



MINUTES OF A REGULAR MEETING OF THE
WILLIAMS UNIFIED SCHOOL DISTRICT NO. 2 GOVERNING BOARD
WEDNESDAY, MAY 13, 2020



COLLEGE, CAREER, AND COMMUNITY READY

Roll Call:

Board Members:

Carla Dent, President, Present
Ann Wells, Vice President, Present
Leah Payne, Present
Herman Nixon, Present
Michael Fleishman, Present

Administration:

Rick Honsinger, Superintendent, Present
Eric Evans, WHS Principal, Present
Carissa Morrison, WEMS Principal, Present
Jessica Guzman, Special Services Director, Present
Joyce McNelly, Business Manager/Board Secretary, Present
Brienne Ford, Admin. Assistant/Board Minutes, Present
Guests: 9

The agenda for the meeting is as follows:

OPENING ITEMS

- A. Call to Order
- B. Pledge of Allegiance
- C. Reorder Agenda
- D. Adopt Agenda

- **Mrs. Dent called the meeting to order at 6:00 pm and led the Pledge of Allegiance.**
- **Motion made by Mrs. Wells to adopt the agenda, second by Mr. Fleishman.**
- **Motion approved 5/0**

BOARD HIGHLIGHTS

PRESENTATIONS

- **FY2020 Budget Revision 2: Joyce McNelly**

Final FY 2020 budget revisions date modified from May 15, 2020 to June 30, 2020. Arizona Revised Statutes (A.R.S.) §§15-185, 15-393, and 15-905

School districts and charter schools that revise their budgets to reflect the intended use of federal grant relief monies in FY 2020 should include those monies on school district budget Page 6, line 17—Other Federal Projects or charter school budget Page 2, line 17—Other Federal Projects.

- **Brief discussion regarding FY2020 Budget Revision, Budget submission extension issued by ADE and the Cares Act Grant.**

REPORTS

- A. Superintendent Summary of current issues
 - **Mr. Honsinger stated that we found out that it's possible to extend our food program through the end of June. It is something that we are considering for our community. Ms. Sanders is checking with Camp Civitan to find out if they will be doing their summer food program. There is no need for us to both do it, but it's good to know that we have an option at least through June if Camp Civitan is unable to provide food this year. They usually provide it through the City's Summer Rec Program.**
- B. Governing Board Summary of current issues
- C. Written Reports:
 - Elementary/ Middle School Principal
 - High School Principal
 - Special Services Department
 - Directory of Student Services

CONSENT AGENDA

Note: All or individual items may be pulled from the consent agenda and discussed individually.

- A. Approve Minutes: April 8 and April 22, 2020
- B. Approve District Financial Reports:
 1. District Expenditure Report, April 2020
 2. Tax Credit, WHS and WEMS, March 2020
 3. WUSD Auxiliary Fund, March 2020
 4. WHS and WEMS Activity Funds, March 2020
- C. Consideration to Ratify Vouchers:

Payroll # 20: \$ 182,343.77	Expense # 2049: \$ 11,255.07
Payroll #: 21: \$ 179,818.68	Expense # 2050: \$ 21,483.58
Payroll #: 22: \$ 175,028.12	Expense # 2051: \$ 26,726.91
	Expense # 2052: \$ 9,836.43

- Motion made by Mr. Nixon to approve the consent agenda, second by Mrs. Payne.
- Motion approved 5/0

