks at the next governing board meeting that the board will have more ideas on how they would like to proceed regarding the budget and staffing. Mr. Jacobson wanted to know if we were still trying to recruit students from Maricopa and Dr. Wood stated that we were.

- ❖ Discussion Items E: Update on 2012-2013 USFR Compliance Review and Biennial Financial Audit. This is the first compliance audit and financial audit that Mobile ESD has ever had. We have not yet received the final report from Henry and Horne, they have until March 31st to provide it. Their goal was to try and get it to us by the end of this week as they were only waiting on one more report which they received. Attached for the board members is the initial report that was provided during the close out meeting. As of right now 14 of the findings have been corrected, 6 are in the process of being corrected, 3-5 will be removed and a few are still being debated with the auditors. This report is to just give the board an idea of what was found and the progress that is being made.
- ❖ Discussion Items F: ASBAIT Renewal for 2014-2015. Mobile ESD has been with ASBAIT which is associated with the ASBA and where we get our medical insurance from. Our current insurance is Blue Cross Blue Shield and is managed by Meritain. It is time for open enrollment and time for the board to decide on a medical plan for the employees for the next fiscal year. A packet was created specifically for Mobile ESD based on the current plan we have and ones we have used in the past. Copies of the plan, costs and fees are provided to the board member. In the past, Mobile has always had the highest paid plan for its employees. The current plan is \$385 per month, per employee for an annual cost of \$4,624 per employee. If we continue on with the same plan this next year, the cost will be \$428 per month per employee for an annual cost of \$5,138 per employee. Very few districts are going with the Copay Gold plan, which is our current plan, as they can't afford it. Two other options are the Classic Gold, at a cost of \$397 per month, per employee and the Classic Silver with a cost of \$383.20 per month, per employee. The Classic Silver plan is the most popular amongst school districts. All the plans meet the federal requirements based on the affordable care act. When the board selects a plan the employee can also have the option to pay up to the next plan. If the board opts for the Classic Silver plan, the employee could pay up to say Copay Gold. The board can also put in an option to where if an employee wants to add their entire family onto the coverage the employee could pay up to a family plan. Mr. Jacobson wanted to know what the main differences between the plans were besides the monthly cost. The deductive charges, the co-pays change as well as the amount of coverage

from 100% to 85% to 80%. Mrs. Bianca Schrader thinks that if it is in the budget she would like to see the school still providing the same high level insurance. It is another benefit to help recruit and keep teachers especially if other school districts are offering lower insurance benefits. Mr. Jacobson thinks that changing the coverage too much could have a huge financial impact on families as well. If it's in the budget they would like to keep Copay Gold. The board would like copies of the insurance booklet to review all the plans in more depth. Dr. Wood will provide complete books to all board members between now and the next board meeting.

- ❖ Discussion Items G: First reading of policy service advisories 468-472. 1) Salary Deduction. If an employee requests it, their paycheck can be deducted for political purposes. 2) Emergencies: The policy will only show a one page section in the book. All the regulations, procedures and practices will be removed from the policy book just in case someone is planning something that would cause an emergency situation; they are unaware of the policies and procedures we have in place for such emergencies. 3) We do not have this policy so it does not apply to us. 4) Graduation requirements. This is just a technical change as some verbiage was left out of the policy. 5) Student discipline. This policy talks about confining students. We do not confine students, however, if we do, we must have prior written parental consent to do so. A student can only be confined if by not confining them they are of a danger to themselves or others. If a child is confined the parent must be notified in writing that same day. 6) Family Medical Leave Act. This is regarding taking a leave of absence without pay. If we are under 50 employees we need to review the policy each year because if we do go over the 50 employee mark, we must follow the FMLA provisions. At this point we are not even close to 50 employees.
- ❖ Next Governing Board Meeting Agenda items;
 - Policy Service Advisories
 - Mark Kuffner and Talise Berry will present at the next board meeting
 - Annual GSA grant
 - Budget
- ❖ Executive Session: Mrs. Brown called the executive session to order at 7:26 p.m. and Mrs. Bianca Schrader seconded the motion. The discussion of employee positions including contracts, benefits, salary and employment was conducted and Mrs. Brown returned from executive session at 8:23p.m.
- ❖ Mrs. Brown made a motion to adjourn the meeting at 8:23pm. Mrs. Bianca Schrader seconded the motion, all in favor, motion carried. Meeting adjourned.

Board President	Date
Board Member	Date
Board Member	Date
Superintendent	Date