

The regular meeting of the Osborn School District Governing Board was called to order at 6:03 p.m. by Board President Katie Paetz.

**Present:**

Katie Paetz, Board President  
Maxine Radtke, Board Member  
Samuel Richard, Board Member  
Sue Corbin, Board Member  
Dr. Michael Robert, Superintendent

Four members of the Board were present. Ms. Aguilar was absent.

**Pledge of Allegiance/School Presentation**

Students from Longview School will lead the Pledge and Longview Safety Patrol Advisor will present Longview Safety Patrol Programs and Patrollers in attendance to the Governing Board.

After Superintendent Robert thanked Longview for opening their doors and welcoming the community, Principal Smith explained Longview has participated in AAA's Safety Patrol Programs and introduced 6<sup>th</sup> grade leader Jane DeBatty who is responsible for bringing the program to the school. Ms. DeBatty informed that the program began with Carlos, his cousin and a friend and the group has grown to 22 students. Ms. DeBatty then introduced students Adrian, Lilly, Carlos, Valeria, David, Jazmin, Samantha, Mandy, Juan who participate in the program. The students then shared what their duties were and what they enjoy about the program which included keeping younger students safe when arriving or departing from school, notifying teachers of problems that may arise on the playground and that they can be leaders.

**District Celebrations**

**Longview Students go to JA Biztown**

Dr. Robert commended Ms. Lange, Ms. Forrest and Ms. DeBatty for their work on this program and with the students. He said students came to their interviews dressed professionally and learned that what they are learning in the classroom is used in everyday jobs.

**Congratulations to the Osborn Middle School Wind Ensemble**

Dr. Robert congratulated OMS Wind Ensemble students for earning a superior rating, the highest rating they can achieve at the ADOBA festival.

**Osborn Fine Arts Festival**

Dr. Robert said the Fine Arts Festival enjoyed another successful event with the dance troupe from Clarendon, Longview, Solano and OMS bands and a mega band which included members from the entire band program. He commended Ms. Georges for her work with the students and her collaboration with both North and Central High Schools giving students the opportunity to play with both of these bands.

**Longview Art Teacher Renea Micallef Serves as Panelist for Continuing Education Session for the Docents at the Phoenix Art Museum**

Dr. Robert explained that as a docent at the Phoenix Art Museum, former Superintendent Dr. Basnett recently attended a session that included Longview art teacher Renea Micallef as a panelist. Dr. Basnett shared that Ms. Micallef was "cutting edge when it comes to STEAM". Dr. Robert thanked Ms. Micallef for her service and having made this wonderful connection.

President Paetz called for a short break at 6:25 pm.  
The meeting resumed at 6:31pm.

**Point of Pride Recipients from the District Office**

Dr. Robert stated that Point of Pride recipients would be awarded at the next meeting.

**Consent Agenda**

- A. Ratification of Accounts Payable Vouchers
- B. Ratification of Payroll Vouchers
- C. Board Minutes
  - 1. March 1, 2018 Work Study Meeting
  - 2. February 13, 2018 Regular Meeting
- D. Approval of Personnel Items
  - 1. New Employees
  - 2. Extra Duty Contracts
  - 3. Employment Changes/Additions
  - 4. Resignations
  - 5. Terminations
  - 6. Retirements
  - 7. Leaves of Absence
- E. Donations
- F. Expenditure and Revenue Report
- G. Student Activities Statement of Revenue and Expenditures
- H. Disposal
- I. Approval of IGA with City of Phoenix Parks for the Phoenix Afterschool Center

Mrs. Radtke moved for approval. Mr. Richard seconded. Motion carried unanimously.

**Call to the Public**

Osborn Education Association (OEA) members Storm Gerlock and Anna Feria accompanied OEA president Alexis Aguirre at the podium while Ms. Aguirre asked for Governing Board support for the Red for Ed Movement. Ms. Aguirre then read a prepared statement that explained the need for additional state funding for schools. The statement confirmed that Osborn staff have joined the Arizona United Movement and will participate in various ways including wearing red on Wednesdays as a show of support for Red for Ed. Ms. Aguirre then asked for the support of the Board to assist in making this statement.

