

Kingman Unified School District #20  
Regular Governing Board Meeting  
3033 MacDonald Avenue, Kingman, AZ  
January 12, 2016

**Call to Order:** Meeting was called to order at 5:33 pm.

**Pledge of Allegiance:** Pledge of Allegiance was said.

**Board Members:**

Dr. Charles Lucero, President – Present  
Ms. Laurie Voss Barthlow, Vice President - Present  
Dr. Jeri Brock - Absent

Mr. Bruce Ricca - Present  
Mrs. Carole Young - Present

**Administration Present:**

Mr. Roger Jacks, Superintendent  
Mrs. Mollie Casson, Director of Exceptional Student Services  
Mrs. Heather Shaw Burton, Finance Director

Mrs. Jeri Wolsey, Director Curriculum  
Mrs. Chris Nutt, Director Human Resource  
Mrs. Kufleitner, Governing Board Secretary

There were approximately 25 school and community members.

**Item 4 –** Ms. Voss Barthlow made a motion to proceed with Organizational Meeting. Mr. Ricca seconded the motion. The motion passed in favor 4-0.

**Item 5 – Organizational Meeting of the Governing Board**

- A. **Election of a President for 2016;** Mr. Ricca nominated Charles Lucero for President. Ms. Voss Barthlow seconded the motion. Motion passed in favor 4-0.
- B. **Election of a Vice-President for 2016;** Mr. Ricca nominated Laurie Voss Barthlow for Vice President. Mrs. Young seconded the motion. The motion passed in favor 4-0.
- C. **Set Meeting Calendar for 2016;** Dr. Lucero asked Mr. Jacks if he had a recommendation. Mr. Jacks stated he recommends we keep the meetings on the second Tuesday of the month starting at 5:30 PM. Ms. Voss Barthlow made a motion to keep the meetings the same day and time. Mrs. Young seconded the motion. The motion passed 4-0.

**D. Authorize Signatures for District Checking Accounts (listed below)**

<u>Bank</u>	<u>Account</u>	<u>Account Name</u>	<u>Signers</u>
Mohave State Bank	167801029	Cafeteria Misc.	Paula Loomis and Tonya Green
Wells Fargo	4123006017	Payroll Account	Heather Shaw-Burton, Roger Jacks and Chris Nutt
Wells Fargo	4123006025	Tax Account	Heather Shaw-Burton, Roger Jacks, Chris Nutt

Dr. Lucero asked if there was a reason Roger Jacks was not on the Cafeteria account. Mr. Jacks stated there was not a particular reason. Ms. Voss Barthlow made a motion to approve the authorized signatures as stated with the addition to add Roger Jacks to the Cafeteria account at Mohave State Bank. Mr. Ricca seconded the motion. The motion passed in favor 4-0.

**Item 6 - Motion to Adjourn Organizational Meeting and Reconvene Regular Governing Board Meeting:** Mrs. Young made a motion to adjourn the Organization Meeting and reconvene to Regular Governing Board meeting. Ms. Voss Barthlow seconded the motion. The motion passed in favor 4-0.

**Item 7 – Call to the Audience:**

- 1. Katie Barthlow came forward to give her opinion of the four day a week school week. She was not in favor of it because it would cause the school day to be longer, putting more stress on the students. If we were worried about saving money on transportation, then we should look at why we had a school bus with only two students on it. We just started the 45/10 school calendar and we should not be making additional changes now.
- 2. Melissa Simonich came forward to give her opinion of the four day a week school week. She disagrees with the young lady. She feels a four day school week will help the students have more time for homework, activities, and family time. She has friends who have students in the Bullhead City schools and they are on a four day week. They love it and feel it is less stressful on the students.

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**Item 8 – Reports** - Superintendent - Mr. Jacks – want to give accolades to management and schools on their handling of the budget. We made some big cuts this year and everyone is handling it.  
 On February 2, 2016, from 8:30 – 11:30 am we are going to have Mr. Travis Brown here to give a presentation to our administrations. His program goes by Mr. Mojo. There is an evening presentation on the 1<sup>st</sup> at Kingman Middle School at 6:30 pm.

