

**MINUTES OF THE REGULAR MEETING
OF THE
WINSLOW UNIFIED SCHOOL DISTRICT NO. 1
GOVERNING BOARD**

CALL TO ORDER: The regular meeting of the Governing Board of Winslow Unified School District No. 1 was called to order by Mrs. Marilee Ervien, President, at 5:00 p.m., February 16, 2017, in the District Board Room, 800 Apache Avenue, Second Floor, in Winslow.

PRESENT: Mrs. Marilee Ervien
Mrs. Josephine Montoya
Mr. Joey Hartnett
Mrs. Sharon Greenwood
Mr. Allen Leonard

ABSENT:

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA: Mrs. Montoya made a motion to approve the agenda. The motion was seconded by Mr. Hartnett and carried with an affirmative vote from all members.

APPROVAL OF MINUTES: Mrs. Montoya asked that her statement contained in the minutes of February 2, 2017 regarding our enrollment being 51% Native American be changed to reflect that it is actually 57%. Mr. Hartnett made a motion to approve the minutes of the January 19, 2017 regular meeting as presented, and to approve the minutes of the February 2, 2017 meeting with the change as requested by Mrs. Montoya. The motion was seconded by Mrs. Greenwood. All members voted in the affirmative. Motion carried.

CALL TO PUBLIC: Mrs. Ervien invited public comments on any listed items on the agenda at this time. She requested that anyone speaking should state their full name for the record and confine their remarks to three minutes or less. She stated that no action will be taken as a result of public comments. She reminded the public that the Board expects citizens who address the Board to present concerns regarding the activities in question rather than make personal attacks upon board members, staff or others present or absent according to Governing Board Policy BEDH. In addition, questions or comments on matters that are currently under legal review will not be accepted per Board Policy BEDH, Public Participation at Board Meetings. Anyone wishing to discuss an issue with the Governing Board that is not on the agenda should complete form WPS 511 located on the entrance table. Copies will be distributed to all board members for their consideration.

OLD BUSINESS: None

NEW BUSINESS: A. Request ratification of expense and payroll vouchers per Ratification List No. 797 totaling \$1,230,358.61. This is a routine procedure to allow the District to submit vouchers to the County School Superintendent between board meetings.

Mrs. Montoya made a motion to approve all vouchers on Ratification List No. 797. Mrs. Greenwood seconded the motion. All members voted "aye" and the motion carried.

B. Mrs. Mattox recommended that the Governing Board approve the hiring of the following personnel:

- High School spring coaches and volunteers per the attached list, which is made a part of these minutes

Mrs. Mattox recommended that the Governing Board approve the resignation of the following personnel:

- Andrew Gutierrez – Substitute Bus Driver – District – Effective 1-20-17
- Alexandra Salazar – High Needs Sp Ed Aide – High School – Effective 1-23-17

Mr. Leonard made a motion, which was seconded by Mr. Hartnett, to approve the hiring and resignation of personnel as recommended. A vote was taken and the motion passed with all members voting "aye".

C. Mrs. Mattox requested that the Governing Board accept the following donations.

- \$53.77 to Jefferson School from SW Karma for Sonic Night
- \$67.36 to Jefferson School from SW Karma for Sonic Night

A motion to accept these donations was made by Mr. Leonard and seconded by Mrs. Greenwood. A vote was taken and all members voted in the affirmative. Motion carried.

D. Mrs. Mattox requested that the Governing Board approve the following out-of-state travel. She showed the Board a list of all the districts already registered for these recruitment fairs and said the teacher shortage is very serious. We have to do everything we can to recruit teachers.

- Two employees to travel to Logan, Utah and Provo, Utah March 21 – 24, 2017 for the Utah Teacher Fair
- Two employees to travel to Grand Junction, Colorado March 29 – 31, 2017 for the Colorado Mesa University Teacher Fair

The Board members asked questions and made comments. Mrs. Jodie Garner, Principal at Jefferson School, was called upon to report on her visit to a similar job fair in the past. She said there is a lot of tough competition for teachers and the situation is dismal. Mr. Leonard asked if we have data related to the retention rate for teachers acquired via out-of-state job fairs. If not, he would like to see that data assembled in the future.

Mrs. Greenwood made a motion to approve the out-of-state trips as requested, and Mr. Leonard seconded the motion. A vote was taken and all members voted in the affirmative. Motion carried.

- E. Mrs. Mattox asked the Governing Board to approve position descriptions for Warehouse Coordinator and Warehouse Assistant. The reason for this is to clarify the duties for the full-time warehouse employee and the part-time warehouse employee. She said that the original versions in the electronic agenda were incorrect, showing the positions to be "exempt". The paper copies the Board has received have been corrected to show that the positions are non-exempt. These are not new positions, but the position descriptions just clarify duties for the employees we already have.

Mr. Leonard made a motion, which was seconded by Mrs. Greenwood, to approve the position descriptions as presented. All members voted "aye". Motion carried.

- F. Mrs. Mattox asked the Governing Board to approve the Certified Salary Placement Schedule for the 2017-2018 year. She explained that this only applies to new teachers and will not affect our current employees. If the state gives a funding increase, everyone will get the same percentage raise, including those that have been frozen on the pay scale. She said this placement schedule makes the process simpler. The members of the Board asked questions, which were answered.

A motion to approve the 2017-2018 Certified Salary Placement Schedule was made by Mrs. Greenwood and seconded by Mr. Hartnett. All members of the Board voted in the affirmative and the motion carried.