President Paetz reminded OEA members that the Board was not allowed to discuss the topic at this time due there not being an agenda item but that discussion could possible take place at a later time.

**Board Presentation-Human Resources**

Ms. Weber provided an overview of the Human Resources Department. She explained that the department currently operates with three positions. A .6 Human Resources Director position, a full time Senior Administrative Assistant, and a .5 Substitute Caller. Ms. Weber then provided an overview of services that are currently outsourced. She identified strengths of the department as customer service, compliance and maintaining relationships. She following up with areas she feels the department can grow in which included process development, data collection analysis, employee onboarding and substitute orientation. Dr. Robert added that Ms. Weber had also attended a few Job Fairs in recent months and Dr. Shuss had commended Ms. Weber on her recruiting efforts. Ms. Weber also provided a breakdown of employee longevity with the district noting that 35% of staff have been with the district over 11 years.

President Paetz asked if information was available regarding averages for state and neighboring districts. Dr. Robert stated that the ADE website would have the information available. Mrs. Toscano further explained that districts receive additional funding districts if the district exceeds the state average for average teaching years of experience.

President Paetz thanked Mrs. Toscano for the information.

### **Administrative Reports**

No comments

### **Action Items**

#### **Audit Reports for Fiscal Year 16/17**

Mrs. Toscano began by explaining that the audit isn't just a fiscal event that all admin team contribute to compliance. Dr. Shuss further explained there was a finding in the federal audit which related to the preschool and involved ensuring proper signatures for income verification and that the information had been double checked. She further explained that there are now internal cross checks. Mrs. Toscano noted that ADE had accepted the corrective plan as submitted. Dr. Shuss confirmed that the finding did not preclude the program from receiving the grant for next year.

Mrs. Radtke noted that this audit covered the first full year of the program and congratulated the staff for a job well done. A short discussion took place about the USFR questionnaire and the district's yearly audits. Mrs. Toscano explained that it is the auditors job to find the weaknesses in the district and the benefit is that these findings improve the district. A short discussion then took place about the attendance portion of the audit with Mrs. Toscano providing clarification about the attendance software and ADE issues.

Mr. Richard moved for approval. Mrs. Radtke seconded. Motion carried.

#### **Renewal of RFP for Audit Services**

Mrs. Toscano reviewed that this is a yearly renewal for audit services. These services are currently provided by independent audit firm John C Todd III, P.C. and this will be the fourth and final year before the district will need to go back out for another RFP.

Mrs. Radtke moved for approval. Mr. Richard seconded. Motion carried.

#### **Recommendation of RFQ 2018.03 Award for Construction Manager at Risk- District Wide**

Mrs. Toscano stated that after evaluating responses received from the RFQ published February 15, the committee recommends awarding the contract to Concord Construction.

Mrs. Radtke moved for approval. Mr. Richard seconded. Motion carried.

Mrs. Corbin left the meeting at 7:08 pm.

#### **Recommendation of RFQ 2018.04 Award for Construction Manager at Risk - Solano**

Mrs. Toscano stated the recommendation was to award this project to Core Construction.

Mr. Richard moved for approval. The motion was seconded by Mrs. Radtke.

President Paetz added that when she shared at a recent Pierson Place Neighborhood everyone clapped when she shared that Solano would be having a gym built.

**Recommendation to Issue Psychologist, Speech and Occupational Therapist Contracts**

Ms. Weber explained that similar to the previous request to issue teachers contracts, the Budget Committee recommends approval for the district to issue contracts for Psychologist, Speech and Occupational Therapist positions at current salary amounts. Ms. Weber further explained that any contract increases would be handled with a contract amendment.

Mrs. Radtke commented that issuing these contracts will allow the district to lock in the service and loyalty of current staff for these more difficult positions to fill.

