

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

**BOARD OF TRUSTEES REGULAR MEETING  
MINUTES**

**DATE:** Thursday, November 14, 2013  
**TIME:** 5:37 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

<b>ROLL CALL BY</b>	<b>Present</b>	<b>Mr. Derek Jacobson</b>
	<b>Present</b>	<b>Mrs. Delores Brown</b>
	<b>Present</b>	<b>Mrs. Bianca Schrader</b>
	<b>Present</b>	<b>Dr. Kit Wood</b>

**Agenda Items Discussed**

- ❖ The call to the public was presented; Mrs. Coyne was in the audience. She brought up the following points:
  1. Ms. Coyne asked about putting the school back to a regular school year schedule. As far as Mrs. Brown knows the school was always a year round school. Ms. Coyne suggested it in order to keep in alignment with the Maricopa schools schedule for tracking progress and for students to transfer into our school.
  2. Ms. Coyne talked about getting more students enrolled. Mrs. Brown mentioned that the city would not allow posters etc., to be hung in town unless we got permission from city hall.
  3. Ms. Coyne also suggested getting the students involved in team sports, such as cheerleading or other types of activities. Dr. Wood said things like that take time to plan and could not be done by winter break but could talk with Goodyear to see if something could be set up for spring.
  4. The suggestion was brought up to partner with our sister school. Dr. Wood said she has not spoken much with the sister school. They were very generous at the beginning of the year, and are having financial difficulties. In previous years bikes had been given out but they are having a financial strain right now.
  5. The issue with sports and other activities is the cost. Not the cost of the sport but the cost of people to supervise and the transportation costs. We would be responsible for the to/from costs of those activities. Mr. Jacobson said we would look into the possibility of extra-curricular activities.
  6. Ms. Coyne also talked about starting up a student council. Dr. Wood said that in the past we have had one, however the teacher was very involved. Right now the staff is new and the teacher's plates are full and when presented with the idea, no teacher volunteered for it. Dr. Wood suggested that if a volunteer from the community wanted to come in and run the student council she would be supportive. They could hold the meetings during the lunch recess time.
  7. Ms. Coyne also asked for more volunteer efforts for the school. She suggested making an announcement or flyer to hand out during the Thanksgiving Luncheon to

recruit people. She stated that some people have more talent and time to donate then money.

- ❖ Mrs. Brown moved the agenda be approved as presented. Bianca seconded the motion, all in favor, motion carried.
- ❖ Governing Board Reports: October 31<sup>st</sup> was the fall festival. The festival went well. There were no face makeup or masks with costumes. Students went on a field trip to see the Miraculous Journey of Edward Tulane. Red Ribbon Week and Character Counts week took place the last two weeks of October. There was different dress up days etc. for the kids.
- ❖ Superintendent's report: Dr. Wood said that Michael Westcott attended the Building Inspector Initial Asbestos Training on November 4-6. They met on Tuesday as follow up to the training to discuss what he had learned. There is a mid-year asbestos report that will be due. The goal is to finish the report by the end of December. Michael Westcott learned a lot about how to work with and handle asbestos related materials.
- ❖ Dr. Wood met with Wally Campbell from the City of Goodyear common council. The Pebble Creek Lady Niners Golf Club will once again be doing a holiday party. The date is December 9<sup>th</sup>. The kids will get 2 pieces of clothing and were given a booklet to choose a toy/game out of. Mrs. Weinberger visited Dr. Wood and they will be once again donating turkey dinners this year to the student's families, staff and other members of the community. Pickup will be Tuesday, November 26 from 1-4pm at the school. Mrs. Brown and Mrs. Blair went around the community and delivered flyers regarding the turkey dinner pickup. Professional Development continues with Maricopa County. It's been 4-6 weeks filled with learning. Dr. Wood is very proud of the teacher's commitment to the LOI and the interest they show in order to improve instruction. The school has had 3-4 weeks of misery with our technology. The internet and email has been up and down. The county has come out 6 times in the past 3 weeks and to change wires, switches, and cables. The school is almost totally operable. 22 new student computers have been installed (6 in each class) with Windows 7 and Office 2010. 3 staff members (Ron, Pam, Amy) have new laptop computers as well as the teachers. Dr. Wood met with Ernie from Nicely Done Consulting; they are in charge of our E-Rate program. We are waiting to see if we are approved from last years for infrastructure changes to the wirings. We have already installed the 50 mg Ethernet cable, changed out some switches and some boxes. All the classrooms have panaboards, digital cameras, and document cameras. For 2 years, we have been working with Maricopa County to get a REIL-TNG Grant. MCESA and the US Department of Education have awarded Mobile Elementary the Investing in Innovation I3 Grant. This grant covers STEM courses (which are Science, Technology, Engineering, and Mathematics) for 6-8 grade students. It is a multimillion dollar grant that we are a part of with other schools. The I3 Grant will involve interactive video learning. The technology will be set up in the classroom and allow the students to interact with other students in other classrooms as well as other teachers who have expertise in different subject matter. There will be planning this year and implementation next year.
- ❖ Item 8 which is a motion by exception. Mrs. Brown moved the Governing Board approve the recommended actions of 8A through 8E as presented with attachments, and Mrs. Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9A: Mrs. Brown brought forward the action item, Approve addenda for 301 Teacher Performance Plan for 2013-2014. Dr. Wood said that there are three pots of money totaling

