

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

CALL TO ORDER: The special meeting of the Governing Board of Winslow Unified School District No. 1 was called to order by Mrs. Sharon Greenwood, President, at 4:11 p.m., August 29, 2019, in the District Board Room, 800 Apache Avenue, Second Floor, in Winslow.

PRESENT: Mrs. Sharon Greenwood
Mr. Joey Hartnett
Mrs. Marilee Ervien
Mrs. Dodie Montoya
(Mr. Allen Leonard was not present until 4:49 p.m.)

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was said.

WORK STUDY SESSION: A. The Governing Board opened with discussion of the bus issues. Mrs. Mattox recognized there have been issues with the transportation system. The issues seemed to be worse this year and she has addressed issues as they came up. The district has not been using the Transfinder software purchased 2 ½ - 3 years ago. The company is going to send a representative out to us for training. We plan to train one or two staff from transportation and Scott Larsen from our IT department. We need to make sure we are using it to the best of our ability.

Mrs. Greenwood is concerned that there were bus “rules” within transportation that were new to her as a Board Member and as a parent. She would like to have those rules published for the community. Some of the rules are tunneled and not widespread. She would like to see the software utilized and the rules to be universal throughout the district. It is important to have the principals on Board as they are familiar with their schools. It’s important for each student and their parents to know what the bus rules are before getting on the bus, so those rules can be followed.

Mr. Hartnett would like the students to be on the bus no more than 45 minutes. We cannot have students on buses without air conditioning in the summer. Going to grade level schools created more bus issues adding to that the driver shortage. We have to find solutions. Transfinder may be able to shorten time on the bus; or if necessary, lessen the number of stops the bus makes. Mr. Hartnett said the biggest complaint he gets is that students are on the bus too long. Most of our buses do not have air conditioning and the kids get off the bus overheated. Mrs. Mattox indicated that students are allowed to drink water on the bus.

Mrs. Montoya asked if the reservation buses had air conditioning, as these are the longest routes. Mrs. Lomeli stated the new buses purchased last year do have air conditioning and they are used for the reservation routes.

Mrs. Greenwood stated she was a little disappointed when the Board voted in the change of start times for the schools. It seemed to make the bus issues worse. Mr. Hartnett expressed that he would like to see the district go back to the start and end times from last year if we can figure out some solutions. Mrs. Mattox shared that all the sites have information printed with the current start and end times. Changing times during the year could be costly and more confusing.

Board members discussed the different programs that are affected by the time changes, including the YETI program at Jefferson and tutoring throughout the district.

Mr. Hartnett asked how soon we could get the Transfinder software up and running. Mrs. Mattox indicated that Mr. Steve Henling is working on that, and program will have to run through the district servers. She is not certain of a timeline to get the program running.

- B. The Governing Board discussed the progress on the point-of-sale (POS) system. Mr. Hartnett said his main goal is accountability and protecting people. The Board wants to protect our employees and have transparency with the public as far as seeing things handled responsibly. Mrs. Greenwood added that in keeping track of the money, if there is extra, it could be given to the students and their clubs

Mrs. Hendricks shared that both she and Mr. Steve Henling had done some research on a POS system. The best solution would be a typical monitor with a cash box. It would allow people to use a debit or credit card for tickets and/or concessions, resulting in increased sales. She shared the research she had done was on a system from EPOSNow. The company would be able to give us 15% off all hardware. Mrs. Hendricks indicated she would like to start off with two tills, one for ticket sales and one for concession sales. We also have the option of buying a thermal printer to print receipts. There will be a monthly usage fee. The fee would be prorated based on usage and for months in which no event proceeds are taken in there would be no fee assessed. Then it would be based on how many tills we have. The tills can be moved from one location to another as the sport seasons change.

Mr. Hartnett said it would nice to have a paper trail to keep track. Mrs. Hendricks stated that the system can keep track of inventory and provide accountability.

