

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

**BOARD OF TRUSTEES REGULAR MEETING
MINUTES**

DATE: Thursday, February 13, 2014
TIME: 5:30 PM
LOCATION: Mobile Elementary School Multipurpose Room

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

ROLL CALL BY

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

Agenda Items Discussed

- ❖ The call to the public was presented; Pat Blair, Pam Schrader, Amy Sexton, Kris Coyne were in the audience.
- ❖ Mrs. Brown moved the agenda be approved as presented. Mr. Derek Jacobson seconded the motion, all in favor, motion carried.
- ❖ Requests for audience participation will wait until we get to the point that they wish to speak on.
- ❖ Governing Board Reports: The Valentine's party was today (February 13). Delores Brown and Bianca Schrader attended the BOLTS conference in Phoenix. Delores Brown said it was a good conference. Delores Brown went to the permit hearing for the Weinberger's. She passed out a letter that was drafted by Dr. Wood from the District in support of the Weinberger's detailing their support of the school. Ms. Coyne asked what the meeting for the Weinberger's was about. Delores Brown explained that they want to have a dump for residential customers and want their waste dump area to be the same height as Waste Management. They already own the land; they are looking to expand their permit.
- ❖ Superintendent's report: Last month it was mentioned that several of our student's artwork was posted on the Arizona Department of Education's website. Dr. Wood printed out the artwork so the board members could see it. None of the students were winners as far as 1st, 2nd or 3rd place; however, it was an honor to have their artwork posted. Dr. Wood wrote a letter on behalf of the school district supporting the Weinberger's mentioning the donations the school has received and the support they have provided to the school over a number of years. That letter was passed out at the permit hearing by Delores Brown. A number of people from the community attended to support the Weinberger's at their hearing. The Valentine celebration that took place today was very nice for the students. They participated in several activities including: launching rockets, decorating cookies, making Valentine cards, and making sun catchers. Dr. Wood attended the Arizona K12 celebration on

February 2, 2014. She attended this as she is a board member of the AZ K12 Center and is also a board member of the Arizona Rural School's Association. This was a celebration of teaching. Over 150 teachers were recognized for their National Board Certification and as master teachers. Last year Mrs. Foulkrod was interested in Board teacher certification. The certification represents a lot of hard work. Teachers go through significant professional development, which increases their effectiveness in the classroom. It was a wonderful celebration to attend. Dr. Wood met with the financial audit team. The audit on-site work began January 21, 2014 and finished on January 31, 2014. A preliminary report was given and there will be other reports to follow. Further detail on those reports will be discussed later on in the board meeting. Dr. Wood appreciates the support of MCEA who had 3 representatives on campus during the closeout session. They asked several pertinent questions and shed light on things that we need to improve upon and things that we need to do in order to come into compliance. MCEA has offered their support over the next couple months to aid us in becoming compliant. This Friday, February 14, 2014 will be a day full of professional development. Last year the board requested that staff receive CPR training. On Friday, the staff will be receiving CPR, First Aid and AED training provided by the City of Goodyear. All staff will be involved in the training.