14k. Each teacher is guaranteed 20% to be added to their salary, which is \$709.00 per teacher. In addition each teacher can earn up to an additional \$1,400 during the school year. This additional money is broken up into two parts. Part A: 1. Attending in-service, developing a professional development plan, and completing it. 2. Attending 2 governing board meetings. Conduct formative assessments. Part B. Teachers can earn an additional \$709.00 based on test results. They must show overall growth during the year. The growth is based on the following tests: Galileo, MCESA, Dibbles, and AIMS Web. If the school earns a B or better on the Arizona AIM measure. Growth and improvement on AIMS test and parent satisfaction survey and attendance. Also included is a professional development plan and guidelines from state. These funds for the teachers are from the state. Mrs. Brown moved that the governing board approve addenda for 301 Teacher Performance Plan for 2013-2014, as presented. 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 addenda for Teacher for Accelerated Reader Program. Haley Romel has been running the program so far. This program is funded through 301 funds (it is included in the 3<sup>rd</sup> portion of the 301 funds, which are from the state). Mrs. Brown moved that the governing board approve the addenda for Teacher for Accelerated Reader Program, as presented. 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 addenda for Teacher for First in Math Program. Haley Romel will be running the program. There were no questions. Mrs. Brown moved that the governing board approve addenda for Teacher for First in Math Program, as presented. Mr. Jacobson seconded the motion, it was moved and seconded, all in favor, motion carried.
- ❖ Item 9D: Mrs. Brown brought forward the action item, Approve addenda for Teacher for Prevention Program. This program is for the prevention against drug and alcohol for Dori Bosley. There were no questions. Mrs. Brown moved that the governing board approve addenda for Prevention Program, as presented. 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 addenda for Extra Duty Agreement for 6-8 Classroom Teacher for 2013-2014. There are additional responsibilities for lesson planning based on the Common Core standards and the Arizona State standards as well as the park assessments coming on board. Lesson planning is very involved. The teachers design lessons based on the common core curriculum. Dr. Wood has to check and observe that the teachers are doing this to make sure the students are on tracking with their learning. The teachers need to make assessments and write out materials. Many additional hours are needed to invest in this process. Currently Ms. Bosley has 6 students. Mr. Jacobson wanted to make sure this is being done. Per Dr. Wood it is being done, as it is her responsibility to track the teachers. He wanted to make sure that any teacher who is being hired knows that they would be taking on these additional duties. Dr. Wood stated that this is spelled out to the potential candidate during the interview process. Mrs. Brown moved that the governing board approve addenda for Extra Duty Agreement for 6-8 Classroom Teacher for 2013-2014, as presented. 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 addenda for Support Staff for Character Counts Program. A staff member, Amy Sexton, took over this program as no

teacher came forward who said they would have time to focus on the project. Mrs. Brown moved that the governing board approve addenda for Support Staff for Character Counts Program, as presented. 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 addenda for Easy Tech Learning.com Program. This addenda is for Mrs. Dominguez. Dr. Wood stated that this program is necessary for K-8<sup>th</sup> graders. When the students go through this program, by the time they graduate from 8<sup>th</sup> grade they will have basic computer literacy skills as well as skills with the following software: Word, Excel, and PowerPoint. Mrs. Brown moved that the governing board approve addenda for Easy Tech Learning.com Program, as presented. 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 addenda for Spelling Bee Program. This addenda is for Mrs. Miller. The school is already registered for the Regional and National Spelling Bee. Mrs. Miller will be overseeing the Spelling Bee program. Mrs. Brown moved that the governing board approve addenda for Spelling Bee Program, as presented. Mrs. Schrader seconded the motion, it was moved and seconded, all in favor, motion carried.
  