ACTION ITEMS

1. Discussion and possible action re: Current issues -WUSD response to COVID-19 and the shutdown of schools.
 - Motion made by Mr. Fleishman to approve Current issues – WUSD response to COVID-19 and shutdown of schools for discussion, second by Mr. Nixon.
 - Motion approved 5/0
 - Mr. Honsinger stated that he had held his last math class this morning via ZOOM. His class consists of four seniors and so he asked them what their thoughts were about graduation dates. The students told him that they felt that postponing graduation was not a good idea. Most of these students are ready to move on from high school and will be moving away, whether for college or work. Our area is still in the 1-5 category of confirmed COVID-19 cases. Mr. Honsinger stated that he believes that we need to move forward with graduation soon. We can do it outdoors on the football field, or if needed, we can set up a drive-thru ceremony or a virtual ceremony.
 - Mr. Evans stated that they have come up with a few options like Mr. Honsinger mentioned. He stated that we are hoping to have graduation on Friday 5/22/2020 as it was originally scheduled, or possibly the following Friday 5/29/2020. It should take place this month. He asked the board if they thought next week would be too soon? We would plan on following CDC guidelines. We are hoping to have a ceremony plan and date tonight so that we can start finalizing graduation. Mr. Evans stated that him and the graduation committee are leaning towards an outdoor ceremony on either the baseball or football field. This would allow us to social distance at graduation. We would also plan on minimizing the length of the ceremony. A drive-up/drive-thru would be similar, but parents would drive-thru to see their student graduate.
 - Mr. Nixon stated that we just got our first confirmed case of COVID-19, in Williams, a week ago. There have only been two confirmed cases within our zip code. Who knows how long this will last. We need to get back to some normality for these kids. He stated that he has talked to several senior parents and they are all supportive and hoping for a graduation ceremony. Mr. Nixon stated that logistically he believes that the 22nd is too soon to hold graduation. The 29th would be a good date to have it and the police department would be ready and available to help with crowd control. We would need to make sure that we are practicing and promoting social distancing as much as possible. We could also look into having families sign waivers stating that they know the risk.
 - Mrs. Dent stated that she thinks an outdoor graduation sounded good on the 29th. She asked if they had come up with the number of family members that could attend?
 - Mr. Honsinger stated that he thinks that only immediate family members, that live in your current household, should be allowed to attend graduation. We will broadcast it also for those that are not able to attend. Mr. Honsinger stated that he doesn't believe that all board members or teachers need to attend either.
 - Mrs. Wells asked if family members would be seated or in cars?
 - Mr. Nixon stated that he can't see having graduation without an audience. Families should be seated in chairs on the field. Each family would be at least 6 feet apart from the family next to them. He believes that logistically the baseball field would work best for this.
 - Mrs. Wells asked how they would light the baseball field? The football field already has lights on it.
 - Mr. Nixon stated that we could do the ceremony a little earlier in the day so that we wouldn't have to worry about lighting.
 - Mr. Honsinger stated that on either field, we would need to block off the bleacher to keep people from congregating on them for the ceremony. Families would need to be guided/directed to their assigned seating area.
 - Mr. Evans stated that traditionally the choir and band attend graduation to play/sing The National Anthem. We would not have them do that this year since it would go against CDC guidelines of a large group. We wouldn't have a large enough area to distance all of them. If we did the ceremony on the baseball field, it would allow for parking along the home run fence for those who could not attend on the field.
 - Mr. Fleishman stated that he feels the baseball field presents some interesting problems. He believes that tickets should be handed out and presented upon entering graduation. We may have multiple people trying to sneak in onto the field. There could also be large crowds of people gathering along the fence to try and watch graduation. After graduation there could be large groups of people in the parking lot.
 - Mr. Nixon stated that there would be logistic problems at each site.
 - Mrs. Wells stated that she thinks the idea of a ticket is good, but who is going to be the one at risk to take the tickets at the gate?
 - Mr. Nixon stated that he can have officers at the gate, with gloves and a mask, taking tickets.
 - Mrs. Payne stated that seating could be done alphabetically by last name, on the field.
 - Mr. Honsinger stated that he agrees that we should wait to do graduation on the 29th. We will need to clearly outline the expectations to families beforehand. We can also hand out a map of the seating chart beforehand so that we don't have to have ushers there. We could have and usher there that would just point people in the right direction, from a distance. It will just take a lot of communication with families to make things run smoothly.
 - Mr. Nixon stated that he feels like we have a good overview of an outdoor graduation and feels that there is no reason to drag on the discussion. The Graduation Committee can take it from here.

