



GOVERNING BOARD MEETING

TUESDAY, SEPTEMBER 13, 2011

**Bradshaw Mountain Middle School
12255 Turquoise Circle, Dewey, Arizona**

REGULAR SESSION @ 6:30 PM

Dr. Paul H. Stanton, Superintendent

**Richard Adler, President
Howard Moody, Vice President
Shelly Damschroder, Member
Gary Marks, Member
Carmelite Staker, Member**

POSTED
9-9-11
12:00 p.m.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes

NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF THE GOVERNING BOARD OF EDUCATION

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **September 13, 2011**, at the **Bradshaw Mountain Middle School**, located at **12255 Turquoise Circle, Dewey, Arizona**.

- If authorized by a majority vote of the members of the Governing Board, any matter on the Open Meeting Agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The Board may also vote to convene in executive session to review and discuss issues marked with an asterisk (*). These sessions are not open to the public; however, Board decisions will be made in open public assembly.
- Members of the HUSD Governing Board who are not able to attend in person may participate via an electronic medium.
- The Agenda may be revised up to twenty-four (24) hours prior to the meeting. Revisions will be posted at the HUSD District Office located at 6411 N. Robert Road, Prescott Valley, Arizona.
- Arrangements to accommodate disabilities may be made by contacting Mary Diaz at (928)759-4000 or mary.diaz@humboldtunified.com prior to the meeting.
- Members of the public wishing to address the Board are requested to complete a Public Participation Form provided at the entrance of the meeting area.
- Discussion by the Board is limited to items posted on the agenda.

AGENDA

6:30 PM REGULAR SESSION

1. **WELCOME AND CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**

3. **ROLL CALL**

4. **AGENDA REVIEW/ACCEPT**

5. **CELEBRATING SUCCESSSES**

A. HUSD VIPs – Bradshaw Mountain Middle School – Principal Brian Buchholz

1. Certified – Cheri Lowman

2. Classified – Judy Bieth

B. Student Recognition – Sheryl McCully – BMHS CNA Instructor & HOSA Advisor

1. BMHS - Health Occupations Students of America (HOSA)

Report of participation and competition at the HOSA National Leadership Conference held in June of 2011

6. **REPORTS**

A. Board

B. Superintendent

7. **PUBLIC PARTICIPATION**

Participation is reserved for members of the public who have submitted a completed Public Participation Form. Total length of time shall not exceed 30 minutes. Individual times shall not exceed 5 minutes (Policy BEDH). When addressing the Board, speakers are to state their name and subject into the microphone so that their statements may be properly recorded. Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the

Superintendent for reply. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. No action or discussion shall transpire among Board members regarding such questions or comments. Questions or comments on matters that are currently under legal review will not receive a response.

8. CONSENT ITEMS

This section includes approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Upon the request of a Board member, a topic on the Consent Agenda may be removed from this segment of the meeting and discussed as a Regular Agenda item.

- (Pages 6-7) A. Personnel Recommendations
- (Pages 8-25) B. Governing Board Meeting Minutes from July 11, 2011, and August 23, 2011
- (Pages 26-158) C. Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,109,281.24
 2. Approval of Payroll voucher(s) in the amount of \$ 910,300.11
- (Pages 159-165) D. Student Activities Board Report
- (Pages 166-169) E. Request for renewal of an Intergovernmental Agreement (IGA) with the Arizona Pioneer Home for Bradshaw Mountain High School Certified Nursing Assistant (CNA) students to engage in clinical experiences for school year 2011-12
- (Pages 170-189) F. Request for renewal of an Intergovernmental Agreement (IGA) with the Las Fuentes Care Center for Bradshaw Mountain High School Certified Nursing Assistant (CNA) students to engage in clinical experiences for school year 2011-12
- (Pages 190-191) G. Request for approval of Student Activity Treasurers for fiscal year 2011-12
- (Pages 192-194) H. Request for approval of authorized signers for District bank accounts for fiscal year 2011-12

9. DISCUSSION ITEMS *(no action will be taken)*

- (Pages 195-196) A. Current events at Bradshaw Mountain Middle School including the start of school, Response to Intervention (RTI), Open House, AVID Night, Science Olympiad Teams, athletics, school plant and energy efficiency
- (Pages 197-210) B. This item was removed prior to posting the agenda
- (Pages 211-226) C. Discussion and first reading of Policy Advisory 404 – JICK, JICK-R, JICK-EA, JICK-EB – Student Violence/Harassment/Intimidation/Bullying as presented by the Arizona School Boards Association
- Policy JICK
 - Regulation JICK-R
 - Exhibit JICK-EA
 - Exhibit JICK-EB
- (Pages 227-234) D. Discussion regarding the time frame and process for the Board Self-Evaluation to be held no later than October 31, 2012

