



BOARD OF TRUSTEES REGULAR MEETING MINUTES

- 1) Call to Order: Mrs. Brown called to order the regular Mobile Elementary School District Governing Board meeting for Tuesday, February 12, 2019 at 10:08 a.m.
- 2) Pledge of Allegiance: Mrs. Blair led the Pledge of Allegiance.
- 3) Roll Call: Ms. Vass performed Roll Call. In attendance were Mrs. Delores Brown, Mrs. Pat Blair, Charlotte Vass, and Dr. Kit Wood. In the audience were Mrs. Koontz and her K-2 class, and two members of Goodyear Fire Department (names were not recorded).
- 4) Adoption of Agenda:
MOTION: Mrs. Brown moved that the governing board approve the agenda as presented. Mrs. Blair seconded the motion.
ACTION: All in favor, **motion carried**.
- 5) Public Participation: Mrs. Brown stated there is no public participation.
- 6) Governing Board Report: Mrs. Brown stated that we will now have the Governing Board report.

Mrs. Blair discussed the BOLTS conference that the governing board attended. She stated that it was very informative and the presentations were very engaging.
- 7) Superintendent's Report: Mrs. Brown stated we will now have the Superintendent's report.

Dr. Kit Wood thanked the members of the audience for attending today's meeting. Dr. Wood reported that during the third week of January, Mobile ESD participated in National School Choice Week. Students went home with their yellow scarves and Mobile ESD received a certificate to signify its participation in National School Choice Week. She discussed how it is known that Mobile Elementary School is a school of choice. There are ten students who live within Mobile Elementary School District boundaries. The other sixteen students live outside of the district's boundaries. Dr. Wood expressed her gratitude towards all students of Mobile Elementary School, whether they live within the boundaries

or not.

Dr. Wood also reported on the BOLTS conference and the topics covered. Dr. Wood thinks it would be beneficial for the governing board to perform a self-evaluation as soon as possible and then in a year from now do another one. This was presented at the BOLTS conference as something beneficial for the governing boards to do. If Mobile ESD governing board does a self-evaluation in the next few weeks (before spring break), then it could become a yearly event. The superintendent does their evaluation in December and then the board could do their self-evaluation in January. Dr. Wood would like to discuss it further with the board and create a plan for implementing a self-evaluation. She thinks it would be very beneficial for Mobile ESD.

Dr. Wood also stated that the topic of goal setting was discussed at the BOLTS conference. Mrs. Blair, Mrs. Brown, and Dr. Wood worked on the beginning of an action plan for board goal setting, which is different than the three year strategic plan for the district. The board did create a goal, which has yet to be acted on, but that is to have study sessions. Dr. Wood is proposing that the board has a study session to discuss the topics of the BOLTS conference and to perform the board's self-evaluation. The BOLTS conference provided a wealth of information and Dr. Wood believes it would be very beneficial to implement some of the policies and procedures that were recommended.

Dr. Wood reported that the student population is currently holding at 26 students. Of those 26 students, 20 are confirmed for next year. Dr. Wood believes that the parents are aware of how much their students are learning and how much they enjoy attending Mobile Elementary and therefore plan on returning next year.

Dr. Wood stated she had some sad news to report. On the evening of Thursday, February 7th, Karin Helton's son, Charlie, was killed in an accident in Maricopa. Karin Helton has previously worked for Mobile on two occasions. Dr. Wood stated that she really appreciated the work that Karin Helton did for Mobile Elementary as Food Service Manager. Karin also has a daughter, Jolysa White, who is a student here at Mobile. The governing board, staff, and community of Mobile ESD donated a box of food to Karin's family. The funeral service for Charlie Helton will be held this coming Saturday. It will be held at the Mormon Church across from the high school in Maricopa. The viewing will be at 12:30 p.m. and the service will start at 2:00 p.m. Dr. Wood also gave the governing board members a copy of the memo that she provided to the staff with that information.

8) Recommended Actions – (Motion by Exception):

MOTION: Mrs. Brown moved that the governing board approve the recommended actions 8A, and 8B, including attachments as presented. Mrs. Blair seconded the motion.