Mrs. Radtke moved for approval. Mr. Richard seconded. Motion carried.

**Recommendation to Grant Two Annual Leave Days for Early Contract Return**

Ms. Weber stated that the Budget Committee recommends granting 2 additional annual leave days for those Psychologist, Speech and Occupational Therapist contracts returned within 48 hours of issuance.

Mr. Richard moved. Mrs. Radtke seconded. Motion carried.

**Approval of first reading of the following ASBA recommended policy revisions:**

|                     |  |
|---------------------|--|
| <b>DKA</b>          | <b>Payroll Procedures/Schedules</b>                                |
| <b>GBEAA-E</b>      | <b>Staff Conflict of Interest</b>                                  |
| <b>GCCG-RA</b>      | <b>Professional Staff Voluntary Transfer of Accrued Sick Leave</b> |
| <b>GCCG-RB</b>      | <b>Professional Staff Voluntary Transfer of Accrued Sick Leave</b> |
| <b>GCCH</b>         | <b>Professional/Support Staff Bereavement leave</b>                |
| <b>GDCG-R</b>       | <b>Support Staff Voluntary Transfer of Accrued Sick Leave</b>      |
| <b>IHA-E</b>        | <b>Basic Instructional Program</b>                                 |
| <b>IHBJ-R</b>       | <b>Indian Education (Native American/Indian Education)</b>         |
| <b>IIB-R</b>        | <b>Class Size (Special Education)</b>                              |
| <b>IKAB</b>         | <b>Report Cards/Progress Reports</b>                               |
| <b>JFAA</b>         | <b>Admission of Resident Students</b>                              |
| <b>JFABD</b>        | <b>Admission of Homeless Students</b>                              |
| <b>JFABDA (New)</b> | <b>Admission of Students in Foster Care</b>                        |
| <b>JFABDA-R</b>     | <b>Admission of Students in Foster Care</b>                        |
| <b>JFABDA-EA</b>    | <b>Admission of Students in Foster Care</b>                        |
| <b>JFABDA-EB</b>    | <b>Admission of Students in Foster Care</b>                        |
| <b>JK-EA</b>        | <b>Student Discipline</b>  |
| <b>JKD</b>          | <b>Student Suspension</b>  |

Superintendent Robert shared that he had included a spreadsheet which included his recommendations for each of the policies. He pointed out that his recommendation is to not adopt policy JKD as suspension is an administrative decision and not a decision to be made by teachers. Mrs. Radtke disagreed stating that the Board's policy should include current statutory language which says the Board gives the ability to recommend at what level these decisions would be made and does not change district practice. The Board can continue to grant the authority only to those it wishes.

Discussion continued about this policy and the best way to move forward.

Mrs. Radtke moved for approval of first reading of ASBA policy revisions as recorded with the exception of policy JKD. President Paetz seconded. Motion carries.

### **Approval of Potential Board Resolution in Support of Trauma Informed Practices**

President Paetz stated the item could be discussed but noted that two members of the Board were not present.

Discussion took place with Mrs. Radtke suggesting that rather than a resolution consideration be given for putting these practices into policy. Both President Paetz and Mr. Richard expressed support of making these practices policy. Further discussion took place about moving forward and whether it would be best to vote on the item at a later date giving the absent members the opportunity to vote.

Mr. Richard moved to approve moving forward with the resolution. President Paetz seconded. Motion carries.

### **INFORMATION UPDATES**

#### **M&O Override Committee Update**

Mrs. Toscano stated that minutes from the February 22 meeting were included in members' packets. She then explained that the district will be in year 5 of the current override and that this is a phase down process fully funded at 100%. In year 6 phase down the additional 15 percent would no longer exist. She also discussed future needs of the district and that this will follow the same process as with the capitol committee. She then explained that although there are community members and a parent who are part of the committee, the importance of input from special areas. Mrs. Radtke questioned whether the program recommendations would go back to schools to confirm whether there is anything missing. Mrs. Toscano confirmed that it is possible to have a staff survey sent at the same time as the community survey is sent adding that it was requested to have 1 or 2 representatives from each site.