10. ACTION ITEMS *(matters on which the Governing Board may take legal action)*

- (Pages 235-249) A. Discussion and possible action to approve the Board's top ten issues of importance from the Arizona School Boards Association's 2012 Political Agenda Priorities list
- (Pages 250-252) B. Discussion and possible action to approve a Resolution of the Governing Board in support of reauthorization of the Secure Rural Schools Act

11. PERSONNEL

- (Pages 253-255) A. Discussion and possible action regarding the request to hire three new Special Education Aides
- (Pages 256-257) B. Discussion and possible action regarding the request to change Food and Nutrition work agreement hours
- (Pages 258-262) C. Discussion and possible action regarding the request to approve a new Reduction in Force rubric (RIF)

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

October 18, 2011	6:30 p.m.	Regular Session	@ Transportation Training Center
November 8, 2011	6:30 p.m.	Regular Session	@ Coyote Springs Elementary
December 13, 2011	6:30 p.m.	Regular Session	@ Granville Elementary

13. ADJOURNMENT

Copies of agendas and supporting documentation relative to public meetings are available at the District Administration Office during normal work hours, 24 hours prior to a meeting and immediately preceding the meeting.

CELEBRATING SUCCESSES

Item 5

A. HUSD VIPs

B. Student Recognition

Certified Employee for September
Bradshaw Mountain Middle School

Date August 23, 2011
Employee Cheri Lowman

Bradshaw Mountain Middle School's fortune turned to gold when Mrs. Cheri Lowman interviewed and accepted a sixth grade position for the 2007-08 school year. She brought valuable years of teaching experience and a heart for children to our school and programs.

In the 2010-2011 school year, Cheri looped up with her students to seventh grade and taught math. This move is one factor in our positive results in the AIMS math data for 2011. She set a solid foundation at the sixth grade level and moved her students forward during their seventh grade experience.

Last year she was nominated by her colleagues for the Yavapai County Teacher of the Year Program. She humbly declined to take it further, just cognizant and appreciative of the recognition from her colleagues.

Cheri's influences go beyond her classroom. She has coached volleyball, mentored others, held the position of team leader for two years, and is the current BMMS dept. chair for mathematics. As team leader, she serves on our E-TEAM with other teachers and administration. The team's focus is continual assessments and improvements of the school programs and procedures. Her mentoring within the math program has been crucial to our successes. She certainly has invested in our new wave of professional educators.

This year, Cheri is a part of our School Academic Intervention Team. The team works to meet the individual needs of our students. As RTI is all about problem-solving on an individual student basis, her keen insight and skills are definite attributes as this team moves forward.

In closing, Cheri is a valuable member of the teaching staff of Bradshaw Mountain Middle School. She has the caliber to follow a program such as the Master Teacher Program and has been encouraged to pursue an avenue such as this.

It is my privilege to present Mrs. Cheri Lowman to the HUSD School Board for recognition.

Employee of the Month - CLASSIFIED
Bradshaw Mountain Middle School – September

Date August 22, 2011
Employee – Judy Bieth

It is an honor to introduce Mrs. Judy Bieth.

Judy was hired during the 2005-06 school year. Her first responsibility was that of school library aide. In this capacity, she was responsible for all aspects of the middle school library. It's at this time she began to exhibit her exceptional work habits and dedication to the school and district.

Then, in 2008, an attendance secretary opening became available in the Bradshaw Mountain Middle School office. Knowing Judy's skills and the importance of attendance and the accuracy within, she came to mind immediately.

After dialoging with her, she accepted the new role with enthusiasm and the fortitude to meet the new challenge. Judy is now in her 4th year as attendance secretary. Mrs. Bieth experienced a huge learning curve in her new position. She approached it with a great attitude, a strong professional commitment, and organizational loyalty. Each year she has gained valuable knowledge and grown in this position. Her internal audits have increased in accuracy and to the satisfaction of school and district administration. In 2009, she was recognized for her accomplishments in the attendance position.

Judy's influences go beyond her desk. She consistently projects and demonstrates high levels of competency in any task set before her. Bradshaw Mountain Middle School's customer service has prospered with her in the office. Her professionalism and loyalty are to be emulated by all.

It is my privilege to present Mrs. Judy Bieth to the Humboldt Unified School District for tonight's recognition.

REQUEST FOR BOARD AGENDA ITEM

Item 5B

Requested Meeting Date: September 13, 2011

Person / Organization Submitting Request: Sheryl McCully, HOSA Advisor; BMHS

Date Submitted: August 12, 2011

Please indicate under which Agenda Item your request will be listed. Items will be discussion before action whenever possible.