- ❖ 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 Mr. Derek Jacobson 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. The board was planning to adjourn to executive session and Pam Schrader asked about discussing the item first, before the executive session. Delores Brown stated there was a staff grievance and it was brought to the board for their review. It was stated that the board needed to get legal counsel on the matter and then respond to the grievance. Dr. Wood said that if someone wanted to say something before the session they could do it now. Mr. Derek Jacobson agreed that now, before the session would be a good time to speak on the matter. Ms. Pam Schrader asked if the grievance was for the clerical position. Dr. Wood confirmed that the clerical position grievance was the only one before the board. Ms. Pam Schrader stated that she used to work here in the school office and what she witnessed while working here, she felt were grounds for a grievance. She confirmed the way the clerical staff member was being treated and the way that she herself was being treated before she quit were grounds for a grievance. Ms. Pam Schrader stated that she felt that Amy was being set up to either quit or be fired. She stated that Amy did her job and did it well. Pat Blair stated that she witnessed several acts of insubordination. She claimed that she had a list documenting the incidences of insubordination, rudeness and disrespect by Amy. Pat Blair stated that Jim Hippel and Tanya Gabrick had both sought her out and told her how upset they were with the way that the office assistant was treating Dr. Wood and the disrespect she was showing towards her. She claimed that when Dr. Wood asked the assistant for something, the assistant responded with, "Go do it yourself" in a rude tone. Pat Blair stated, "Who would keep someone who would talk someone like that?" Ms. Pam Schrader stated that the common dominator with all the issues going on was Dr. Wood. Pat Blair said there was a whole list of things she asked the assistant to do and the assistant said, "I can't do that, talk to Dr. Wood." Ms. Kris Coyne wanted to give a more neutral perspective on the matter, as she does not know what is going on. She stated that if people have statements then the board should investigate that and get written statements from those individuals, which would only help the board support any action they were to take on the matter. She suggested getting those statements first before deciding on the grievance. She also stated maybe an independent investigation was needed.

Delores Brown thanked Ms. Coyne for her comments. Mrs. Amy Sexton said that you have my grievance and have been provided with paperwork. I have everything in writing and kept a log of what is going on in the office. She stated that Pat Blair is very rarely in the office in the first place because she is babysitting Teri's baby in another room. Mrs. Sexton stated that most interactions between Dr. Wood and herself are done in Kit's office. She stated that Pam has also been witness to the ways in which Kit was treating her. She has lived through it just like Amy is now. Amy stated, "I am just trying to come in and do my job. I love working here but it is very difficult to do so when day in and day out I am being talked down to and treated badly. I have cited lots of examples in my grievance to show it's not an isolated incident but ongoing. I have conducted myself professionally and Pat Blair is lying." Delores Brown asked, "Did you do your job today?" and Amy stated, "Yes I did my job today." Delores Brown said, "Then why when I got here at 3:30pm or so was the governing board meeting not set up yet." Amy told her that she works part time and leaves at 2pm and that the Valentine celebration was going on in the room all afternoon so I couldn't set up." Executive Session: Mrs. Brown called the executive session to order at 5:50p.m., and Mrs. Bianca Schrader seconded the motion. The discussion and action on staff grievance was conducted and Mrs. Brown returned from executive session at 6:25 p.m. The governing board moved to affirm the response to the grievance given by Dr. Wood but that Mr. Derek Jacobson would meet with Kit and Amy either together or separately to resolve any lingering issues. Mrs. Bianca Schrader seconded the motion, motion carried.

- ❖ Item 9A: Mrs. Brown brought forward the action item; approve addenda for Accelerated Reader. Mrs. Brown moved that the governing board approve addenda for Accelerated Reader, as presented. Ms. Romel had the addenda for the first half of the school year. With her resignation, Dori Bosley will now be taking over the program and coordinating it for the second half of the year. She will get one half of the yearly amount which is \$250.00. 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 addenda for Business Support Contract between MCESA and Mobile ESD. Mrs. Brown moved that the governing board approve addenda for the Business Support Contract between MCESA and Mobile ESD, as presented. Dr. Wood stated that it was approved to move forward with this arrangement at the last governing board meeting. The actual contract is attached. Veronica Fabela has been on campus 2 times per week working as well as taking work with her. The arrangement is working out well. The cost to the district is economical as it is only \$427.00 per week. Ms. Pam Schrader said that the contract is not in the best interest of the school or the taxpayers. Ms. Pam Schrader stated that she was told that the person coming from the county was a business manager who had a lot of experience and was going to do great things for the school. She found out that Veronica was an intern who only knew how to do payroll. In Pam's last 2 weeks on campus she was only allowed to train Veronica for 2 of those days. She stated that Veronica doesn't know anything about the operation of this office and didn't know anything about accounts payable and she had to train her on that. She stated that we need someone who knows the business side of the job and Veronica doesn't know that. She stated that we do need help with the budget but other than that Amy knows the job. Pat Blair said as far as tax payers she said that Amy wants \$25.00 per hour and she doesn't want to pay that much and didn't want to pay Pam that much. Pat Blair said the average going rate for a business manager in Pinal and Maricopa County is \$16.00 per hour. She also stated that Veronica has more education. Mrs. Amy Sexton stated, "That unless Pat is allowed to read through my application I thought those records were private and not open to public review." Mrs. Sexton stated that Veronica is a great person. However, she has paid an invoice twice,