ACTION: All in favor, **motion carried.**

9) New and/or Old Business:

A. Resignation of Agustina Sly from Financial and Business Consultant Contract for 2018-2019

MOTION: Mrs. Brown moved that the governing board approve the resignation of Agustina Sly from the financial and business consulting contract for 2018-2019, as presented. Ms. Vass seconded the motion and asked if there was any discussion.

DISCUSSION: Dr. Wood stated that Mrs. Sly was the business manager for several years. For the last year and a half she has worked as a consultant. For several reasons, Mrs. Sly has decided to resign. Dr. Wood discussed that it is also important for the district to work more closely with people who are district employees.

ACTION: Mrs. Brown stated that it is moved and seconded that the governing board approve the resignation of Agustina Sly from the financial and business consulting contract for 2018-2019, as presented. All in favor, motion carried.

B. Approve Revised Budget #1 for 2018-2019

MOTION: Mrs. Brown moved that the Mobile ESD governing board approve the Revised Budget #1 for the 2018-2019 school year, as presented. Ms. Vass seconded the motion and asked if there was any discussion.

DISCUSSION: Dr. Wood stated that this is the first revision of the budget for this school year. As the board knows the revision is usually done in December. The revision was unable to be completed in December this time. Because of that, a note was sent out stating that the district was approximately \$2,000.00 over-budget. When the revision was done, it took care of that, so the district is no longer over-budget. In fact, it is operating below budget.

ACTION: Mrs. Brown stated that it is moved and seconded that the governing board approve the Revised Budget #1 for the 2018-2019 school year, as presented. All in favor, motion carried.

C. Approve Purchase of Bus #5 Using VW Settlement Funds and Mobile ESD Capital Funds

MOTION: Mrs. Brown moved that the Mobile ESD governing board approve the purchase of Bus #5 using VW Settlement funds and Mobile ESD capital funds, as presented. Ms. Vass seconded the motion and asked if there was any discussion.

DISCUSSION: Dr. Wood reported that included in the governing board packet is the purchase order, contract, and specifications for the Bluebird bus that Mobile ESD is planning to purchase from Canyon State Bus Sales. Dr. Wood stated that a new item that wasn't on previous orders was a 4-camera video system. Dr. Wood added this to the purchase for the safety of the students and bus drivers, and to respond to any questions, concerns, or emergencies that might come up which would require video surveillance in order to be researched further. The cost difference is about \$2,300.00. She does feel that the camera system will be a good addition.

ACTION: Mrs. Brown stated that it is moved and seconded that the governing board approve the purchase of Bus #5 using VW Settlement funds and Mobile ESD capital funds, as presented. All in favor, motion carried.

D. Approve Statement of Assurance: Teacher Evaluation System Status

MOTION: Mrs. Brown moved that the Mobile ESD governing board approve the Statement of Assurance: Teacher Evaluation System Status for FY 2018-2019, as presented. Ms. Vass seconded the motion and asked if there was any discussion.

DISCUSSION: Dr. Wood advised that each year governing boards throughout the state of Arizona are required to submit a Statement of Assurance regarding the teacher evaluation system that is used in the district. This statement of assurance guarantees that all of the state statutes are being followed when it comes to the teacher evaluation system. Dr. Wood is pleased to say that Mobile ESD is following the statutory guidelines and expectations. This statement must be submitted by February 1st each year. Mrs. Brown has already signed the statement, but it is being brought to the board today for action.

ACTION: Mrs. Brown stated that it is moved and seconded that the governing board

approve the Statement of Assurance: Teacher Evaluation System Status for FY 2018-2019, as presented. All in favor, motion carried.

E. Approve Resignation of Josephine Barrand as Clerical Assistant to the Superintendent

MOTION: Mrs. Brown moved that the Mobile ESD governing board approve the resignation of Josephine Barrand as the clerical assistant to the superintendent, as presented. Ms. Vass seconded the motion and asked if there was any discussion.