Mrs. Hendricks said the quote for monthly fees is \$87 per month for three tills, \$64 per month for two tills, and \$34 per month for one till. The actual quote for all the hardware was around \$1400. The Board agreed with Mrs. Hendricks that a cost under \$2000 is good.

Board members discussed how many tills would work the best. They determined three would work best, as we have two gates open for football and one for concession. During basketball season, we have two gyms open for games at the same time. If necessary we could add additional tills later.

Mrs. Hendricks stated if we worked quickly on the purchase and implementation, we could possibly have the POS system up and running by basketball season.

Mrs. Montoya asked why the pay for extra duty hours was changed to \$12 per hour from time and a half for those that exceeded 40 hours per week. Clarification was requested by Mrs. Montoya and she was bringing it to the forefront. Mrs. Lomeli explained that if a classroom aide works as a ticket taker at a game, it is not related to the work form which they received a contract. It is extra duty work, and all those working will receive the minimum wage of \$12 per hour. Mrs. Hendricks spoke with several 3A schools across the state. She found that minimum wage or a flat fee per event were paid to workers. The extra duty assignment sheet is the loophole that gets the High School out of paying time and a half.

Mrs. Hendricks spoke on the response to the request for event workers. Some people were upset, as they were benefiting from the time and half that was being paid. She indicated they have about 17 rotating workers ready to work events. They are excited to be a part of these activities, and are doing it for the right reasons.

Dr. Donner stated the decisions regarding the pay were appropriate based on conversations that were just had. He has been impressed by faculty and staff that have stepped up.

- C. The Governing Board discussed the process of hiring a new superintendent. Mrs. Mattox provided Board members with a packet of information from ASBA regarding the hiring process. Mrs. Mattox told the Board they have her full backing. She is here to serve the Board in this process and will schedule with ASBA if they would like. She did recommend that the Board use the ASBA services as they are experienced and have processes in place.

Mrs. Ervien stated that she was not pleased with the services from ASBA in the previous superintendent search. Mrs. Mattox stated that we just need the right person collaborating with us and she will try to make sure that happens.

Mrs. Greenwood said she was grateful for ASBA at the beginning for advertising and filtering the applicants. As everyone is busy, they provided this service and did a good job. Using ASBA service "ala carte" was discussed, and Mr. Hartnett recalled that ASBA said we could use some but not all services they provide.

Mrs. Montoya thinks ASBA should be used as we have set a precedent with them and they have done a great job. She was pleased with their involvement during the last superintendent search. Mr. Hartnett suggested a blended service. Have our committee work with ASBA to narrow down the choices.

The Board members agreed that it is important to advertise on our district website as well as the ASBA website. All members were given a packet of information on the ASBA process which included the job description for both superintendent and assistant superintendent. As the assistant is no longer a filled position, the Board members discussed revising the superintendent job description to include the duties of the assistant which Mrs. Mattox continues to fulfill.

The members agreed to October 1, 2019, as a date by which they want to have the revised job description completed. Mrs. Mattox reminded the them that changes to the job description must be approved by the Board prior to posting.

Mrs. Montoya suggested that Mrs. Mattox provide five questions that she deems important as she may deal with issues of which the Board does not have thorough knowledge. Mrs. Mattox suggested the Board also start thinking of questions and write them down. She also suggested that a request be sent to the staff asking them for possible questions. Those would be then be shared with the Board members for review and possible consideration.

Mrs. Greenwood said once we have utilized the ASBA services, then the Board can set dates for interviews. The Board agreed they would like to have someone hired by the end of January 2020. Mrs. Mattox urged the Board to have a community meeting and a teacher meeting – involve the stakeholders when the time comes.

At 4:49 pm, Mr. Leonard arrived to the meeting and joined in the discussion.

Mrs. Mattox clarified why the superintendent job description requires that that person keep their principal certification current. In the event there has to be a personnel move, they could be moved to a principal position without certification issues.

The Board discussed the total experience, as referred to in the job description. It states 20 years preferred. The Board likes “preferred” as opposed to “required” in the position description.

