

**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 10:06 a.m., January 26, 2019, at Flagstaff Ranch, 3850 S. Lariat Loop, Flagstaff, Arizona.

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

**ABSENT:** Mrs. Josephine Montoya

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

**WORK STUDY SESSION:**

A. The Governing Board discussed the past year, with particular attention to the RedForEd movement and corresponding walk-out, and administrative procedures in regard to employee discipline matters.

The members of the Board expressed the desire to keep the momentum going and continue to show support for our teachers as the RedForEd movement continues, but a walk-out should be a last resort and we need to be prepared for any scenario.

The Board would like to see a procedure whereby if an employee is placed on leave, an executive session would be held to inform the Board. Getting a second legal opinion in such matters was also discussed.

These events were new situations for the Superintendent and several members of the Board and there are always opportunities to improve and grow.

B. The Governing Board reviewed its goals for 2018-2019. Mrs. Mattox showed that almost all of the goals have been fulfilled. The Board discussed communication, school safety, the tax credit brochure and the budget. Particular attention was given to the school year calendar, district website, presence of board members at school sites and events, and several aspects of school safety.

Mr. Leonard said Mrs. Amber Martinez, Student Advisor at the junior high, called him to talk about Holbrook's emergency plans.

The Board also discussed recruiting and incentives for teacher retention.

- C. In looking forward, the Board would like to see progress on curriculum alignment. Mrs. Mattox said the District has powerful academic leaders and they are working together to bring about alignment. Mrs. Greenwood said curriculum alignment would really benefit the students and the Board would like to see presentations describing the plans and processes.

Items D, E and F have been or will be discussed as part of other items.

- G. Mrs. Greenwood said the teacher evaluation instrument needs to be revamped. Mrs. Mattox agrees with this, stating that a self-created instrument is not valuable. She distributed a handout from the Danielson Group and briefly talked about using this company to help us improve our evaluation system. She has a meeting scheduled and will be bringing more information to the Board soon.
- H. With regard to the issue of standards-based grading and report cards, a meeting was recently held and Steve Henling and Scott Larsen provided information on the capabilities of PowerSchool. The Board discussed this matter and said that parents have to be educated on the new way of grading and have to have buy-in.
- I. At this time, Mrs. Mattox spoke to the Board about a problem at the junior high and high school that is getting increasingly disruptive. Students are texting their parents during class telling them to come pick them up early. She asked if the Board would back a procedure to only allow early pick-ups between class periods (in non-emergency situations, of course). This matter was discussed at length.
- J. Mrs. Mattox presented information regarding 504 plans. She explained that this is a plan to reasonably accommodate regular education students with a diagnosed medical condition. She said that after 2010, the 504 duties were assigned to the principals, but the District's 504 process needs work. She proposed assigning the job of 504 Coordinator to an Assistant Principal and pay this person according to the Extra Duty Salary Schedule, much like a coach. The District has about 15 students on 504 plans at this time. The duties would consist of conducting a meeting involving several parties, writing individual plans, handling any issues that arise and conducting a yearly meeting. Mrs. Mattox, and Mrs. Greenwood, told the Board that the WHS Assistant Principal recently handled a 504 matter and she did a great job.
- K. Mrs. Mattox spoke to the Board about the new Employee Portal. This is new technology that is requiring a lot of work and there will be more to come. She asked Mrs. Shirley Lomeli, Business Manager, to present more information to the Board. Mrs. Lomeli explained some of the basic functions of the portal and gave a brief demonstration. While it is a good thing for our staff, there are lots of things to manage, implement and maintain. The portal had to be created by Mrs. Lomeli and some of her staff. Many, many employees of the District are paid stipends for

extra work and the Board is being asked to consider paying stipends for the work on this portal. There was a lengthy discussion about stipends, job duties, extra pay for extra work, etc.

- L. The members of the Board were presented with information regarding the upcoming mandatory minimum wage increase. Mrs. Lomeli said that the minimum wage will increase from \$11.00 to \$12.00 on January 1, 2020. If that increase was made for our employees now, and also give the other classified employees an additional dollar per hour, it would be a good gesture and would cost the District about \$82,000 for the remainder of the year. Then if state funding made an increase possible next year, the percentage increase would be figured on the increased wage. She gave the amounts for 9, 10 and 12 month employees. This matter was discussed further.
- M. Mrs. Mattox informed the Board that a solution has been found to fund all-day kindergarten. Currently, the state only funds half and any districts that educate students all day must fund the remaining half. She said part of the funding could come from Title 1 funds because of the "at risk" nature. We would need to hire two teachers and two aides. Most agreed that this is what's best for the kids and the community. The question of whether parents can opt out of full-day instruction was discussed.
- N. Mrs. Mattox spoke to the Board about the hiring procedures. She said we have done very well with not allowing anyone to work at all before formal hiring by the Board. This procedure has made it very difficult with regard to the hiring of bus drivers and substitute teachers, as these are our most urgent needs. After discussion, the Board would be agreeable to allowing the old hiring processes to resume for just these positions, but the Board wants to be informed before anything takes place.

At this time, Item D – Board representation at school activities, was discussed. The high school graduation ceremony has become very difficult and confusing by allowing different people to present diplomas to several different graduates out of turn. The Board discussed the idea of attending but not handing out the diplomas, leaving that to administration. The Elks' Youth Recognition Banquet was discussed as well.

Item E – Unity and communication within the District was discussed. The welcoming feeling at Bonnie Brennan School was mentioned, as was making school an experience. The loss of long-standing traditions was raised. The need for a district-wide (teachers, staff and students) cell phone policy was also discussed.

In conclusion, Mrs. Greenwood said we have a lot to do this year, but have some great ideas for making our district better.

**ADJOURNMENT:**

Mrs. Greenwood asked if anyone wished to make a motion to adjourn. Mr. Hartnett did so at 2:00 p.m. This motion was seconded by Mrs. Ervien and carried with a vote of "aye" from all members present.

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President

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Vice-President

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Clerk

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Member

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Member

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Cyndie Mattox, Superintendent