

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

**BOARD OF TRUSTEES REGULAR MEETING
MINUTES**

DATE: Tuesday, December 10, 2013
TIME: 5:33 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

	Mrs. Bianca Schrader
Arrived Late	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 was in the audience.
- ❖ Mrs. Brown moved the agenda be approved as presented. Mrs. Schrader seconded the motion, all in favor, motion carried.
- ❖ Governing Board Reports:
Mrs. Schrader said that the Winter Program was great. Mrs. Brown mentioned that the Thanksgiving program was great too with lots of people in attendance. Around 100 people attended. Several people stayed after the event to help with cleanup. Dr. Wood and Mrs. Brown attended the MCESA Education Celebration Summit. It was extremely informative and they met other people and schools in the system. Many people received awards for what they were doing. MCESA will keep helping us. On Monday, December 9th the City of Goodyear was at the school for their Fill-A-Need Program. The kids really enjoyed it.
- ❖ Superintendent's report:
Much of the Superintendent's report is written so Dr. Wood will not go over those items. Dr. Wood did state what an incredible staff we have that helped to put together the Thanksgiving Luncheon and the Winter Program. Dr. Wood stated that these types of events do require a lot of effort before the event takes place, prep time and time during and after the event, but feels having these types of events is very meaningful.
Dr. Wood attended the Maricopa County Celebration Luncheon. She stated that it was truly a day of celebration. We are included with 14 other districts that have been fortunate enough to be involved in the professional development grant. The people involved have such professionalism, and there is a great involvement by teachers and administrators in learning on how to improve themselves so that the student learning increases and improves. It is truly an incredible opportunity that we are part of. This is the 3rd year we have been part of the grant.

The B.O.L.T.S. seminar is coming up on January 24, 2014. It is one day filled with workshops and an incredible opportunity for veteran members and new members to the board and administration to learn new things. If any board members would like to attend the cost is \$135. Dr. Wood feels that this is a good expenditure, it's worthwhile and affordable.

Dr. Wood attended the meeting regarding the Rewarding Education in Excellence Grant. She met with 4 other people at the county. At the meeting they discussed what we need to work towards in building our salary structure. We need a salary structure that recognizes the teachers that attain the label of Effective or Highly Effective, which would allow districts to give these teachers additional funds above their base pay. This would be considered a performance pay. The teachers would be evaluated based on the LOI evaluation and student scores on tests such as AIMS and Galileo. The tests would need to show that the students are progressing from year to year or from the beginning of the year to the end of the year. Those two things combined together (LOI and testing) form a "real score". From that score they are rated and can achieve the rating of an Effective or Highly Effective teacher. These labels are set by the state. We should look toward building a salary structure starting next year where teachers start receiving performance pay/compensation if they achieve one of those two categories. There will always be a base pay for teachers; then a performance pay can be added to that. During the first meeting Dr. Wood shared with the other members how we are compensating our teachers right now through addenda's, stipends and 301 pay. Over the next couple weeks Dr. Wood will be attending additional meetings in order to get ideas from the county on how other districts are building their salaries and how we can build ours. Every year around December we start thinking about the next year's budget and review what funds are available, if we can give raises, and what the staffing will look like for the next year, as well as how we will fit all of this into the budget we are building for the next year.

- ❖ Item 8 which is a motion by exception. Mrs. Brown moved the Governing Board approve the recommended actions of 8A through 8F as presented with attachments, and Mrs. Schrader seconded the motion, it was moved and seconded, all in favor, motion carried. Dr. Wood did point out to the board, that with approving the actions 8A-8F they were also approving the donations that have been made to the school. She stated that it is required that the Governing Board approve all donations.
- ❖ Item 9A: Mrs. Brown brought forward the action item, approve the revised budget for 2013-2014. Mrs. Brown moved that the governing board approve the revised budget for 2013-2014, as presented. The revised budget was put together by Ms. Pam Schrader, Mr. Jim Hippel and Dr. Wood over a period of a couple of weeks. It basically represents the same budget as before. There is a \$2,000 increase in the budget because our average student ADM was miscalculated. When the correction was made in September, we put it in the revised budget. The AFR shows the expenditures for the year and how closely they match with the budget. There will be one more revision to the budget in May of 2014. Mrs. 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 proposed contract for Biennial Financial Statement Audit. Mrs. Brown moved that the governing board approve the addenda for the proposed contract for Biennial Financial Statement Audit, as presented. Dr. Wood stated that when she gave the board members the meeting packet for review, she had given you what she had at the time regarding the auditing firm. After forwarding the proposal we received from Henry and Horne, the auditing company, to the Auditor General's office, Walter at the Auditor General's office emailed and phoned Dr. Wood and said that he thought based on the proposal, that the office of Henry and Horne were thinking that it was a