- Mr. Fleishman stated that we need to come up with a plan B in case it rains.
- Dr. Morrison stated that doing it earlier in the day may help cut down on the chance of rain, which usually happens later in the day.
- Mrs. Wells stated that we could hold graduation at 11:00 am.
- Mr. Honsinger agreed that 11:00 am would be before it is too hot and windy, and also before rain, if it is in the forecast. Mr. Honsinger then asked the Board if they were okay moving forward with graduation on May 29th, outside on one of the fields?
- The Board agreed to the date and location for graduation.
- Mr. Honsinger stated that he would like to turn some time over to Dr. Morrison to talk a little bit about the plans for 8th grade promotion.
- Dr. Morrison stated that they were planning on rebranding 8th grade promotion this year to more of a “welcome to high school” ceremony. We will also be recording an awards ceremony for middle school students and will have 8th grade promotion pictures within the presentation.
- Mr. Fleishman stated that he thinks a “welcome to high school” would be a good way to start up next year for those 8th grade students.
- Mrs. Dent agreed that a “welcome to high school” and possibly a tour of the high school would be a good way to honor the 8th graders.
- Dr. Morrison stated that if that plan seems doable, we will just stick with it. Kids are excited about going to high school so this would be a good way to welcome them in. Also, middle school teachers will be holding a virtual move-up day, via ZOOM, for 5th graders that will be moving up to 6th grade/middle school.
- Mr. Schulte (guest) stated that the Williams Volunteer Fire Department would like to purchase and donate some fireworks for each senior. We would have to figure out a time to set them off at night if graduation gets scheduled for earlier in the day.
- Mr. Evans stated that we could do the fireworks on Friday, May 22nd. This will be the last night of the scoreboard being lit up for the seniors.
- Mr. Schulte stated agreed that that would be a good night to do it. We could coordinate it to start at 8:20 since it will be dark by then.
- Mrs. Wells asked if it would be possible to use a loud speaker and announce the seniors names as the fireworks are being shot off?
- Mr. Schulte stated that yes, they could use the PA system at the football field, or they could bring their own system if needed. The fireworks that would be shot off are smaller than the ones they use at football games, but there will be three shot for each graduating senior.
- Mr. Evans confirmed that the PA system at the football field is up and running. If they couldn’t find a volunteer to read names, he would be happy to do it.
- Ms. Chavez (guest) stated that she would be happy to announce the name of seniors that night.
- Mrs. Wells stated that she would like the district to start looking into figuring out how to offer some online classes for next year. She is concerned that some of our students may have decided that they liked taking online classes throughout the shutdown. The Department of Ed. has some resources on their website in regards to this. We wouldn’t be able to add a teacher to the staff to run an online program but some of the teachers currently on staff may be want to look into it. She would like to propose that we start looking into some of these things for next year.
- Mr. Honsinger stated that at this point we don’t really know what August will look like for schools. There are committees at the state level that are meeting and going to give us some guidance on this. He agrees that we do need to look in the possibility of online classes. Mr. Honsinger stated that we also need to look into getting more technology into our students hands. For all we know, we may start school in August and then be told a few weeks later that we are shutting down for two weeks.
- Mrs. Wells stated that she has been reading a lot on ADE’s website. She thinks we should consider some hybrid models of teaching. This would include possibly taking a course online and then coming to the school for final testing.
- Mr. Honsinger stated that he believes we have grown a lot in the last few weeks. We will definitely look into the option that we have. Currently summer school is on hold. If we are able to do it, it will be in July. We are also still waiting to hear what ADE is recommending for school in August. Mr. Honsinger asked the board how they felt about opening the weight room to students? Gov. Ducey has given the green light to open gyms now. Is this something that we want to do for our students?
- Mr. Nixon stated that we need to start letting these kids do things. We can put up sanitizer stations around the weight room. He would be willing to provide sanitizing wipes. He has been in there on a regular basis and has sanitized and wiped all equipment down. Except for the floors, it’s probably cleaner than it has ever been. Mr. Nixon stated that he attended a meeting with Governor last night. At that meeting they were assured that school would start in August. Other schools have started to open gyms and stuff. We need to do this for our kids.
- Mrs. Dent stated that she would like to meet as a board, after graduation, for a retreat.
- Mr. Honsinger stated that if we open the weight room up, things will need to be kept clean. We will also need to keep small numbers in there, by appointment. It can’t be the whole football team at once. There will also need to be constant supervision. Mr. Honsinger asked Mr. Evans if these parameters could be met?
- Mr. Evans stated that they could. We should have sustainable cleaning supplies. We would make sure to post the new rules for use. Mr. Evans stated that he thinks we should give priority to current student athletes.
- Mr. Fleishman asked if the AIA had put out any guidelines in regards to this?
- Mr. Honsinger stated that the AIA doesn’t have any guidelines when it comes to this kind of stuff. He did state that we have some extra hand sanitizing stations that could be hung in the weight room. Mr. Honsinger