Board Reports – None

**Item 9 – Approval of the Consent Agenda items** – Ms. Voss Barthlow made a motion to approve the Consent Agenda. Mrs. Young seconded the motion. The motion passed in favor 4-0.

- A. Approve Minutes  
     December 8, 2015      Regular Board Meeting  
     December 14, 2015     Governing Board Meeting

- B. Approve Vouchers  
 1. KUSD Vouchers: 2056, 2061-2067, 2069  
 2. Student Activity Vouchers: 2059  
 3. KUSD Payroll Vouchers: 30-33, 1035-1039

C. Approve Certified Personnel Ratification as per attached list, including the following:

	Name	Position	Site	Date
<b>Resignations</b>	Blouin, Elisabeth	4th Grade	Desert Willow	12/18/2015
	Mahlman, Summer	Kindergarten	Cerbat	12/18/2015
	Puente-Siyuja, Lisa	3rd Grade	Manzanita	12/18/2015
<b>Leave of Absence</b>	Dejonker, Robyn	1st Grade	Cerbat	12/11/2015- Intermittently
	<b>Employed</b>	Canto, Kimberly	Special Education	Hualapai
	Vanlaningham, Lindsay	Physical Education	Kingman High School	1/4/2016
	Swanson, Ericka	Kindergarten	Manzanita	12/14/2015
	Houk, Patricia	8th Math	Kingman Middle School	1/4/2016
<b>Transfer</b>	Strong, Taryn	Special Education	Hualapai	1/4/2016
	Scala-Sumner, Sheila	Guest Teacher	District	1/4/2016
	Forella, Danielle	English	Lee Williams	1/4/2016
	Ricca-Carlson, Renee	Student Achievement Leader	Cerbat	1/4/2016
	Mampuya, Sensei	Math	Kingman High School	1/4/2016

D. Approve Classified Personnel Ratification as per attached list, including the following:

	Name	Position	Site	Date
<b>Resignations</b>	Joshua Coleman	Bus Driver	Transportation	12/9/2015
	Danielle Forella	Dispatcher	Transportation	12/1/2015
	Jennifer LaFlamme	Substitute Bus Driver	Transportation	12/21/2015
	John Carter	Bus Driver in Training	Transportation	12/3/2015
	Kenneth Thornton	Custodian Lead	Desert Willow Elementary	1/8/2016
	Taryn Strong	SPED Paraeducator II	Desert Willow Elementary	12/18/2015
	Jamie Banks	Bus Monitor	Transportation	12/16/2015
	Karen Johnson	Cafeteria Helper	Cerbat Elementary	1/4/2016
	Tommy Coleman	Paraeducator III- Educational Intervener & Program Site Coordinator	DO and District Wide	12/17/2015
	Mark Wolski	Bus Driver	Transportation	12/18/2015