- G. At this time, the Governing Board considered whether to abolish the position of Assistant Superintendent. Mr. Leonard made a motion to abolish the position and Mrs. Greenwood seconded it. Mrs. Ervien asked if there was any discussion and the Board asked Mrs. Mattox her thoughts. She said that the position has, in the past, been a training ground for employees possibly moving into the position of Superintendent. There is a lot to learn, but she added that she doesn't see the need for the position on an every day basis. Mr. Hartnett asked if this was something that needed to be decided now, and Mrs. Ervien said we need to make it clear to our candidates for Superintendent what the responsibilities will be, and this will depend on whether or not they have an assistant. Mrs. Montoya asked who will assume the duties previously assigned to the Assistant Superintendent, and Mrs. Mattox said the

Principals have enough to do so the duties will fall to the Superintendent. Mr. Leonard asked where the money saved would go, and Mrs. Lomeli said that it is M & O money and will most likely be used to cover new expenses that will be in place this year due to new laws and regulations. Mr. Hartnett said that the District has been called top-heavy and the Board needs to streamline things and take a look at making some hard decisions. After further discussion, a vote was taken and four members voted "aye", with Mrs. Montoya voting "no". Motion carried.

NEW BUSINESS WILL RESUME AFTER BOARD COMMENTS.

REPORTS:

- A. The Board was presented with district financial reports for January, 2017. Mrs. Lomeli reported that 58% of the year had been completed at the end of January and actual expenditures were at 55%.

B Superintendent's Reports

Mrs. Mattox said the Pony Express traveled through Winslow for the first time, and it was a great experience for the students who went downtown to see the riders and learn a history lesson.

She just returned from the annual Summer Foods Conference and is excited about what the District is going to do for the children of Winslow. Our new Food Service Manager is returning from some time in other locations and she is very caring and energetic. She has so many great ideas. The summer program will be great.

C. Board President's Reports

Mrs. Ervien said she appreciates Mrs. Lomeli for everything she does; she always keeps us on target with the budget.

BOARD COMMENTS:

Mrs. Montoya expressed support for the administrators to attend recruitment fairs as we need teachers.

CONTINUATION OF NEW BUSINESS

- H. Ms. Karen Loftus from Arizona School Boards Association addressed the Board regarding the Superintendent search. She explained tonight's process and then discussed the procedures going forward.

- I. Mr. Leonard made a motion pursuant to A.R.S. 38-431.03 (A)(1) to enter into executive session for the purpose of screening applicant submissions for the position of District Superintendent. The motion was seconded by Mrs. Greenwood and carried with a vote of "aye" from all members. The time was 5:42 p.m.

The executive session concluded at 8:45 p.m. and the open meeting resumed.

- J. Mrs. Greenwood made a motion to offer Candidates F, D, C, T and J the opportunity to interview with the Governing Board for the position of Superintendent. This motion was seconded by Mr. Hartnett. All members voted in the affirmative. Motion carried.
- K. The Governing Board discussed and considered the process and schedule for interviewing candidates for the position of Superintendent. Ms. Loftus said that ASBA will contact the finalists, set up the interviews, send out emails to the unsuccessful candidates, and send confirmations for the interviews and the Meet and Greet Event. She discussed confidentiality, logistics and the time schedule. All inquiries are to be directed to ASBA.
- Mrs. Greenwood said there is some concern about Mrs. Mattox's involvement in the search process. Mrs. Ervien said she understands that but Mrs. Mattox has been acting in her role as Acting Superintendent. All details and/or communications will be handled by Robin to maintain transparency and fairness.
- Mr. Leonard made a motion to proceed with the process as discussed. The motion was seconded by Mrs. Greenwood. All members voted "aye" and the motion carried.
- L. The Governing Board discussed interview question themes to be used with each candidate for the position of District Superintendent. Ms. Loftus said the questions are usually about leadership, behavioral characteristics, hot topics in the District, etc. After receiving suggestions from the Board, Ms. Loftus said will draft ten applicable questions and, depending on the vote regarding Item M, work with the President of the Board to finalize the questions.
- M. Mr. Leonard made a motion to authorize Mrs. Ervien, as Board President, to work off line with ASBA to finalize the interview questions. Mr. Hartnett seconded the motion and it carried with a vote of "aye" from all members.
- N. At this time, Ms. Loftus informed the Board that they will each receive credit for two hours of professional development for this meeting. She also said that ASBA will conduct a two to three hour training after July 1 for the new Superintendent and the Board. This training may cover topics such as roles and responsibilities, evaluation of the Superintendent, communication, strategic planning, etc. The members of the Board asked questions about continuing education credits.

Mr. Leonard asked what we are offering in the way of compensation. Mrs. Ervien has asked Attorney Jeff Dollins to be available to possibly negotiate the Superintendent's contract on March 6. Ms. Loftus said the contract might include things like length of contract, base salary, performance-based pay and how that is calculated, vacation, leave, car allowance, dues and fees, insurance, etc.

The range for the base salary amount was discussed, as was performance pay calculations and the issue of a car allowance.

ADJOURNMENT:

Mrs. Greenwood made a motion to adjourn the meeting. Mr. Hartnett seconded it. All members voted "aye" and the motion carried. The time was 9:21 p.m.

President

Vice-President

Clerk

Member

Member

Cyndie Mattox, Acting Superintendent