#### **FY17 Tax Credit Update**

Mrs. Toscano began by informing that the numbers presented for the 3-year comparisons reflected a calendar year as opposed to a school year. She reviewed that revenues are trending up but expenditures have more than doubled due to schools funding after school programs.

Mr. Richard noted increases in 16-17 and questioned what Longview and Solano attributed their increases to. Principal Hamill explained one of the teacher committees had made an effort and that efforts were also made to collaborate with a nearby church. Principal Smith stated that teachers were committed to being involved as well as speaking about the benefit to the schools at a PTSO Meeting.

#### **Bond Update**

Mark Rafferty explained that he was an observer of the CMAR interviews and believes the sections are both excellent firms. He explained that the bond team will have two tracks. There will be deep exploration of projects to be done this summer and they intend to have larger projects guaranteed max pricing by the end of the year.

Each firm will be developing a pre-construction services fees and the district will want to know in advance what the fees will be. Those proposals will be next. Meetings with site principals have also taken place and their input and schedules will also be considered in the project planning. Mr. Rafferty stated the importance of measuring the return on investment adding that there are weatherproofing projects planned at all schools.

#### **Budget Committee Update**

Mrs. Toscano explained that the committee has met two times and will continue discussions of expenditure savings for FY19 including looking at health insurance options. A district wide survey was conducted to determine what employees saw as important in their health insurance and the district will continue to brainstorm and look at ways to cut the deficit currently at \$250,000. Looking at different things with the adjustments in minimum wage, the biggest cost will come in 2020 with the one dollar increase.

### **Board Development**

#### **Feedback on February 22nd School Site Visits**

Mr. Richard said the visits were great.

President Paetz thanked Principal Hamill for the work on thinking maps and mindfulness and said she noticed a definite togetherness feeling and level of rigor. She said it was great to visit the SOARR program at Montecito but did hear that the building is underutilized and would like find ways to use this asset for all of our students. President Paetz then thanked Principal Smith for all his work at the school and the professional care of the kids.

Mrs. Radtke shared that she always enjoys the visits and noticed the emphasis on awareness and the awareness of students as to how they learn. Mrs. Radtke shared that she observed the same awareness at Montecito noting that the student's art in the hallways looked like modern art creativity was expressed differently. At Longview there was emphasis of self awareness and processing and being aware of self awareness. Mrs. Radtke suggested visiting the other schools after school and talking to teachers

Dr. Robert thanked Mrs. Ottersen for preparing the meals and enjoyed that members got to see what the kids have daily. He then commended Mr. Alexander for doing a wonderful job of planning the menu.

### **Communicating with the Superintendent**

President Paetz suggested holding this item over until the April meeting.

### **Reflection**

Mr. Richard stated his enjoyment of holding the meeting at a school suggesting it be done more often. He stated that for future meetings Mark Rafferty be moved closer to the front of the agenda.

Mrs. Radtke felt that the meeting ran fairly efficiently and she too enjoyed holding the meeting at a school. She also appreciated OEA participation and being there at the meeting as well as the student's program.

President Paetz enjoyed the stewardship and boardsmanship and all of the items concerning the bond and local monies. She was also glad OEF was present.

Dr. Robert thanked Mr. Bachler and Mr. Dana for their work in setting up the meeting.

### **Future Agenda Items**

#### **Mr. Richard-**

- Trauma informed practices into policy
- Follow up from HR number of people longevity and percentage of people eligible for benefits.

#### **Mrs. Radtke**

- ELL testing and results when available

**President Paetz**

- Further conversation with OEA and how to support Red for Ed.

**Adjournment**

Mr. Richard motioned to adjourn. Mrs. Radtke seconded. Motion carried.

Meeting adjourned at 8:24 pm.

Minutes submitted by:

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Lisa Nye, Executive Assistant  
to the Superintendent and Governing Board

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Ms. Ylenia Aguilar Board Clerk