one year audit rather than a 2 year audit. Dr. Wood contacted Mr. Patterson at Henry and Horne to discuss the matter. Mr. Patterson did state that he thought it was for a 1 year audit and said that it would be a little more for a 2 year audit. A revised proposal came back and the price was the same as the other auditing company's proposal of \$17,500. Dr. Wood just supplied the board with the revised proposal. She stated that she still feels comfortable going forward with Henry and Horne for a few reasons: After speaking with Mr. Patterson she feels that he spoke well and she liked his demeanor with her over the phone. The firm is located in Casa Grande, as opposed to the other firm that is located in Mesa. Dr. Wood feels that the fact that they are closer to us will make a difference especially since this is an on-site audit. A meeting has already been scheduled with the firm for next week. Mr. Jim Hippel, Ms. Pam Schrader and Dr. Wood will be in attendance for the meeting. At the meeting they will discuss what would be involved in the audit process and what the firm would need from us during the audit. We had sent out 6 requests for proposals and only received two back. After the revised proposal, both firms are at the \$17,500 price. Dr. Wood stated that we need to be ready to move forward with the audit in January 2014 in order to meet our timeline otherwise the Auditor General's office will be very upset with us. Mrs. Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.

- ❖ Item 9C: Mrs. Brown brought forward the action item, approve the donation of funds in the amount of \$5,233.00 and two (2) mobile units to Mobile Elementary School by ARCUS Private Capital Solutions. Mrs. Brown moved that the governing board approve addenda for the donation of funds in the amount of \$5,233.00 and two (2) mobile units to Mobile Elementary School by ARCUS Private Capital Solutions, as presented. Dr. Wood stated that this is in reference to the two modular units at the back of campus. Ward Nichols, a representative of ARCUS started talking to Dr. Wood about 1 year ago regarding the modular units. Mr. Nichols said that they were very happy to donate them to the school. Since we are now taking on the responsibility of the modular units we will need to report it to the Trust as this will increase our liability and our insurance coverage. There were several different scenarios with the modular units, at one point they were going to be removed, they also talked about leasing them to us for a small amount for each month and then Mr. Nichols came into the picture and talked about donating the modular units outright. The modular units have been counted in our square footage for some time now. Mrs. 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 resignation of grade 3-5 classroom teacher. Mrs. Brown moved that the governing board approve addenda for the resignation of grade 3-5 classroom teacher, as presented. This is for the resignation of Ms. Haley Romel. Ms. Romel has been here for 6 years. Last year she was Rural School Teacher of the Year. She has been an incredible teacher for our students and we wish her well and she will be missed. Mr. Jacobson seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9E: Mrs. Brown brought forward the action item, approve the hire of substitute teacher Matthew Granillo on an as-needed, as requested basis. Mrs. Brown moved that the governing board approve addenda for the hire of substitute teacher Matthew Granillo on an as-needed, as requested basis, as presented. Dr. Wood stated that this gentleman submitted his application to be a substitute teacher only. He has been a teacher in Maricopa and resigned his teaching position because he had other work he was involved in, but he still continues to substitute teach for Maricopa schools. Dr. Wood stated that it is always good to have other teachers we can call on. He interviewed well and had outstanding

recommendations. Mrs. Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.