- ❖ Item 9I: Mrs. Brown brought forward the action item, Approve addenda for Extra Duty Agreement for K-2 Classroom Teacher for 2013-2014. This addenda is for Mrs. Miller. It is the same as the extra duty agreement for Ms. Bosley. Mrs. Brown moved that the governing board approve addenda for Extra Duty Agreement for K-2 Classroom Teacher for 2013-2014, as presented. Mr. Jacobson seconded the motion, it was moved and seconded, all in favor, motion carried.
  
- ❖ Item 9J: Mrs. Brown brought forward the action item, Approve addenda for discussion and possible approval of Audit Contract. This is a discussion item only as Dr. Wood is not yet ready to bring a proposal to the board yet. On September 28<sup>th</sup> Dr. Wood received an email from the Auditor General's Office. For the past 2 years the school's M&O Budget has been over 700K and because of this we are due for a bi-annual audit. There are 2 parts to the audit. Part 1 is a Compliance Questionnaire. The Auditors will go through questionnaire first. Then based on that, they will complete the bi-annual audit. Last time Jim Hippel was here (October 29), Mr. Hippel and Dr. Wood called auditor general's office. There is a list of 15-20 approved companies you can use for the audit. Jim Hippel knew of one he used previously. Mr. Hippel and Dr. Wood picked two other firms. Per the Auditor General's Office they do not need to request a bid from every vendor on the list, just a few of them. The cost of the Bi-annual audit will be lower than a regular audit. Dr. Wood has received responses from 2 of the 3 firms that they requested quotes from, they are still waiting on a response from the 3<sup>rd</sup> firm. Dr. Wood hopes to have a recommendation to the board for the auditing firm by the December board meeting. The audit will cover the 2011-12 and 2012-2013 school years. In preparation for the audit Dr. Wood has met with Mrs. Sexton. Mrs. Sexton will be working on organizing the filing system to make it easier to access the files that the auditors will need during the audit. The audit will start in January 2014. The deadline for the audit is March 31, 2014. According to Dr. Wood, the audit will most likely not be signed, sealed and delivered by then. We are given a 90 day grace period after that to produce final report to Auditor General. The auditing team will be on campus approximately 3-5 days reviewing the questionnaire and pulling files. They will write the report and may return to campus to check additional files or answer any questions they may have. They will then give us a draft of the report. We will review the report and have a close out meeting with the auditing team. Dr. Wood and the business manager will present the board with the

completed audit and then send it on to the Auditor General's office. The audit itself will be an intense process. So far bids we have received bids for \$12,500 & \$17,500 and have no idea on what the 3<sup>rd</sup> bid will be. There will be findings during the audit as no district does things perfectly. Some areas we are lacking in area: keeping track of inventory and coding. Be aware that we know upfront there will be things found that are not correct; it is the auditor's job to find these things and it will be a learning process for all. After these findings we are given a set amount of time to accomplish and meet the requirements. The district will go through an audit every 2 years. Eventually the audit may become an annual thing. Mrs. Schrader asked where does the money come from? Dr. Wood stated that this is not something that was budgeted for. In preparation for this year's budget we are making sure that we are not going over budget. We are about 1/2 way through the school year and Mrs. Sexton has ran a report on all the blanket PO's so that Dr. Wood would see where we are at as far as our budget for the year. Dr. Wood anticipates that we will have \$8,000 to \$9,000 in savings in the health insurance expenses as many new people had to wait the 90 days before their insurance coverage started. Dr. Wood stated that there are other areas where we are operating under budget and could use funds from those areas. Dr., Wood also stated that we can use 515 funds as well. We are holding off on purchases for now and only buying items that we need, any other items will be put off for now. The board members asked if it would be in our interest to approach local businesses in the community to see if they would be willing to help out with school expenses. According to board members and community members we put up with a lot from local businesses, which include dealing with semis up and down the highway and flies from the dump site. Dr. Wood also told the board that originally Mr. Hippel's contract was to only go through December 2013, but this the upcoming budget, she will be keeping him on as needed to help us through this audit, as he has the historical knowledge of the finances. He will continue on a month to month basis until we no longer need his services. Mrs. Brown moved that the governing board approve addenda for discussion and possible approval of Audit Contract, as presented. Mr. Jacobson seconded the motion, it was moved and seconded, all in favor, motion carried.