paid one late, and had the county call because the payroll journals were not uploaded to the county correctly and that she is an intern and she is overwhelmed. She is not qualified enough to take on the role. Ms. Pam Schrader even asked if the intern will even stay till June. 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 Start and Stop Times for Mobile ESD for 2014-2015 school year. Dr. Wood stated that these are the same start and stop times that we have had for 2 years now. School starts at 8am and ends at 3pm. There is a 40 minute lunch period. The school day was changed to a 7 hour day and this is the second year we have had that 7 hour day and it is working well. She is recommending the same schedule for the upcoming year. Mr. Derek Jacobson asked how the year round school is being received. Ms. Kris Coyne wants to coordinate the Mobile school calendar with Maricopa's school calendar because of increasing the school population and the transfer of students between school districts. She said that students who transfer here are already behind when they start the school year because of the year round calendar. Mrs. Brown moved that the governing board approve addenda for Start and Stop Times for Mobile ESD for 2014-2015 school year, as presented. Mr. Derek Jacobson seconded the motion, it was moved and seconded, all in favor, motion carried.

- ❖ Item 9D: Mrs. Brown brought forward the action item, approve School Student Meal Costs for 2014-2015 school year. Dr. Wood stated that per Mr. Ron Graham the student breakfast is \$1.00 for full price and \$0.30 for reduced and the student lunch is \$2.35 for full price and \$0.40 for reduced lunch. He recommended changing the student lunch cost to \$2.75 per lunch next year and keeping the breakfast amount the same. The school is required by the National School Food Service match to set lunch costs close to the reimbursement amount we are receiving for the lunch program. We are currently receiving \$3.00 per lunch reimbursed for any student getting free meals. We need to increase the amount to \$2.75 to show effort that we are getting close to the \$3.00 national reimbursement level. Ms. Coyne asked if this increase was needed due to a budget issue because it is a significant increase in money. Dr. Wood stated that we are required to bring student lunch costs to a certain level in order to receive our reimbursements. In the last 2 weeks, we were approved for a 10 cent per meal increase in reimbursement. Dr. Wood said she did question Mr. Graham on the amount and he said that the lunch cost needed to be increased due to the federal reimbursement program. Ms. Coyne wanted to know where the extra money they collect will go for those who are paying full price for lunch. Will they get different food options or more food for the cost? Dr. Wood stated that it will go back into the food service expenditure budget. We are currently running at a deficit of 20-30 thousand per year in that program. Mr. Jacobson confirmed that there is no "extra" money per se, it is going into the expenditures to help offset costs. Mrs. Brown moved that the governing board approve addenda for School Student Meal Costs for 2014-2015 school year, 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 School Adult Meal Costs for 2014-2015 school year. These are the same adult meal costs that we have been using for the past 2 years. It is recommended that they remain the same, \$1.50 for adult breakfast and \$3.00 for adult lunch. Mrs. Brown moved that the governing board approve School Adult Meal Costs for 2014-2015 school year, as presented. Mr. Derek Jacobson seconded the motion, it was moved and seconded, all in favor, motion carried.