- ❖ Item 9F: Mrs. Brown brought forward the action item, approve the hire of financial analyst on as-needed basis. Mrs. Brown moved that the governing board approve the addenda for the hire of financial analyst on as-needed basis, as presented. Dr. Wood stated that this was for Mr. Jim Hippel. We have already approved a ½ year contract for him, but with the upcoming audit she would like him to come back and help us with the audit. Dr. Wood recommends that Mr. Hippel's contract be renewed for January-June of 2014. Mrs. Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9G: Mrs. Brown brought forward the action item, approve the consulting contract for Ms. Haley Romel. Mrs. Brown moved that the governing board approve addenda for the consulting contract for Ms. Haley Romel, as presented. Dr. Wood stated that this consulting contract would allow Ms. Romel to work with the new 3-5 grade teacher Mr. Mitchell. Mr. Mitchell has been on his own for a couple days but does have some questions regarding the curriculum as well as lesson planning. This contract would give him time to work with Ms. Romel. He also needs some guidance with the Beyond Textbooks program as well as Read Well. Lesson planning is more challenging with 3 grade levels. When asked if Mr. Mitchell would be interested in Ms. Romel's help and support, he said he would be. Mrs. Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9H: Mrs. Brown brought forward the action item, approve the hire of part-time P.E. teacher. Mrs. Brown moved that the governing board approve addenda for the hire of part-time P.E. teacher, as presented. Dr. Wood stated that Mr. Adam Selden has been the temporary substitute P.E. teacher for the past few months. He is not a highly qualified teacher which is why he was hired as a substitute teacher. Mr. Selden has done a great job with the students so far and is a good role model. Dr. Wood recommends that we hire him as a substitute P.E. teacher for the next 5 months. Mr. Jacobson seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Discussion Items A: Budget Update
Dr. Wood stated that there is not anything new or unusual to report. We are still operating within our budget. We are paying bills on a regular basis and are continually checking our open PO's to see if we are on track as far as what is left to pay for the year. We are being frugal and only spending when we need to. We have already begun to work on next year's budget. When working on next year's budget we will examine how much we have spent in the first half of this fiscal year and use that to help determine a budget for next year. After looking at expenses, we will start focusing on the salaries for next year. In the past couple years we have lost 2 sources of funding. Last year we lost \$22,000 in Title 1 and 2 funds. Next year we will be down some growth funds. We received an additional \$35,000-\$40,000 this year to spend in growth funds. We will not be receiving that money next year as our enrollment has dropped from 43 students last year to only 25 this year. There is a large difference in state funding for a school that has 43 students as opposed to 25 students.
- ❖ Discussion Items B: Facilities Update
Dr. Wood stated that as our campus ages the facilities get older. The equipment will need more repairs to keep them in running order. One of the major repairs is the liquid level control on the pressure tank. Although that needed to be fixed is was not the main issue. The main problem is that the little pump that pressurizes that tank stopped working. This is what pressurizes the tank so that water comes into the building. The whole motor was

replaced this morning at an expense of \$2,300. The well pump that is in the ground currently was replaced during Dr. Wood's 2nd year here, which was about 7 years ago. The little pump on top of the tank was replaced the first year that Dr. Wood was here. Dr. Wood was asked how far down in the ground is the pump located. Dr. Wood said she heard it was 400 feet down but wasn't too sure on that.