DISCUSSION: Dr. Wood explained that Ms. Barrand was on maternity leave and her child was born. She did return to work on January 14th. However, currently she is not able to work full-time for the district. Ms. Barrand does enjoy her job and the work she is doing for the district. Dr. Wood stated that she has been a great learner and is doing a fantastic job, however with a newborn and other responsibilities in her life, she is not able to work full-time and has submitted her resignation to Dr. Wood. Dr. Wood is recommending that the board approve Ms. Barrand's resignation.

ACTION: Mrs. Brown stated that it is moved and seconded that the governing board approve the resignation of Josephine Barrand as the clerical assistant to the superintendent, as presented. All in favor, motion carried.

F. Approve Part-Time Position and Employment for Josephine Barrand as the Clerical Assistant to the Superintendent

MOTION: Mrs. Brown moved that the Mobile ESD governing board approve hiring Josephine Barrand on a part-time basis for up to 15 hours per week, as the clerical assistant to the superintendent, at the rate of pay of \$18.00 per hour, as presented. Ms. Vass seconded the motion and asked if there was any discussion.

DISCUSSION: Dr. Wood explained that Ms. Barrand is a very valuable employee. In her position, she has gotten to know the business and learned the operational aspects of the school district, which are very specific. There are a lot of requirements and regulations. Over the last year and a half, much of Dr. Wood's time and energy has gone into training Ms. Barrand. When she announced her resignation to Dr. Wood, Ms. Barrand and Dr. Wood discussed working reduced hours. That wouldn't work, so next they discussed the option/need of working one to two days a week. As the board knows, Agustina Sly is no longer an option for the school district to fall back on. The district does need somebody in their employment who is able to do some very basic business functions, such as paying bills,

processing paperwork, completing student attendance accurately and completing payroll. With Ms. Barrand working two days a week and Dr. Wood picking up a lot of the slack, as far as paperwork goes, she thinks keeping Ms. Barrand in the office two days a week to handle the computer aspect of the work will be very beneficial.

Dr. Wood also brought to the board's attention that Ms. Barrand was previously making \$17.00 an hour and Dr. Wood recommends that her salary be increased to \$18.00 an hour because she has become a very valuable employee. Ms. Barrand's level of expertise, experience, and responsibility has increased, which is why Dr. Wood feels the pay raise is warranted.

ACTION: Mrs. Brown stated that it is moved and seconded that the governing board approve hiring Josephine Barrand on a part-time basis for up to 15 hours per week, as the clerical assistant to the superintendent, at the rate of pay of \$18.00 per hour, as presented. All in favor, motion carried.

10) Information/Discussion Items:

A. Budget Update

DISCUSSION: Mrs. Brown stated this is a discussion item to gather input and further information or direction from the governing board. Dr. Wood will you please review item Budget Update.

Dr. Wood reported that Mobile ESD is operating under budget. The district's student enrollment is holding steady at 26 students. Parent survey responses show that 22 students are planning on returning for the next school year. Mobile ESD is in good standing this year and next year is looking great so far. Dr. Wood stated that student enrollment is crucial because it is what sets the district's funding and expenditure budget each year.

B. School Facilities, Equipment, and Maintenance Update

DISCUSSION: Mrs. Brown stated this is a discussion item to gather input and further information or direction from the governing board. Dr. Wood will you please review item School Facilities, Equipment, and Maintenance Update.

Dr. Wood reported that the main item she is going to discuss is the bus. Bus #4 is the only operable bus. Bus #1 is the oldest bus. It is going to be traded in and replaced through the

VW Replacement Program. Canyon State will not pick up that bus until the new replacement bus is delivered, because of the grant procedures that they must follow. Bus #2 has been inoperable for two and a half years. Bus #2 was looked at by Canyon State. There is no value in Bus #2. Canyon State is willing to take Bus #2 and take it to a yard to be discarded. The towing cost would be about \$200. Dr. Wood plans on having Bus #2 taken away by the end of March. Dr. Wood reported that the district has spent a lot of money on Bus #4. The district acquired Bus #4 at a great price. It is operating now, however the eight-way flashers and stop arm have continued to have problems since July. Now for the third time this week, the bus is over at Canyon State for those repairs. Dr. Wood thanks the parents. They have rallied and have been bringing their children to and from school this week. Bus #4 was taken to Canyon State on Friday of last week. The problems with the eight-way flashers and stop arm started about a week ago today. The bus was still driven for a couple of days despite those issues, but Dr. Wood was informed on Friday morning that it was not allowed, and lawfully the bus could not be driven until those issues were fixed.