Mrs. Mattox suggested that the position description be on the September 19, 2019, board meeting agenda. Each member will need to review the description and make changes or additions prior to that meeting. During the Board meeting possible changes can be discussed and a final draft completed then it can be voted on and approved by the Board at the October 3, 2019, board meeting.

Mrs. Greenwood suggested that the Board will use the ASBA services to start with and be more individualized in developing the interview questions. The advertising and filtering of applicants will be done by ASBA. They will also they will be in charge of the interview schedule and keeping the process fluid on that day.

Mrs. Mattox recommended the community forum be at a location with a stage such as one of the elementary schools.

The Board discussed the process of the community forum. Suggestions were made to have the questions written down prior to the meeting and to limit the time a community member could stand up and speak. Also just having three or four applicants at a time on the stage would make it easier.

Moving forward, Mrs. Mattox will call ASBA to make arrangements. The board members will work on finalizing the job description by October 1, 2019. It would then go before the board for approval at the October 3, 2019, meeting.

D. Board members discussed their goals for this school year.

All sites are still working on curriculum alignment. This will be an ongoing process.

The district has adopted the Danielson framework and completed training. Walk-throughs will be October 17, 2019.

The website is looking much better. Each site has provided great information and the site is easier to navigate.

Mrs. Mattox passed out a flow chart showing the chain of command for different issues that arise throughout the district. She indicated this flow chart has not yet been given to the administrative team, and she is not asking the Board to vote on it. Rather, it is for information purposes. The flow chart illustrates the steps a parent or community member would follow. This year there will be support from an assigned administrator. Ms. McNamee is going to field calls for transportation issues, as she is logistically located to walk back to transportation and get answers. If the issue does not get resolved with Ms. McNamee, then it would go to Mrs. Mattox. This provides a layer to help with issues. The activities coordinator has been added to be in the path of resolution. Chain of command is important. The concern is when people go to social media to air complaints, and with this process, hopefully we can take care of these issues in a positive manner.

The Board was pleased with the flow chart. Ms. McNamee will be in contact with the department heads should any issues arise. The principals will be informed as well.

The front door entries to the elementary school are very helpful. It adds a level of security for staff and students. Mrs. Greenwood wants the community to know the Board is striving to make the schools safer.

Recruitment and retention was discussed at the Elevate conference and the Board will be able to hear more information soon.

Cell phone policies are set at the schools, and the Jr. High administration feels that their policy is working well. They have not had many cell phone issues this year.

Dr. Donner reported on the cell phone policy at the high school. The handbook has the rules lined out. He feels they rules address the issues they encounter. He feels that empowering teachers by giving them the opportunity to allow students to use their devices for lessons during class time would be beneficial.

If a student is referred for disciplinary action, he confiscates the cell phone immediately to eliminate any possible communication with other students that may be involved.

As long as cell phones are not a distraction to the educational environment then they can be beneficial. Dr. Donner indicated that possibly allowing the students to access the district WiFi could help administration track what the students are viewing.

Mr. Hartnett asked how the PLCs are working in the school. Mrs. Larissa Richards stated at grade 7-12, the PLC time is productive. The grade school levels have different needs which they have to address. Consistency on focus at PLCs would helpful.

The communication with all teachers in the district has improved. The sites are utilizing the district website better and it is user friendly.

Mr. Hartnett believes we should market our schools better to help attract students.

Mrs. Greenwood suggested that after the AzMerit testing, the schools can be more creative in having an outlet from the testing. Teaching students basic life skills such as managing money, using a credit card, balancing a checkbook, creating a budget, etc. are not taught in the schools any longer. All students need these important skills.

ADJOURNMENT:

Mrs. Greenwood asked if anyone wished to make a motion to adjourn. Mrs. Montoya did so at 5:36 p.m. This motion was seconded by Mrs. Ervien and carried with a vote of "aye" from all members present.

President

Vice-President

Clerk

Member

Member

Cyndie Mattox, Superintendent