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	Charles McCullough	Cafeteria Helper	Manzanita Elementary	1/15/2016
	Nadia Ticknor	CDC Caregiver	La Senita/Little Explorers	1/15/2016
	Megan Anderson	SPED Paraeducator IV	Kingman High School	12/18/2015
<b>Leave of Absence</b>				
	Jewell Guillot	Custodian	Maintenance	11/30/2015
	Krista Powell	Nurse	Hualapai Elementary	1/4/2016
<b>Transfers</b>				
	Valerie Panagopoulos	Paraeducator I	Desert Willow Elementary	11/14/2015
	Stacy Severns	Mechanic Lead	Mt. Tipton	1/4/2016
	Danielle Forella	Certified Position-Teacher	Lee Williams High School	1/4/2016
	Cathleen Lantz	Custodian	White Cliffs Middle School	12/17/2015
	Joseph Standlee	Substitute Bus Driver	Transportation	12/4/2015
	Taryn Strong	Certified Position-Teacher	Hualapai Elementary	1/4/2016
	Norman Carricut	Bus Driver	Transportation	1/4/2016
	Regina Roark	Bus Driver	Transportation	1/4/2016
	Shawn Cameron	Bus Driver	Transportation	1/4/2016
	Michael Clark	Bus Driver	Transportation	1/4/2016
	Joseph Standlee	Bus Driver	Transportation	1/4/2016
	Betty Ferguson	Bus Monitor	Transportation	1/4/2016
	Rebecca Winningham	Bus Monitor	Transportation	1/4/2016
	Darick Bernier	Maintenance Lead	Maintenance	9/1/2015
	Nadia Ticknor	CDC Caregiver	La Senita/Little Explorers	1/4/2016
	Kashia Davis	Dispatcher	Transportation	12/21/2015
	David Meazel	SPED Paraeducator V	Desert Willow Elementary	1/4/2016
<b>Rescind Resignation</b>				
	Marissa Verdejo	CDC Caregiver	La Senita/Little Explorers	12/11/2015
<b>Employed</b>				
	Casey Friedt	Computer Support	Information Technology	12/1/2015
	LeeAnn Smith	Paraeducator IV	Mt. Tipton	12/8/2015
	Alejandra Reyes	Bus Driver in Training	Transportation	12/7/2015
	Charles Rowell	Bus Driver in Training	Transportation	12/7/2015
	Paul Eimon	Bus Driver in Training	Transportation	12/7/2015
	Dominic Huizenga	Groundskeeper	Maintenance	12/9/2015
	Adriana Martinez	Substitute CDC Caregiver	La Senita/Little Explorers	12/10/2015
	Kendra Prestia	SPED Paraeducator IV	La Senita/Little Explorers	12/14/2015
	Katelyn Sorensen	SPED Paraeducator V	Kingman High School	12/14/2015
	Jordan Alter	SPED Paraeducator II	Kingman High School	12/16/2015
	Leigha Croston	Substitute CDC Caregiver	La Senita/Little Explorers	1/4/2016
	Kahla Clark	SPED Paraeducator II	Desert Willow Elementary	1/5/2016
	Susan Lawrence	Bus Driver in Training	Transportation	1/4/2016
	Joseph Owen	Bus Driver in Training	Transportation	1/4/2016
	Steven Laycock	Bus Driver in Training	Transportation	1/4/2016

- E. Approve the November, 2015 Financials
- F. Approve the Extra Curricular Activity Fee Schedule
- G. Approve School Fundraisers (listed in board packet)
- H. Approve Debbie Talk with Lee Williams High School to travel to Colorado Springs, Colorado for the Boomerang's Link Leader Basic Training 3 day workshop from February 7 – 11, 2016. Paid for through GearUp.
- I. Approve Adrea DeLong to travel to Dallas, Texas for Professional Learning Summit from January 31 to February 2, 2016. No cost to the district

**Item 10 - Approve Tyler Technologies, Inc. as a Sole Source Provider as the school district's financial software provider (Visions and iVisions) for continued software licensing and support: Mr. David Oder stated**

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this is for our software for our finance department. Ms. Voss Barthlow made a motion to approve Tyler Technologies. Mr. Ricca seconded the motion. The motion passed in favor 4-0.

**Item 11 - Budget proposal to go to a 4 day school week calendar beginning with the 2016/2017 school year:**

Mr. Jacks - for the past several weeks as a district we have been looking at a possibility to a four day school week. We have done a presentation with each one of our schools. Many of our schools conducted surveys of their staff. It appears, as far as the schools are concerned, they are in favor. The teacher rate is around 95% range. With the classified there are some concerns with cutting hours and benefits. With taking a look at it we have been able to say that the group of classified effected the most is the cafeteria and the second would be transportation. The comments we have had from transportation are positive. There would only be one or two that lose benefits. We would give a small compensation to our drivers. Craig and Manny says it is being favored by bus driver. With our schools, we don't see any reduction in times at our schools. The para educators could be used for duties, data entry, and other things that would help out the school.

We thought we would start with our school calendar. The organization that the most work on that is academic services and transportation.

Mrs. Wolsey - Our start and end dates stay close to where they are this year. The 45-10 calendar will stay in place. We give teachers 3 days, new teachers 6, to get ready for school and that would remain the same.

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Choice one and choice two: these are examples of what we could do. Choice one is the minimum number of hours we could go and choice 2 would be the maximum.

Kingman Unified School District #20  
 Regular Governing Board Meeting  
 3033 MacDonald Avenue, Kingman, AZ  
 January 12, 2016

Comparison of Hours of Instruction  
 2015-16 to a 4 day 2016-17 with and  
 without late start Wednesdays.