- stated that the weight room would be available to all student athletes, boys and girls, by appointment. We have a few student who will be playing sports in college and would be interested in a place to work out.
- Mrs. Payne volunteered to supervise the weight room if there were female athletes that were more comfortable with another female being there.
2. Discussion and possible action re: Accept Teresa Benjamin's resignation as of May 21, 2020.
 - **Motion made by Mr. Nixon to accept Teresa Benjamin's resignation as of May 21, 2020, second by Mrs. Payne.**
 - **Motion approved 5/0**
 3. Discussion and possible action re: Approve the hiring of Robin Gutshall as a certified teacher at WHS for the 2020-2021 school year.
 - **Motion made by Mr. Fleishman to approve the hiring of Robin Gutshall as a certified teacher at WHS for the 2020-2021 school year, second by Mrs. Payne.**
 - **Motion approved 5/0**
 4. Discussion and possible action re: Approve WEMS 5th Grade Teacher for SY2021, name to be announced at meeting.
 - **Motion made by Mrs. Payne to approve Carolyn Massey as WEMS 5th grade teacher for SY2021, second by Mr. Fleishman.**
 - **Motion approved 5/0**
 - **Dr. Morrison stated that they had interviewed four different candidates for the position. The decision was a unanimous one. The interview committee was excited about the math experience the Ms. Massey has, which will be a great addition to the 5th grade team and the way they team teach.**
 5. Discussion and possible action re: Approve Severyn Cargill as WUSD K-12 Art Teacher for SY2021.
 - **Motion made by Mrs. Payne to approve Severyn Cargill as WUSD K-12 Art Teacher for SY2021, second by Mrs. Wells.**
 - **Motion approved 5/0**
 6. Discussion and possible action re: Approve Cathleen Goodell as WEMS Middle School Math Teacher for SY 2021.
 - **Motion made by Mr. Fleishman to approve Cathleen Goodell as WEMS Middle School Math Teacher for SY2021, second by Mrs. Payne.**
 - **Motion approved 5/0**
 7. Discussion and possible action re: Approve Joe Howe as WUSD Maintenance Facilities Supervisor for FY2021.
 - **Motion made by Mr. Nixon to approve Joe Howe as WUSD Maintenance Facilities supervisor for FY2021, second by Mr. Fleishman.**
 - **Motion approved 5/0**
 8. Discussion and possible action re: Approve Coaching Stipends and Certified Addendums of salaries to be paid during the school closure (4th quarter) due to COVID-19.
 - **Motion made by Mr. Nixon to approve Coaching Stipends and Certified Addendums of salaries to be paid during the school closure (4th quarter) due to COVID-19, second by Mrs. Payne.**
 - **Motion approved 5/0**
 9. Discussion and possible action re: Approve hiring summer personnel, maintenance 960 hours and technology 320 hours for 2020 June and July.
 - **Motion made by Mrs. Wells to approve all position with the exception of one summer maintenance position for June and July 2020, second by Mr. Fleishman.**
 - **Motion approved 5/0**
 - **Mrs. Wells stated that we haven't had students at the school for the past two months and should have already started deep cleaning. She asked if we could save on hiring extra help since we have had extra time to get things done?**
 - **Mr. Rico stated that custodial and maintenance personnel have not been able to get into classrooms because teacher haven't packed up their stuff for the summer yet. Teacher have still been in an out so classrooms have still been occupied.**
 - **Mrs. Wells asked if custodial/maintenance has started stripping gym floors or cleaning common areas?**
 - **Mr. Rico stated that they have cleaned some common areas but have not started on gyms. Teachers classrooms are still occupied and unable to be cleaned yet.**
 - **Mrs. Wells asked if it was a goal to get a head start on this stuff.**
 - **Mr. Rico stated that they were unable to because classrooms were still occupied.**
 - **Mrs. Wells asked what the janitors have been doing without students in the building?**
 - **Mr. Rico stated that they have been doing some painting and every day cleaning.**
 - **Mrs. Wells asked if Mr. Rico could get by with one summer maintenance person and one summer custodial this summer instead of the two custodial that were asked for? Mrs. Wells stated that she is concerned about the budget for next year. She understands that they could use an extra person to help with the grounds throughout the summer.**
 - **Mr. Rico stated that he feels like they need two summer custodial positions. He stated that they have been painting what they can but still need to deep clean.**

