

**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 6:01 a.m., June 21, 2018, in the District Board Room, 800 Apache Avenue, Second Floor, in Winslow.

**PRESENT:** Mrs. Sharon Greenwood  
Mr. Joey Hartnett  
Mrs. Marilee Ervien (appeared by telephone)  
Mrs. Dodie Montoya  
Mr. Allen Leonard

**ABSENT:**

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

**APPROVAL OF THE AGENDA:** Mr. Leonard made a motion to approve the agenda, and Mr. Hartnett seconded it. A vote was taken and all members voted "aye". Motion carried.

**APPROVAL OF MINUTES:** Mr. Leonard made a motion to approve the minutes of the public hearing and regular meeting held May 10, 2018, and the two special meetings held June 6, 2018. The motion was seconded by Mrs. Montoya. All members 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.

There were no comments from the public at this time.

**NEW BUSINESS:**

- A. Request ratification of expense and payroll vouchers per Ratification List No. 813 totaling \$2,437,109.24. 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. 813. Mr. Hartnett 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:

- Amanda Curnutte – Part-time Classroom Aide – Jefferson School
- Garrett Goodrich – Math Teacher – High School
- Monique Jauregui – Health Technician – Washington School
- Scotti Martinez – Part-time Classroom Aide – Jefferson School
- James Myrick – Sp Ed Teacher (high needs) – High School

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

- Kacey Fulton – from Sp Ed Classroom Aide at Washington School to Kindergarten Aide at Bonnie Brennan School
- Tracy Turley – from Sp Ed PBIS Aide at Washington School to Sp Ed Classroom Aide at the Junior High

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

- Carly Saunders – Counselor – High School – Effective 6-15-18

Mr. Leonard made a motion to approve the hiring, transfer and resignation of personnel as recommended by Mrs. Mattox. This motion was seconded by Mr. Hartnett. A vote was taken and all members voted in the affirmative. Motion carried.

- C. Mrs. Mattox spoke to the Board about the Junior High Principal position. She said there were eight people on the interview committee. Seven applicants were interviewed, and it is the recommendation of the committee and Mrs. Mattox herself that Ms. Debra Lopez be hired as the Principal at Winslow Junior High School.

A motion to hire Ms. Lopez as recommended was made by Mrs. Montoya and seconded by Mr. Hartnett. All members voted in the affirmative and the motion carried.

- D. Mrs. Mattox requested that the Governing Board accept the following donations.

- \$334.67 to Bonnie Brennan School from ASD.com for participation in SchoolStore.com
- \$97.19 to Bonnie Brennan School from SW Karma for Sonic Night

- \$95.75 to Jefferson School from SW Karma for Sonic Night
- \$91.36 to Jefferson School from SW Karma for Sonic Night

After some discussion about ways to show appreciation to Sonic for their continued support of our schools, Mr. Hartnett made a motion to accept the donations. Mrs. Montoya seconded the motion. It carried with an affirmative vote from all members.

E. Mrs. Mattox requested that the Governing Board approve the following out-of-state travel:

- Two employees to travel to Henderson, Nevada, July 12 – 13, 2018, for restraint training

A motion to approve the trip as requested was made by Mr. Leonard and seconded by Mr. Hartnett. All members voted “aye” and the motion carried.

F. At this time, Mrs. Mattox requested that the Board approve the Early Release / Delayed Start schedules for the 2018-2019 school year, and she distributed a letter from the Leadership Team in support of keeping Wednesday as the scheduled day for PLC meetings and therefore, early releases or delayed starts. Mr. Leonard made a motion, which was seconded by Mr. Hartnett. Mrs. Mattox asked members of administration to give the Board further input.

Mrs. Jodie Garner, Principal at Jefferson Elementary School; Ms. Deb Lopez, Principal at Winslow Junior High School; Dr. Justin Hartman, Principal at Winslow High School; Mrs. Denise Estudillo, Federal Programs Director; and Mrs. Shirley Lomeli, Business Manager, shared their thoughts in support of the submitted schedules. They cited reasons including student attendance, staff attendance, Friday testing schedules, days remaining in the week to immediately work on things that come up during Wednesday PLC meetings, quality time to work via PLCs to meet requirements, and the substitute shortage.

