

**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. Sharon Greenwood, President, at 6:03 p.m. January 16, 2020, in the District Board Room, 800 Apache Avenue, in Winslow.

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

ABSENT:

**ORGANIZATION
OF GOVERNING
BOARD:** Mrs. Ervien made a motion, which was seconded by Mr. Hartnett to nominate Mrs. Sharon Greenwood to fill the office of President for 2020. All members voted "aye" and the motion carried.

A motion to nominate Mr. Joseph Hartnett as Vice-President for 2020 was made by Mrs. Ervien and seconded by Mr. Leonard. All members voted "aye" and the motion carried.

Mrs. Montoya made a motion, which was seconded by Mrs. Ervien, to nominate Mr. Allen Leonard as the Clerk for 2020. All members voted "aye" and the motion carried.

Mrs. Ervien made a motion to keep the meeting schedule at 6:00 p.m. on the first and third Thursdays of each month. This motion was seconded by Mr. Hartnett. The motion carried with four votes in favor, with Mrs. Montoya voting against the motion. The motion carried.

A motion was made by Mr. Hartnett, seconded by Mrs. Ervien, to hold Board meetings in the Governing Board room. All members voted "aye" and the motion carried.

**PLEDGE OF
ALLEGIANCE:** The Pledge of Allegiance was said.

**APPROVAL OF
THE AGENDA:** Mrs. Ervien made a motion to approve the agenda. Mr. Leonard seconded the motion. The motion carried with a vote of "aye" from all members.

**AWARDS,
RECOGNITIONS
AND
PRESENTATIONS:**

At this time, Mrs. Mattox announced the employees of the month, the volunteer and administrator of the second quarter, and substitute teacher of the first and second quarter.

Ms. Maria Perales, Special Education teacher at Winslow Jr. High School, was named the certified employee for November. Ms. Perales was nominated because she is always friendly and polite Her communication skills are awesome regarding meetings and paperwork. She is always ready to help out when needed.

Mr. Larry Oso, vehicle attendant for the Transportation Department, is the classified employee of the month for November. Mr. Oso is helpful, handy, kind, and professional. He is dedicated to the job at hand.

Mrs, Debra Fulton, first grade teacher at Jefferson School, was named the December certified employee for December. Mrs. Fulton is a creative teacher that constantly searches for fun lessons for her first grade standards. She created a "bat cave" for reading in her classroom. She is always willing to step up for committees and activities.

Ms. Lisette Quintana, secretary at Winslow Jr. High School, was named the classified employee for December. She has stepped into the position seamlessly and has mastered the art of multi tasking and organization. She is always kind and caring with any issues that arise with students or staff.

Ms. Cecilia Donnelly was named volunteer of the 2nd quarter. Ms. Donnelly was a big help with the 12th Annual Walkathon. She handled donations, attended every parent meeting, and assisted in planning. She also donated a handmade gift basket for a raffle prize.

Mrs. Amber Martinez was named the administrator of the 2nd quarter. She is always supportive and involved in the classrooms. She is upbeat and positive, and shares strategies teachers can apply in their classroom.

Ms. Josephine Begay was named the substitute teacher of the first quarter. She has been working with the 8th grade English classes since September. She has gone above and beyond in keeping classroom instruction on task. She has been receptive to feedback and adjusted lesson plans based on needs of students.

Mrs. Kimberly Gould was named the substitute teacher of the second quarter. Mrs. Gould took over Mr. Gilman's class and has become involved in reviewing lesson plans and creating enthusiastic ways to engage the students. She has asked how to enter grades and administer the quarterly benchmark. The Jr. High School has been very fortunate to have her.

**APPROVAL OF
MINUTES:**

Mrs. Ervien made a motion to approve the minutes from the public hearing regular meeting on December 5, 2019, and the special meeting held December 11, 2019. The motion was seconded by Mr. Hartnett. Members present voted "aye" and the motion carried.