- ❖ Item 9F: Mrs. Brown brought forward the action item; approve School Bus Routes for 2014-2015 school year. Dr. Wood stated this item was for planning purposes. The school is aware that the bus stops might change due to student enrollment or if students move in/out of the school district. This is a general route and affirms that the district will go into Maricopa to pick up students at the bus stop near the post office. Ms. Coyne has concerns about the bus stops. She said that where the Baker kids wait for the bus by the highway there is a lot of traffic. She suggested maybe doing a traffic study to make sure that the bus stop is in the most appropriate place. She also stated that the bus stop in town, by the post office, is just on the side of the road. Kids jump out of the bus wherever and says that it is a little scary there with the parents turning around. She suggested that a traffic flow might be a good idea to look into as well as how the parents park around the bus. She has seen cars in front of the bus and some pull up behind the bus. She also said that when parents are making U-turns it is also scary, especially when it is dark outside. She also suggested maybe having a stop at Sequoia Pathway. Sequoia has afterschool programs/activities that students can participate in from other schools who do not have those programs. We could have a stop at Sequoia for students that want to participate in those activities and the parents would be responsible for picking them up after the activity as a lot of our students already live in Maricopa. Mr. Derek Jacobson asked if we could talk to the bus driver about the bus stop by the post office in town and see if there is a better place to stop than the one he is currently stopping at. It was suggested that maybe a better practice can be put into place for parents who are picking up and dropping off students at that bus stop. Mrs. Brown moved that the governing board approve School Bus Routes for 2014-2015 school year, as presented. Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.

- ❖ Item 9G: Mrs. Brown brought forward the action item, approve Substitute Daily Rate of Pay for 2014-2015 school year. The current daily rate of pay for substitute teachers is \$125.00. This has been the same for a number of years and has been working well. We attract quality substitute teachers and it is recommended that the \$125.00 daily rate of pay continue the same for this upcoming year. Mrs. Brown moved that the governing board approve Substitute Daily Rate of Pay for 2014-2015 school year, as presented. Mrs. Bianca Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.

- ❖ Item 9H: Mrs. Brown brought forward the action item, approve School Instructional Calendar for 2014-2015 school year. Dr. Wood brought 2 options to the board meeting based on the year round schedule. The largest break will still be in the summer, approximately 5 weeks. One of the calendars, option A, starts on July 14 and parallels this year's calendar. School is in session from July 14-September 19 and then the students have 3 weeks off. School is back in session for 9-10 weeks and there is a 3 week break in December. The students are back January 5th for 9-10 weeks and break for spring break. The difference between the 2 calendars is the spring break option. In option A, spring break begins on March 9th and goes for 3 weeks. In option B the spring break begins on March 16th and goes for 3 weeks. The Maricopa schools spring break is March 9th-13th. Mr. Jacobson said we should at least try and match Maricopa's spring break schedule. Ms. Coyne said that parents should have a say in the calendar. With families trying to plan summer vacations and families that have custody requirements, a longer summer vacation would be good. She suggests that we start in August like the other schools in the area and keep on the same schedule as Maricopa schools. She said that with the 3 week breaks there are no programs for the students to participate in and that is a hardship on the parents who need to provide care for the students while they are on the 3 week breaks. She also said many of the schools are moving to charter schools in Maricopa and having the same schedule here as Maricopa schools may give parents a better option when deciding whether or not to transfer their kids