C. Proposed Staffing for 2019-2020

DISCUSSION: Mrs. Brown stated this is a discussion item to gather input and further information or direction from the governing board. Dr. Wood will you please review item Proposed Staffing for 2019-2020.

Dr. Wood asked the board members to turn to item 10.C. in their governing board meeting packets. Dr. Wood dismissed Mrs. Koontz' class from the meeting since this item would take more time to discuss. Dr. Wood clarified that she will just be discussing positions, not specific employees. For next year, she is recommending a Superintendent/Principal; a K-2 teacher (full-time), a Special Education teacher (part-time), and perhaps a Head Teacher, but it will be addenda only. She also recommends one teacher for 3-5, and one teacher for 6-8. Dr. Wood does recommend three full-time teachers, with a possible student enrollment of 26-28 and teaching three grade levels can be quite challenging. The next position is Instructional Aide. This position is 1.5 hours a day, which is shared with the Food Service Manager position of 6.5 hours a day, making a total of 8 hours a day. The next position is Instructional Aide for 7 hours a day and that is if there are special education students enrolled that require an Instructional Aide. The next positions are Art Teacher (2 days a week), P.E. Teacher (2 days a week), and Music Teacher (1 day a week). These three special area positions are 4 hours per day. Support staff will include a full-time business manager/administrative assistant for 6-8 hours a day. This position may not be a 12-month position. Dr. Wood explained that when school is not in session, the business manager may only work a couple of days per week, based on need. Facilities Manager will be a full-time, 8 hours per day, year-round position. The Food Service Manager position will be a 6.5 hours per day, 5 days a week, while school is in session. There is also a Bus Driver/Maintenance temporary part-time position. The speech therapist is not a district employee and is usually hired as a consultant. That concludes the proposed staffing positions for 2019-2020. Most of

the focus (staff) is being placed in the classroom and towards student education. Dr. Wood has also worked on reducing the amount of staff hours and costs going towards administration, as recommended by the Auditor's General office.

Dr. Wood also wanted to go over the budget timelines. For 2018-2019, January through May, Dr. Wood, Gene Gardner, and the governing board meet and develop draft documents that will be used to develop the proposed budget for 2019-2020. During this time, they also work on revised budgets. Then input, data, and information is gathered for the 2019-2020 budget. Dr. Wood and Mr. Gardner work to observe and incorporate legislative action, goals, priorities, policy changes, ASRS changes, health insurance changes, etc. into the proposed budget. Then Dr. Wood recommends and obtains approval for positions and salaries for 2019-2020 school year. Dr. Wood also completes the Trans55 report. A draft of the proposed budget is then brought to the board. For the remainder of the school year, the proposed budget will be an agenda item for discussion during the governing board meetings. This is so any changes that come up can be discussed and approved before the proposed budget is adopted. Dr. Wood then discussed tentative dates for the budget that were coming up soon.

11) Discussion of items for next Governing Board Meeting

Mrs. Brown asked about any items needed to be brought forth at the next governing board meeting.

1. Proposed Instructional Calendar for 2019-2020
2. School Start and Stop Times for 2019-2020
3. School Meal Prices for 2019-2020
4. Substitute Pay for 2019-2020
5. Staff Positions for 2019-2020
6. Move next governing board meeting from 3/12/2019 to 3/5/2019
7. Study Session on 2/26/2019 at 9:30 a.m.

12) Adjournment:

MOTION: Mrs. Brown moved that the governing board adjourn the meeting at 11:05 a.m. Mrs. Blair seconded the motion.

ACTION: All in favor, **motion carried.** Meeting adjourned.

Mobile Elementary School District No. 86
42798 South 99th Ave * Maricopa, Arizona 85139
Telephone: (520) 568-2280
Fax: (520) 568-9361

Board President

Date

Board Member

Date

Board Member

Date

District Administrator

Date