ALL times shown are with a 40  
 minute lunch break, 4 minute or less  
 passing period, and 10 minute or  
 less restroom breaks

School – Instructional Hours 4 day	Current hours of operation	Choice 1	Choice 2
With late start			
Black Mountain	9 - 4	7:45 - 3:52 (1008)	7:45 - 4:28 (1086)
Cerbat	8:35 - 3:20	7:35 - 2:54 (898)	7:35 - 4:06 (1070)
Desert Willow	7:35 - 2:20	8 - 3:19 (898)	8 - 4:31 (1070)
Hualapai	7:35 - 3:20	8:35 - 3:54 (898)	8:35 - 5:06 (1070)
Manzanita	8:35 - 3:20	8:35 - 3:54 (898)	8:35 - 5:06 (1070)
Mount Tipton	7:50 - 4:15	7:50 - 3:09 (898)	7:50 - 4:21 (1070)

Comparison of Hours of Instruction  
 2015-16 to a 4 day 2016-17 with and  
 without late start Wednesdays

School – Instructional Hours 4 day	Current hours of operation	Choice 1	Choice 2
with late start			
Kingman High School	8 - 3	8 - 3:19 (890)	8 - 4:01 (992.5)
Kingman Middle School	8:35 - 3:35	7:35 - 3:42 (1008)	7:35 - 4:06 (1064)
Lee Williams High School	7:35 - 2:35	8:15 - 3:34 (890)	8:15 - 4:16 (992.5)
White Cliffs Middle School	7:20 - 2:20	7:20 - 3:27 (1008)	7:20 - 3:56 (1064)

Dr. Lucero – what about late start? Would we keep late start Wednesdays? Mrs. Wolsey - late start is included because most of the schools wanted to keep it. Dr. Lucero – I am thinking of the students. If we wanted to keep their day as short as possible, we would do away with late start.

Ms. Voss Barthlow – so if we kept the same amount of time now, it would make the day longer by 1 and ½ hours?  
 Mrs. Wolsey – it would be more like one hour.

Mrs. Young – it shows Cerbat starts at 7:30 so they would show an hour earlier, but Hualapai would not start an hour earlier. Why? Mrs. Wolsey – it is a busing issue. This is not written in stone. I am trying to give you an idea.

Ms. Voss Barthlow – why does Hualapai go fewer hours than the rest of the elementary schools? Ms. DeLong - because they take a longer recess and lunch so that takes minutes out of their instructional time.

Kingman Unified School District #20  
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Mrs. Young – is it going to stay that way or is there going to be consistency at the schools? Mrs. Wolsey – there will be consistency.

Dr. Lucero – as a board we need to say if we like the 4 day school or not. I am concerned about the amount of time for the students. Obviously we want the students in school as long as possible, but after a certain amount of time, it does not help them. As a district we need to look at a 4 day week to help the students, not to help transportation.

Ms. Voss Barthlow – it looks like we would actually go down in hours as far as choice 1.

Mr. Ricca – so if we decided as a board to go forward would we have the town meetings like before? Mr. Jacks – yes. Mr. Ricca – I remember the calendar town hall meetings. Hardly anyone came and the ones that did were the same people at each one. We really need to get it out there so we, as board members, understand how the public feels.