here. She stated that most kids are not ready to go back to school in July and it's the hottest part of the year. She asked that we take a poll of the parents and find out what they want to do as well as look at some journals or research that discuss the difference between year round schools and ones that are not. Mr. Jacobson said this goes back to his original question, is the year round school calendar well received. He has heard some points similar to what Ms. Coyne is asking and it might be worth looking into and finding out what the parents think. Ms. Coyne thinks this will also be a good way to increase the school population at Mobile. Mrs. Brown stated that with longer breaks the kids tend to forget more. Ms. Coyne said it's amazing how much they forget in the 3 weeks they are off of school. She thinks they would get more out of continued 9 months of teaching with smaller breaks rather than the 3 week breaks during the year. She would rather have the little loss over the summer and make that up in the first month of school in the new school year. She said that doing something just because it has always been done this way is not a reason to keep doing it. She mentioned that in the summer it was hard to find subs and in fact the first couple months of our school year were a waste because of it. It was asked that the item be tabled until further investigation can be done. Mrs. Bianca Schrader suggested a parent committee and asked if Ms. Coyne would head it up. Mrs. Sexton also stated that the State of Arizona is focusing on the Common Core. The point of the common core is to focus on fluidity, so that way all the schools are on the same page, so if students move from district to district they are all being taught at the same rate. Mr. Jacobson said he could see how being in sync with Maricopa would be important if older children are watching younger children. He could also see kids here being upset if when they are on break their other family members or friends are not on break at the same time. Mrs. Brown stated that here the kids have a fall, winter, spring and summer break. Ms. Coyne stated that with the new recreation center opening up soon having a longer summer break would allow the students to participate in summer programs. Mrs. Brown moved that the governing board table the School Instructional Calendar for 2014-2015 school year for further discussion, as presented. Mrs. Bianca Schrader seconded the motion, it was moved to table the motion until further discussion made. It was moved and seconded, all in favor, motion tabled.

- ❖ Item 9I: Mrs. Brown brought forward the action item; approve Employee Calendar for 2014-2015 school year. Mrs. Brown moved that the governing board table the Employee Calendar for 2014-2015 school year, as presented. Mrs. Bianca Schrader seconded the motion, it was moved have to table the Employee Calendar as it depends on the school calendar, all in favor, motion tabled.
- ❖ Item 9J: Mrs. Brown brought forward the action item; approve School Student Dress Code for 2014-2015 school year. Dr. Wood brought forward a copy of the current dress code. It is the same dress code that the district has been using since the 2007-2008 school year. Last year there was discussion about the school dress code and some modifications were made to it. She brought this item forward as an action item or something that may need further discussion before being approved. Keeping the current dress code and implementing it has been dependent on the donations provided by the Weinberger's. Thousands of dollars are spent each year on uniforms. When a new student starts they are provided with 4 shirts and 3 slacks. Students wear these clothes until they outgrow them or they ruin them and then they are replenished. We have not received any donations from the Weinberger's so far this year and she stated that the funds are low. Dr. Wood requested clarification and direction on how to proceed with this item. Mrs. Bianca Schrader suggested that we poll the parents. Asked them if uniforms are not provided, would they be able to afford them. Mr. Derek Jacobson asked if the Weinberger's just donate money automatically or do we ask them? Dr. Wood stated that she lets them know when we need money and they provide it. She hasn't asked

them yet this year. Ms. Pam Schrader said that the money that is donated to the school by the Weinberger's could be better spent in other areas in the school rather than on uniforms. Mrs. Delores Brown stated that the Weinberger's donate the money specifically for the uniforms and if the money is not going to uniforms they will not donate the money. Ms. Pam Schrader's understanding was that the Weinberger donations were to be used for other projects throughout the school. Since we are in a budget crunch the money could be better spent elsewhere. Ms. Coyne stated that she is not in favor of the uniforms at all. She said if the uniforms were to stay she is asking for more variety in the type of golf shirts the kids can wear. She stated that there are not so many kids here that we need to identify them as students. The uniforms are expensive and she feels it is appropriate to let kids be kids. Mrs. Amy Sexton stated that she has kids in the Maricopa school district and the uniforms there are similar to Mobiles, they can wear beige, black or blue pants and are allowed to wear any solid color collared shirt. If we are looking to bring students in from Maricopa maybe open up the colors of shirts that the kids can wear because the parents have already spent the money on the uniforms for Maricopa. This would allow them to use those uniforms out here at Mobile. If the Weinberger's are going to continue to donate money towards the uniforms that is great, however she suggested using another vendor such as Walmart or Sam's Club or Costco to get the uniforms through rather than going through Dennis Uniforms. The uniforms will be cheaper elsewhere and that way we can get more bang for our buck. Mrs. Bianca Schrader suggested sending a note home to parents about the uniforms as well as finding out if the Weinberger's are still going to be donating money for the uniforms. Mrs. Brown moved that the governing board table the School Student Dress Code for 2014-2015 school year for further discussion, as presented. Mrs. Bianca Schrader seconded the motion; it was moved and tabled for further discussion.