- Mrs. Wells stated that she was disappointed that more wasn't done with the extra time that they had.
 - Mr. Rico stated that he understands but they weren't allowed in classrooms.
 - Mr. Honsinger suggested that the board approve all but one summer custodial position so that things can get started. He stated that Mr. Rico has done a good job with his crew.
 - Dr. Morrison stated that she hasn't seen Mr. Howe's previous position advertised yet. The district may be saving a little money that way.
 - Mr. Nixon stated that he is disappointed that janitors weren't allowed in classrooms. Teacher should have had their stuff out.
 - Mrs. Dent lost internet connection for ZOOM at 7:13 PM. Mrs. Wells took over for her. Mrs. Dent participated by phone until she could reestablish her ZOOM connection.
10. Discussion and possible action re: Approve Middle School Title I Interventionist Position for WEMS,2020-2021Sy, funding Title I Grant.
- **Motion made by Mr. Nixon to approve Middle School Title I Interventionist Position for WEMS 2020-2021 SY, funding Title I Grant, second by Mrs. Payne.**
 - **Motion approved 5/0**
11. Discussion and possible action re: Approve waiving the teacher evaluation rating this school year and to award all teachers 100% of the performance portion of 301 monies for this 2019-2020 school year.
- **Motion made by Mr. Nixon to approve waiving teacher evaluation rating this school year and to award all teachers 100% of the performance portion of 301 monies for SY20, second by Mr. Fleishman.**
12. Discussion and possible action re: Approve revised FY21 Payroll Calendar and Approve issuing an addendum to FY21 certified contracts correcting salary as earned pay periods or deferred salary payment pay periods.
- **Motion made by Mr. Nixon to approve revised FY21 Payroll Calendar and Approve issuing an addendum to FY21 certified contracts correcting salary as earned pay periods or deferred salary payment pay periods, second by Mrs. Payne.**
 - **Motion approved 5/0**
13. Discussion and possible action re: Approve filing of E-Rate form 471 for Funding Year2019- 2020.
- **Motion made by Mr. Nixon to approve filing of E-Rate form 471 for Funding Year 2019-2020, second by Mr. Fleishman.**
 - **Motion approved 5/0**
14. Discussion and possible action re: Approve CTED IGA for FY2020/2021.
- **Motion made by Mrs. Payne to approve CTED IGA for FY 2020/2021, second by Mr. Nixon.**
 - **Motion approved 5/0**
15. Discussion and possible action re: Approve IGA with Vail USD for the Beyond Textbooks Program for FY2020/2021.
- **Motion made by Mr. Nixon to approve IGA with Vail USD for the Beyond Textbooks Program for FY2020/2021, second by Mrs. Dent**
 - **Motion approved 5/0**
16. Discussion and possible action re: Adopt the following board policy:
Policy CBI – Evaluation of Superintendent
- **Motion made by Mr. Nixon to adopt the board policy as listed, second by Mrs. Payne.**
 - **Motion approved 5/0**

FUTURE AGENDA ITEMS

- **Board Retreat after graduation**
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ANNOUNCEMENTS

- **Mr. Evans is working with a local vendor to get senior banners printed. The vendor is seeking local donations to pay for the cost of the banners. Mr. Schober is working on brackets to hang them downtown.**

ADJOURNMENT

- **Motion made by Mr. Nixon to adjourn, second by Mrs. Payne**
- **Motion approved 5/0**
- **Meeting adjourned at 7:39 pm**

Board President _____ Date _____