The Board discussed this matter.

Mrs. Greenwood called for a vote. Four members voted in the affirmative to approve the Early Release / Delayed Start Scheduled as recommended and presented, and Mr. Leonard voted no. Motion carried.

G. Mrs. Mattox asked the Board to consider approving small changes to the start and end times at our schools. The reason for this request is to solve a transportation issue. She asked Mr. Jack Hanno, Transportation Supervisor, to provide more information.

Mr. Hanno explained that the previous schedules required 50 to 60 elementary students to board an alternate bus after school, ride to another school and then switch buses for the ride home. This is confusing and unsafe. He said that if the high school and junior high could start the school day five minutes earlier and the elementary schools

could start five minutes later, thus ending their day accordingly, the drivers would have enough time to reach the schools and pick up the appropriate students. The students would not have to make the transfer to another bus for their ride home.

The Board asked questions and discussed transportation issues.

Mrs. Greenwood asked if there was a motion regarding the change of start and end times at the schools. Mr. Leonard made a motion, which was seconded by Mr. Hartnett, to adjust the school day schedules as requested. All members voted "aye" and the motion carried.

- H. Mrs. Mattox requested that the Board adopt a pre-algebra book for use at the high school. She said it has been on display for the required 60 days.

Mrs. Montoya made a motion to adopt the pre-algebra book and Mr. Hartnett seconded it.

Mr. Leonard said he reviewed the book and he hopes it gets used.

A vote was taken, with all members voting in the affirmative. Motion carried.

- I. Mrs. Mattox asked the Board to approve the intergovernmental agreement (IGA) with Navajo County Community College District for dual enrollment. This is a routine, annual procedure and she said it has been approved by legal counsel.

The members of the Board expressed support of the dual enrollment program.

A motion to approve the IGA was made by Mr. Leonard and seconded by Mrs. Montoya. All members voted "aye" and the motion carried.

- J. Mrs. Mattox requested that the Board approve the general education class size capacities and the capacities for special education class sizes, programs and services. She explained that these figures are used to determine open enrollment capacity. Our district has no capacity for additional students requiring special services.

A motion to approve the general education and special education capacities as presented was made by Mr. Leonard and seconded by Mr. Hartnett. A vote was taken and the motion carried with all members voting "aye".

At this time, Mr. Leonard left the meeting due to a prior commitment.

K. Mrs. Lomeli addressed the Board regarding the Proposed 2018-2019 Budget. She reviewed the following items.

- Base level increase
- Certified Salary Placement Schedule
- Teacher Experience Index
- Increase to District Additional Assistance
- Increase in Unrestricted Capital
- Increase in the General Budget Limit of approximately \$500,000, stating that \$400,000 of that was the money received pursuant to the RedforEd movement
- Student counts

She explained that the law requires the proposed budget be published on the ADE website at least ten days prior to adoption.

Mrs. Lomeli said that all staff is receiving an amendment to their contract or work agreement previously issued, in accordance with the salary increases previously approved. She said the amendments went out yesterday.

The Board discussed the budget, with a strong focus on our bus fleet.

Mrs. Ervien thanked Mrs. Lomeli for all her work and said that we need to be more active in publicizing and explaining the override election.

Mrs. Lomeli expressed thanks to her staff; the budget work was a team effort. She asked the Board to approve publication and said there will be a link on the District's home page to the ADE website where the proposed budget will be posted. She also asked the Board to set July 12, 2018, as the date to adopt the 2018-2019 budget. She invited the Board members to see her if she can explain further or answer questions.

Mr. Hartnett made a motion, which was seconded by Mrs. Montoya, to approve publication of the proposed budget and set July 12 as the date of adoption. All members present voted "aye" and the motion carried.

L. Mrs. Lomeli requested that the Board issue a resolution authorizing the execution of warrants between Governing Board meetings for the 2018-2019 fiscal year. She explained that this will allow the District to continue to do business between board meetings.