❖ Discussion Items A: Budget Update 2013-2014

We continue to operate within budget; however, we still need to closely monitor our expenses for the rest of the year. We may need to consider staff and organizational restructuring for the next year. This is yet to be discussed and determined with the board. Next week Jim Hippel will be on campus and Dr. Wood will have a better idea of upcoming expenditures.

❖ Discussion Items B: Facilities Update

On January 21st, 2014 workers from US Energy Services replaced the T12 fluorescent lighting with T8 lighting. It is a cost savings for the school. On January 21, 2014 Cintas was on campus due to calls from Bonds security company that Dr. Wood had been receiving about an error which was being noted. She was receiving the calls 1-2 times per weekend regarding the protection loop water flow, which is related to the sprinkler system and hooked up into the modular building. This repair was \$360.00. Last Friday when Todd Gale went to start the bus, he noticed an issue with the bus. There was an issue with the relay and an idler pulley. These items were replaced at a cost of \$676.00. The students are starting a vegetable garden. Michael and Todd built two 4'x8' garden beds for students to plant in. They will be planting next week Tuesday.

❖ Discussion Items C: Update on the 2012-2013 USFR Compliance Review and Biennial Financial Audit.

On January 31st 3 people from MCESA, Jim Hippel, Kit Wood and 2 representatives from Henry and Horne met for a closeout meeting to discuss the USFR Compliance Review. No portion of the biennial financial review has been prepared yet. It will still be another 1-2 weeks before that is ready. For the compliance review, there were findings on 33 items in the initial report. These findings indicate that corrections need to be made and procedures

possibly changed. A packet has been prepared for each board member. This packet contains a cover letter from Kit, a copy of the actual USFR compliance review as well as a copy of the findings. She will give the board a chance to review these documents and then set up a study session either prior to the next board meeting or as part of the next board meeting so the findings can be reviewed. This will also give the board a chance to review the progress that has been made on the findings and what is being done to correct them. Mr. Derek Jacobson had a question on the fiber optics bill he saw on the accounts payable register. He was asking if it really was \$2700 per month. Dr. Wood explained that yes, the monthly bill is around \$2700 per month, however, it is 80-90% E-rate reimbursable so we are getting most of that money back in E-rate reimbursements each month, which makes the actual out of pocket cost much lower. This cost is for the operation of the 50mb line that was installed last spring by Tom and Rob. They got us an excellent deal on the cost of the parts and installation, saving the school almost \$16,000. This is the monthly cost to operate the line. It is for the computers, the smart boards, and all the technology at the school.

❖ Next Governing Board Meeting Agenda items;

- Policy Service Advisories
- Items from this time that were tabled: school calendar, employee calendar, dress code
- The school attorney wants to have an opportunity to speak with Delores Brown.
- They moved the next governing board meeting to March 20th.
- Derek Jacobson will have updates with his meetings with Kit Wood and Amy Sexton
- Clarification is needed on the Weinberger donations
- A parent survey will need to go out asking if there is no money for the uniforms will parents provide and if there is a desire by parents to change the dress code.
- Dr. Wood may start bringing teacher contracts forward based on outcome of the executive session so that they can start securing the teachers in March or April for next year.

❖ Executive Session: Mrs. Brown called the executive session to order at 7:13p.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 8:10p.m. Delores Brown moved that the governing board approve the hire of Kit Wood for a one year contract part time. It was moved and seconded, motion carried.

❖ Mrs. Brown made a motion to adjourn the meeting at 8:11p.m. Mrs. Bianca Schrader seconded the motion, all in favor, motion carried. Meeting adjourned.

Board President	Date
Board Member	Date
Board Member	Date
Superintendent	Date