SCHOOL	M DROP	A TIME	BELL	PM BELL	PM LEAVE TIME	ACAD. BELL	ACAD. LEAVE	Proposed bus schedule:
WHITE CLIFFS	7:00 AM		7:20 AM	3:27 PM	3:40 PM	4:40 PM	4:50 PM	
CERBAT	7:15 AM		7:35 AM	3:18 PM	3:30 PM	4:30 PM	4:40 PM	
KMS	7:15 AM		7:35 AM	3:42 PM	3:50 PM	4:50 PM	5:00 PM	
MT TIPTON	7:25 AM		7:45 AM	3:33 PM	3:45 PM	4:45 PM	5:50 PM	
BLK MOUNTAIN	7:35 AM		7:55 AM	3:52 PM	4:00 PM	5:00 PM	5:10 PM	
DESERT WILLOW	7:40 AM		8:00 AM	3:43 PM	3:55 PM	4:55 PM	5:10 PM	
KHS	7:40 AM		8:00 AM	3:19 PM	3:30 PM	4:30 PM	4:40 PM	
MT TIPTON Pre	AM DROP: 7:50	AM LEAVE: 10:50 AM		PM DROP: 1:15	PM LOAD: 3:45	N/A	N/A	
LEE WILLIAMS	7:55 AM		8:15 AM	3:34 PM	3:45 PM	4:45 PM	4:55 PM	
PASSPALS I-CARE	8:00 AM		8:15 AM	1:15 PM	1:25 PM	N/A	N/A	LATE START=1 HOUR LATER
				4:30 PM ??	4:35 PM ??			
HUALAPI	8:15 AM		8:35 AM	4:18 PM	4:30 PM	5:30 PM	5:40 PM	EARLY RELEASE=3 HOURS EARLIER IN PM
MANZANITA	8:15 AM		8:35 AM	4:18 PM	4:30 PM	5:30 PM	5:40 PM	INCLEMENT WEATHER=3 HOURS LATER IN AM
LITTLE EXPLORERS	AM DROP: 8:30	AM LOAD: 11:40 AM		PM DROP: 12:25	PM LOAD: 3:40	N/A	N/A	
CONTINUATION	9:45 AM		10:00 AM	4:30 PM	4:35 PM	N/A	N/A	

Mr. Jacks - On the Pros

- We do have some grant money that would help foster the academic environment.
- Certified felt this will be a real morale booster. One email I received yesterday from a teacher thought it might help with recruiting and retention. Not sure if that would help, but it is a thought.
- Saving wear and tear on buses is important to us because we do have an aging fleet. We did just purchase 5 used buses from Phoenix area. If there is one less day per week we are not running on gravel roads, is good for us.
- Maintenance and custodial having Fridays to work in the schools with no students will give them the opportunity to do deep cleaning.
- The IT people would be able to work on labs.

Kingman Unified School District #20  
Regular Governing Board Meeting  
3033 MacDonald Avenue, Kingman, AZ  
January 12, 2016

**4 Day School Schedule - Pros**

- Allows for Reteach and Enrich opportunities on Friday's
- Morale boost for Certified Staff
- Cost saving in fuel and utilities for district
- Saves wear and tear on aging bus fleet
- Allows Maintenance, Custodial and I.T. departments access to unoccupied facilities for necessary improvements, changes, facility demands

Mr. Jacks For the Cons:

- Child care – we contacted the City and Boys and Girls Club and local day care facilities. Everyone seems willing to help parents with those situations.
- Special education - several years ago we heard from parents and they thought the students needed the 5 day structure instead of 4.
- One of my concerns is if we go to a 4 day, is that academically good for our students. I have talked to all admin and the feeling is we are going to be OK.

**4 Day School Schedule - Cons**

- Child care
- Special needs students
- Instructional minute concerns
  - Math classes
- Classified employee hours
  - Cafeteria impact
  - Bus driver impact
  - School Staff's

**Budget Consideration:**

**Need to cut current spending projection for 2016 -2017 school year by \$800,000**

- Projected savings of \$359,499, without affecting classroom spending, by going to a 4 day week
  - Diesel saving: \$94,813
  - Transportation payroll savings: \$193,205 (includes \$0.45 per hour increase to bus driver base pay)
    - Reduction in Overtime
    - Opportunity to increase hours by working in Cafeteria during split shift?
  - Utility savings: \$71,482
  - Reduce mileage 20% to increase buses' lifespan and maintenance needs (savings TBD)

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Dr. Lucero – where does funding for reteach on Fridays come from. Mr. Jacks – Title One, 21<sup>st</sup> Century and Gear Up.  
Mrs. Nutt – with Title One we just need to make sure we hit the at risk students. Right now we look at Saturday schools so we bump that up to Fridays. Title One could be used for the busing.

Ms. Voss Barthlow– reteach on a Friday would be in addition to intersession? Mr. Jacks – yes.

Mrs. Young – would it be mandatory? Mr. Jacks - if it is mandatory we would have to provide busing. Mrs. Young - can we use grant money for transportation? Mr. Jacks - we would have to look into it more.