❖ Discussion Items C: NSBA 2014 Annual Conference

Dr. Wood presented a single sheet that detailed the cost per person for attending the NSBA conference in New Orleans next spring. It also shows the cost if all 3 board members and the Superintendent attend. This information was brought forth for the board members to review and to discuss further. Mrs. Schrader thinks that we should pass on the conference this year. She suggested that we focus on in-state conferences only. We can look at the ones that MCESA is offering as well and then prioritize which ones are of greater importance then decide which ones to attend. Mrs. Brown thinks that the school should be getting a little more money soon because taxes will be going up and we are losing grant money. Mr. Jacobson asked about the projection for next year's budget. Dr. Wood said that she thinks next year's budget will be tight. She did say that expenses like utilities bills are going up each year and isn't sure if the tax money will increase. The board also doesn't understand the situation with the solar panels. The APS bills were large during the summer months. They have gone down for a little while but Dr. Wood thinks that now that winter is upon us, they will go up again when the classrooms start running the heat. It was noted that the bills were higher after the solar panels were installed. Mr. Jacobson stated that he thought there was something crooked about the situation. The panels should be saving us money. He asked about the solar installers. The school facilities board paid for the solar panel installs. Dr. Wood stated that they don't get anything additional out of that, just the install project. APS would be the ones that would be getting anything out of it. If we are not using the solar energy then they would be able to use it. Mr. Jacobson would like to know the account number for our APS accounts are so that he can make a call into them to discuss what savings we might be missing out on. He said that common sense says that our bills should be going down by about 25% from having the panels installed. Dr. Wood will look into the solar panel questions and will provide Mr. Jacobson with the account number. Dr. Wood has been taking notes on everything the board is asking regarding this solar panel project and will find the information out. The discussion moved back to talking about the annual conference in New Orleans. Mr. Jacobson would like to go to the conference if we can afford it. Dr. Wood said that she doesn't think we could afford to go and any other answer given by her would be financially irresponsible. She stated that Ms. Pam Schrader spends hours trying to find other money and get every dime we can and find ways to save.

❖ Discussion Items D: Follow-up from November 14, 2013 meeting

Last meeting a member from the community brought up a number of questions. This is an update to those questions. A volunteer sheet was sent home in the students Take Home Tuesday folders. Dr. Wood also handed them out to people at the Thanksgiving Luncheon who she thought might have an interest in helping at the school; we have received only two forms back. We are extremely happy for the help of the volunteers that we have. She thinks that maybe people's schedules are just too unpredictable to just settle on a specific day/time to help out. But anytime someone has been on campus and can help we do appreciate their help. Another topic was getting the students involved in team sports. Nothing can be done by winter break.

After the first of the year we will be sending a survey home with all the students to find out interest in sports. On Monday Dr. Wood spoke with the City of Goodyear Parks & Rec representative. She asked about working with the Park & Rec department for activities for spring and summer breaks. She does know that a lot of activities are run through youth groups or sports groups in town. As far as she knows these are the only avenues in order to look for setting up some type of extra-circular activities, however if anyone else knows who else to contact please let her know. There will be more follow up regarding these questions at the next meeting.

❖ Discussion Items E: Policy Service Advisory 493-496 First Reading

There are four policies up for review. The first is regarding the board member conflict of interest policy. It doesn't apply to us, but we still need to adopt it. The school district must follow procurement rules. Basically if the school purchases services from a board members business or firm the USFR guideline has changed from \$50,000 to \$100,000

The next policy reviews the evaluation of the Superintendent. Again, this policy does not apply to us but we still need to adopt it. If the Superintendent's contract is for multiple years then the school should not offer to extend or renew the contract any earlier than 15 months prior to the expiration of the contract.

The next policy talks about the Superintendent's ability to purchase items. The rule before was that a superintendent can purchase items \$5,000 or less without bidding or bringing it to the board for approval. That has been increased to \$10,000. Dr. Wood stated that she brings any type of large purchase to the board for review and approval first.

The final policy is in regards to student use of drugs and alcohol. Basically any student cannot use, sell or transfer drugs or alcohol to anyone. It used to be to anyone under 18; however they have removed that line of the policy.

❖ Next Governing Board Meeting Agenda items;

- Solar panel report
- Goodyear Parks and Rec update
- Staff positions for next year
- The next meeting will be an organizational meeting. We will be electing the president for the next year.
- There will be a lesson planning stipend for Mr. Mitchell
- Update on the financial audit.

❖ Executive Session: Mrs. Brown called the executive session to order at 6:25 p.m. and Mrs. Schrader seconded the motion. The discussion of employee positions including contracts, benefits, salary and employment was conducted and the governing board returned from executive session at 6:56p.m. The governing board approved the resignation of Dr. Kit Wood effective 6/30/14 at the end of her contract. Mr. Jacobson seconded the motion, all in favor, motion carried.

❖ Mrs. Brown made a motion to adjourn the meeting at 6:57 p.m. Mrs. Schrader seconded the motion, all in favor, motion carried. Meeting adjourned.

Board President

Date

Board Member

Date

Board Member

Date

Superintendent

Date