CALL TO PUBLIC: Mrs. Greenwood 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. A request was made for ratification of expense and payroll vouchers per Ratification List No. 843 totaling \$1,323,031.26. Mrs. Lomeli said 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. 843. Mr. Leonard seconded the motion. Members present voted "aye" and the motion carried

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

- Betty Clark – Substitute Teacher – District
- Kevin Coolige – Crossing Guard PM – Jefferson
- Megan Lymer – Varsity Softball Coach – High School
- Morris Nesmith – Substitute Teacher – District
- Anthony Reynoso – JV Softball Coach – High School
- Robert Robertson – Academic Coach – District
- Hanna Setalla – Classroom Aide – Bonnie Brennan

Mrs Mattox recommended that the Governing Board approve the following extra-duty stipends:

- Lisa Long and Natalie Barrios – Homecoming and Prom Sponsors High School
- Amy Arend – Career Center Advisor – High School

These three stipends will be paid from the High School commission received from Pepsi.

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

- Jodie Garner – Principal – Jefferson School effective 6-30-20

Mrs. Mattox recommended that the Governing Board approved the following termination:

- Edward Montano – Grounds/Assistant Wrestling Coach – District/High School

A motion was made by Mr. Leonard to approve the hirings, stipends, resignation, and termination as listed on the memo. Mr. Hartnett seconded the motion. A vote was taken and members present voted “aye.” The motion carried.

C. Mrs. Mattox recommended that the Governing Board approve the following donations:

- \$2,000 to Bonnie Brennan Elementary School from the Department of Corrections DCA Inmate Fundraiser
- \$23.80 to Bonnie Brennan Elementary School from Box Tops for Education
- \$1,275 to Jefferson Elementary School from the Department of Corrections DCA Inmate Fundraiser
- \$282.20 to Jefferson Elementary School from Box Tops for Education

A motion was made by Mrs. Montoya to approve the donations mentioned. Mr. Leonard seconded the motion. A vote was taken, and members voted “aye.” The motion carried.

D. Mrs. Mattox recommended that the Governing Board approve the following out-of-state travel:

- Softball Club (22 people) traveling to Laughlin, Nevada, on March 4, 2020, to participate in a softball tournament, returning March 7, 2020.
- Softball Club (22 people) traveling to Las Vegas, Nevada, on April 8, 2020, to participate in a softball tournament, returning April 11, 2020.

Both trips will be funded by the Softball Club.

A motion was made by Mrs. Montoya to approved the out-of-state travel as presented. The motion was seconded by Mrs. Ervien. All members voted “aye” and the motion carried.

- E. Mrs. Mattox recommended to the Governing Board that the Activities Director position be changed from a 202 day contract (10 month) to a 261 day contract (12 Month).

Mrs. Mattox referred the Governing Board members to the letter by Dr. James Donner, Principal at Winslow High School. Dr. Donner expressed the need to have the Activities Director (AD) working all year. The position is responsible for the district wide activities as well as arranging and scheduling events for the City of Winslow. This year the AD has been instrumental in helping to implement the use of a point-of-sales system for games and concessions.

After discussion, Mrs. Ervien recommended the agenda item be tabled until the next meeting so the High School can provide additional information including a detailed job description and clarification of duties compared to other high schools in the state. She also requesting a justification as to why this position should be increased to 12 months. The motion was seconded by Mr. Leonard, and all members voted "aye." The motion carried.

The Governing Board members stressed that the tabling of the request is not necessarily a negative statement, they would prefer to make the recommendation based on additional knowledge and understanding.

- F. Mrs. Mattox recommended that the Governing Board revise the current coach position description to include the requirement of a fingerprint clearance card.

Mrs. Kourtney Hendricks, Activities Coordinator, stated that it is a requirement of the AIA that all coaches have a fingerprint clearance card. All coaches includes varsity, assistant, JV, and volunteer coaches.

Mrs. Ervien made a motion to revise the position description for coach to include the requirement of a fingerprint clearance card. Mr. Leonard seconded the motion. All members voted "aye" and the motion carried.

- G. Mrs. Mattox recommended that the Governing Board increase the daily pay for the substitute and emergency substitute teachers to meet the minimum wage requirement. The increase would amount to a \$15/day increase. The certified substitute teacher pay is \$87/day, to be increased to \$102/day. The certified emergency substitute teacher pay is \$77/day, to be increased to \$92/day.