Dr. Lucero – during intersession didn't we run out of funding? Mrs. Wolsey – yes, for elementary enrich part. Title One will not support enrich. 21<sup>st</sup> century will support reteach and enrich. We are looking at a grant for two more elementary schools. Dr. Lucero - so funding for Fridays would not affect the intersession funding? Mrs. Wolsey – no.

Ms. Voss Barthlow - do you have any input from the students? Mr. Jacks - no, we will do that.

Mrs. Shaw-Burton – this slide is a very basic for budgeting. We do have an issue with retention of our bus drivers and keeping quality drivers. We have added in a raise for the drivers. When working with Craig and Manny and working on what the routes would like next year, they did not see a negative reduction in employee hours.

It is hard to put a dollar number on the wear and tear on the buses. But reducing by 20% we do see a great saving on our buses and repairs to buses.

Ms. Voss Barthlow – it would be worth noting that this is a little less than half of the \$800,000 we need to cut from the budget for next year.

Mr. Jacks – our next step is to have a town hall meeting. We could do at La Senita or here in the board room.

Mr. Ricca – didn't we do it in 3 locations before? Mr. Jacks – yes, but the same people came to each location.

Ms. Voss Barthlow – one location doing it once or twice or?

Mr. Jacks – we could do one location for the town hall and have an open house and have board members available here at the district office.

Dr. Lucero – if the Board is interested in going to a four day week, we need to approve for the district to move forward with getting a town hall meeting.

Dr. Lucero – are you wanting this as an action item for the February meeting? Mr. Jacks – yes.

Dr. Lucero – I like the idea of one town hall and another day for the public to come in to ask questions within a four hour time span.

Mr. Jacks – we can do the Town Hall meeting on January 27, at 6 PM at La Senita and the Open House February 3<sup>rd</sup> from 1-5 pm here in the board room.

Ms. Voss Barthlow made a motion for the district to move forward with the Town Hall meeting and the Open House to get community input on the 4 day a week school week. Mrs. Young seconded the motion. The motion passed in favor 4-0.



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**Item 12 – Approve Donations:** Ms. Voss Barthlow made a motion to approve the donations. Mrs. Young seconded the motion. The motion passed in favor 4-0 with Mr. Ricca thanking everyone for their generosity.

**Health Offices**

- United Way donated \$400 in medical supplies to be used in the health office at all schools
- Student Nurse Organization donated \$100 in socks for the health office at all schools

**Little Explorers**

- Sunshine Clean Up Company donated lettering for new sign valued at \$100

**Kingman High School**

- Jean Bantul donated school shirts valued at \$150
- Our Daily Bread donated 50 bags of bagels and 225 sandwiches
- Congregation of Grace Lutheran Church donated 55 gift bags for FIT students
- Route 66 Cruisers donated 2 boxes of coats, 1 box of socks and underwear
- Anonymous donated 59 school hoodies

**Lee Williams High School**

- Dr. Shayne Monson donated \$250.00 to Boys Basketball
- Dr. Lorne Taylor donated \$250.00 to Boys Basketball
- Westside Mobil donated \$500.00

**White Cliffs Middle School**

- Gary with Guard Force donated a case of tissue

**Desert Willow Elementary**

- Ladies Democratic Club donated \$98 in supplies
- The following donated toward the Magic Show Sponsor
  - Kingman Regional Medical Center - \$200
  - Kids Little Smiles - \$50
  - Super 8 Motel
  - Scissor Hands Salon
  - Wal-Mart
- The following donated to assist with student gifts
  - Kingman High School SALT Club - gift bags w/goodies
  - Kingman Unified School District Transportation Department – student gifts
  - Kingman Presbyterian Church – student gifts

**Cerbat Elementary**

- KHS Salt Club donated Blessing Bags for students
- Presbyterian Church donated gift bags for students
- KUSD Transportation donated presents for student through the Stuff-A-Bus Campaign
- Red Hat Society donated school supplies for students

**Item 13 - Adjourn:** Ms. Voss Barthlow made a motion to adjourn the meeting. Mrs. Young seconded the motion. The motion passed in favor 4-0.

Adjourn: 6:29 pm

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Dr. Charles Lucero, President

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Ms. Voss Barthlow, Vice President