Mr. Hartnett made a motion, which was seconded by Mrs. Ervien, to issue said resolution. All members present voted "aye" and the motion carried.

M. Mrs. Lomeli asked the Governing Board to authorize the establishment of checking and savings accounts at Wells Fargo Bank and authorize the signers for Student Activities and Auxiliary Operations accounts.

A motion to authorize the establishment of said accounts and authorize the signers was made by Mr. Hartnett and seconded by Mrs. Ervien. The motion carried with a vote of "aye" from all members present.

- N. A request to authorize the establishment of checking and savings accounts at Bank of the West for Revolving Fund, Miscellaneous Receipts / Withholding Clearing Accounts, and Employee Insurance Account was made by Mrs. Lomeli. She also asked the Board to authorize signers for these accounts.

Mr. Hartnett made a motion to authorize the establishment of the accounts and authorize the signers as requested. Mrs. Montoya seconded the motion, which carried with a vote of "aye" from all members present.

- O. Mrs. Lomeli asked the Governing Board to authorize Wells Fargo corporate credit card usage for the 2018-2019 year and to set limits. She said that Ms. Lopez is to be included in this authorization.

Mrs. Montoya made a motion to approve the request as presented. Mr. Hartnett seconded it and the motion carried with a vote of "aye" from all members present.

- P. Mrs. Lomeli requested that listed vendors be designated as sole source providers for the 2018-2019 year. She explained why this procedure is necessary, referring to the limited vendor pool in our geographical area and to vendors with proprietary products and services.

Mr. Hartnett made a motion, which was seconded by Mrs. Ervien, to designate the vendors on the list provided as sole source providers for the 2018-2019 year. A vote was taken and all members present voted "aye". Motion carried.

- Q. First reading of proposed changes to Governing Board Policy BIE – Board Member Insurance / Liability

Mrs. Mattox said that this change in policy is being proposed in order to align the policy regarding insurance options for board members with the one applicable to employees, and language has been removed to accomplish this.

Mr. Hartnett said being a member of the Board is a thankless job which receives no compensation. He sees no problem with leaving the policy as it is because it won't cost the District anything. It might be considered as an incentive for prospective board members. He said that 95 to 97% of Arizona districts have this policy as it is, and questions why we should change ours.

Mrs. Lomeli said that in order to be legal, you must provide the same benefit to all employees. This is an attempt to make our procedures consistent for all.

This matter was discussed further. No action is necessary as this is the first reading.

**REPORTS:**

- A. Mrs. Lomeli presented district financial reports for April and May. She said that at the end of May, 92% of the year had been completed and actual expenditures were at 80%.
- B. Superintendent's reports
1. Mrs. Mattox reported on the Leadership Team's attendance at the recent Arizona School Administrators Summer Conference. She said the conference was a good one, and then her team spent quality time brainstorming. They wrote a new mission statement, emphasizing being UNIFIED in all things. Mrs. Mattox distributed copies of the updated strategic plan for the District and said that the plan incorporated the Board's goals, as well as those of the team.
  2. Mrs. Mattox reported that a school safety meeting took place yesterday. It was a very good meeting, with personnel from the Winslow Police Department, Winslow Fire Department and Navajo County Emergency Services. One of the components will be more drills this year. She said the group received some training in Google Docs and it is a great program.
- Then Mrs. Mattox invited members of the Leadership Team to share their thoughts and observations about the conference. They echoed the sentiment that the trip was very valuable. Mrs. Mattox said the whole experience was very empowering.
- Mrs. Montoya expressed support for the team's attendance at the conference, and Mrs. Greenwood said it was important for all the schools to be on the same page.
- C. Board President's Reports

Mrs. Greenwood did not report on any events.

**BOARD  
COMMENTS:**

Mrs. Ervien congratulated Ms. Lopez on her principalship and wished her luck.

Mrs. Montoya thanked Mrs. Lomeli and her team for their work on the budget.

**ADJOURNMENT:**

At 7:19 a.m., Mr. Hartnett made a motion, which was seconded by Mrs. Montoya, to adjourn the meeting. All members present voted "aye" and the motion carried.

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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