❖ Discussion Items A: Facilities Update

Dr. Wood stated that Michael Westcott and Todd Gale are doing an excellent job of making the school grounds look good. They have been clearing out rocks and weeds. A big thank you to Mrs. Brown's grandson Spencer Cobb; he was here last week working on the retention holes which were filled with grass, weeds and other stuff. Spencer Cobb needed to complete a community project and will be getting 12 hours of credit for helping out. He worked side by side with his family members and also dug up most of the crab grass. We are not allowed to use herbicides on campus so the crab grass will eventually come back. We are always looking for volunteers to help out in the school and do services projects such as work in the library, and help out with maintenance projects around the grounds. A great way for the high school students to earn community service credits. Mrs. Schrader suggested putting something on the website about what projects are available for community service. Mrs. Schrader asked if the maintenance personal get addendums like the teachers for these duties. Dr. Wood stated they do not, however they do get evaluated on their job and this evaluation could lead to a pay raise. Ms. Coyne was wondering if the kitchen was fixed. She was told that yes, the kitchen counter was indeed fixed. It was wood and now is stainless steel.

❖ Discussion Items B: Budget Update

1. Dr. Wood stated that we are operating within budget. Business management operations are being completed. Our 40<sup>th</sup> day count is 10 students down from this time last year. This count will affect our ability to create budget for next year.

- ❖ Discussion Items C: First Reading Policy Services Advisory 485-492
  - Dr. Wood discussed the Policy Services Advisories and the changes that were made to these policies. There are 6 proposed policy changes. 1<sup>st</sup>: Fingerprinting. It is ok to use an expired fingerprint card to hire someone as long as that person has applied for a renewal one. It can take up to 90 days to get the renewal fingerprint card. As long as the applicant is not awaiting trial it is ok to accept them. 2<sup>nd</sup>: Special instructional programs are not applicable right now. This does apply to Medicaid and the use of public benefits for SPED students. Currently we do not submit for these benefits because we do not have enough students. If we were to apply for such benefits we would need parent approval as well. 3<sup>rd</sup>: Animals in school. Exceptions have been made for service animals on buses. 4<sup>th</sup>: Immunizations: An update for immunizations required for the 2013-2014 school year. This update has to do with high school immunizations and does not affect us. 5<sup>th</sup>: Only when money is available for training should staff be trained on how to use an Epenifrin pen for diabetics. Since there have been no monies set aside for this type of training we are not required to do it. Mr. Jacobson and Mrs. Schrader asked about first aid and CPR training for the staff. Dr. Wood stated that we are trying to schedule a class so that all staff can be trained in CPR and first aid. We are lucky because across the street is the City of Goodyear Fire and Medical Station in in the past we have used them for any injuries. 6<sup>th</sup>: Reporting Child Abuse. A report is not required if the minor is elementary school age and as a result of a normal day, occurred an injury on campus and the parent was notified of the injury. Mrs. Schrader stated that this was most likely put into place because a child may injure themselves on campus but a bruise or scar may not appear until a day or several days after the incident. If the injury was recorded as happening at school, and the parent was notified, then a child abuse report would not be needed if the bruising/scaring happened days after. 7<sup>th</sup>: Public Solicitation and schools. People may not use texting for solicitation purposes. 8<sup>th</sup>: Smoking: The smoking policy advisory was updated to include no smoking of e-cigarettes, and any other new “cigarette technology” devices that have been developed.
  
- ❖ Discussion Items D: Change the date for the December Board Meeting
 

Mrs. Brown will be attending the ASBA Annual Conference from December 11-13, 2013 and Dr. Wood will be attending Thursday evening for the award ceremony. Because of this, the next Governing Board meeting will be moved to Tuesday, December 10, 2013.
  
- ❖ Next Governing Board Meeting Agenda items;
  - Policies for approval and new policies to review
  - Review the revised budget which is due in December
  - May have special session (possibly over the phone) to determine which audit firm the school will be hiring for the bi-annual audit.
  - Response to items brought forward by Ms. Coyne
  
- ❖ Executive Session: Mrs. Brown called the executive session to order at (no time given) p.m. and no one seconded the motion. The discussion of employee positions including contracts, benefits, salary and employment was conducted and Mrs. Brown returned from executive session at 7:25 p.m.
  
- ❖ Mrs. Brown made a motion to adjourn the meeting at 7:26 p.m. Mrs. Schrader seconded the motion, all in favor, motion carried. Meeting adjourned.

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Board President

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Date

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Board Member

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Date

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Board Member

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Date

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Superintendent

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Date