Mr. Leonard made motion to approve the \$15/day increase to the substitute and emergency substitute teacher pay. The motion was seconded. The motion was seconded by Mrs. Ervien. All members voted "aye" and the motion carried.

- H. Mrs. Mattox asked Mr. Jack Hanno, Transportation Director, to give an update on the Transfinder software.

Mr. Hanno stated that the maps which are used to identify the routes are outdated. The maps are currently being updated so that the software can be utilized. Mr. Steve Henling, IT Director, said the program should be up and running for next school year. Mr. Joey Hartnett asked about the driver shortage. Mr. Hanno explained that before he will consider anyone for hiring, they have to first be able to obtain a fingerprint clearance card. Only then will he consider hiring anyone as a driver.

The Governing Board members asked about updating the job to include maintenance/grounds/bus driver. This way, the maintenance personnel can also run a bus route if there is not a driver available. This was done in previous years, however, Mr. Hanno indicated that employees have expressed that they do not want to work in both areas.

The Governing Board will continue to be updated as progress is made.

- I. Mrs. Kourtney Hendricks provided the Governing Board with an update on the point-of-sale system. Through trial and error, the system has been up and running for several games. The Governing Board asked if the system will be able to run credit cards. Mrs. Hendricks is hoping that for next school year the credit card option will be available. She and Mr. Henling are still working through the kinks.

Mrs. Hendricks suggested using a different solution for admission tickets. This is another area in which the High School is looking to improve. The Governing Board members are pleased with the progress.

- J. Mrs. Mattox recommended, per Mr. Steve Highlen from Arizona School Boards Association, that the Governing Board hold a special meeting on Friday, January 24, 2020, at 9:00 a.m. to review applications for district superintendent.

A motion was made by Mr. Leonard to schedule a special board meeting on Friday, January 24, 2020, at 9:00 a.m. Mrs. Ervien seconded the motion. All members voted "aye" and the motion carried.

- K. Mrs. Mattox asked the Governing Board members to share any possible future agenda items.

Mrs. Greenwood would like to hear an update on the status of the old high school building and Chartwells.

Mr. Hartnett would like to hear about improvements to each site. When walking through the schools, there are some cosmetic issues that need to be addressed.

Mrs. Ervien, Mrs. Montoya, and Mr. Leonard did not request any future agenda items at this time.

- REPORTS:**
- A. Mrs. Shirley Lomeli, Business Manager, discussed the November and December financial reports. With 50% of the school year completed, we are at 41.23% of expenditures.
 - B. Mrs. Mattox reported on the ELEVATE conference. Globe presented at the conference and she was encouraged at their presentation about teacher mentoring.
 - C. Mrs. Greenwood reminded the Governing Board members of the special meeting next Friday. She also shared that she and her husband are cooking pulled pork for the Doc Wright tournament.

**BOARD
COMMENTS:**

Mr. Hartnett spoke about teacher retention; this was a topic covered at the ASBA conference in December. He feels that every applicant should fit the position and goals of the district. It would be best to leave a position vacant until there is a good fit. The superintendent should meet or interview each person. The new superintendent should also be the right fit for our district. Mr. Hartnett stated he is sorry that Mr. Garner will be leaving our district at the end of the school year.

Mrs. Ervien both expressed her appreciation to Mrs. Garner and her years of service. She is hopeful that Mr. Robertson, new academic coach, will be instrumental in establishing a mentoring program in Winslow.

Mrs. Montoya expressed her appreciation to Ms. Lopez and Mrs. Martinez at the Jr. High School. They are always willing to help.

Mr. Leonard spoke about Mrs. Garner and the years of service to Winslow School District. He hopes she will enjoy her retirement. He also expressed the tabling of Item E under new business. This is not a negative thing just time to provide more information.

Mrs. Greenwood also expressed great appreciation to Mrs. Garner and her lasting effect on teachers.

ADJOURNMENT:

At 7:35 p.m., Mrs. Montoya made a motion to adjourn and Mrs. Ervien seconded it. All members voted "aye" and the meeting was adjourned.

President

Vice-President

Clerk

Member

Member

Cyndie Mattox, Superintendent