Student / Staff Recognition: X

Consent Items: _____


Discussion Items: _____

Action Items: _____

Include all supporting materials when submitting to building administrator

Materials include:

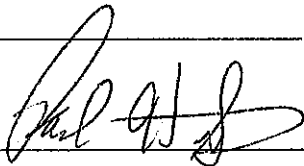
- Information about the project, position, etc.
- Justification for the request and/or academic standard that will be met
- Financial costs and funding source
- Number of students if applicable
- Approval by legal council if applicable

Administrative Approval:  Date: 8-16-11

District Administrative Approval: _____ Date: _____

Finance Administrative Approval: _____ Date: _____

Accepted for placement on agenda for: 9-13-11 (Celebrating Successes)
 Denied _____

Superintendent's Office: 

**REQUEST TO PRESENT TO BOARD, RESULTS FROM STUDENT
OUT-OF-STATE/OVERNIGHT TRAVEL FOR HOSA NATIONAL LEADERSHIP
CONFERENCE**

Please provide the following information in your request along with any supporting materials such as brochures or itineraries.

Organization taking Field Trip: HOSA: Health Occupations Students Of America

Date of field Trip: Monday, June 20th – Sunday, June 26th, 2011

High School: Bradshaw Mountain

Place of field Trip: Anaheim, California

How many students: 19 BMHS students attended HOSA National Leadership Conference, 16 to compete at the National level, 2 Courtesy Corps (student assistants), and 1 HOSA State Officer.

What determined the student's eligibility for attending? Students who attended this conference were members in good standing in HOSA and qualified through online state testing (locally Feb. 1-5, 2011) and then placed *in the top 3* in the State of Arizona in their competition at State Conference (April 13-15, 2011 in Tucson).

How does this trip benefit the students and the teacher? What state standard is met with this activity? HOSA is a national student organization endorsed by the Arizona Department of Education as an integral part of the Health Science Education Curriculum and is required for continued funding for CTE programs through the ADE. HOSA activities reinforce classroom instruction and connect students with the health care community. HOSA also plays a unique role in preparing students for further education and promotes career opportunities in health care. This HOSA leadership conference in addition, provides opportunities for health career students to develop, practice, and refine their leadership and team work skills.

Curriculum Objective:

Students will examine the roles and responsibilities of individuals in organizations, identify the characteristics of effective teams and effective team players, practice techniques to involve each member of the team, demonstrate teamwork, participate in career development events, practice effective meeting management skills, and exercise leadership skills.

Student Outcomes: *After exposure to HOSA leadership events, students will develop a successful transition plan from high school to higher education and the professional world.*

Results: *All but 2 students who competed at Nationals moved on to the 2nd round of competition (top 25% in the Nation). In the end, we had 3 National finishers:*

- ✓ *Christina Griffin for Outstanding HOSA Chapter*
- ✓ *Stephanie Morgan, 10th place in the Nation in Clinical Nursing*
- ✓ *Tiffany Voht, 4th place in the Nation in Personal Care (Nurse Assisting for IEP students)*

CONSENT
Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on September 13, 2011

A. RESIGNATIONS/MATERNITY LEAVES/LEAVES OF ABSENCE/OTHER

Classified Staff

1. Lori Sandberg – Title 1 Aide @ HES (resign effective 9/7/11)
2. William Watkins – Mod/Sev/Prof Aide @ MVES (retire effective 8/31/11)

Substitute+ Staff

- | | |
|------------------------------|---------------------------------|
| 1. Kathy Brown – Aide | 5. Edward Morado - Teacher |
| 2. Scott Engelhart - Teacher | 6. Tammy Novak – Teacher |
| 3. Myla Johnson - Teacher | 7. Michael Opitz – Teacher |
| 4. Diane Mewhinney – Teacher | 8. Trudy Schlientz – Bus Driver |

B. EMPLOYMENT OFFERS (*Employment offer is subject to acceptable background/fingerprint checks.*)

Certified Staff

1. Marissa Simyak – Kindergarten Teacher @ LVES (replaces Sue Hood)

Classified Staff

1. Timothy Berry – District Maintenance Technician (replaces Vincent Cook)
2. Kristine Carlson – Before/After School Aide @ GES (replaces Courtney Perry)
3. Bill Nicholas – Playground Aide @ CSES (replaces Karrie Herring)
4. Brenda Saucedo – AVID Tutor @ BMHS (replaces Veronica Haag)
5. Danielle Sikora – Before/After School Aide @ CSES (replaces Tammie Padilla)
6. Vicki Soza – Bus Driver (replaces Lisa Nicholson)
7. James Wameling – Custodian @ BMMS (replaces Samuel Pedraza)

Substitute+ Staff

- | | |
|----------------------------------|--------------------------------|
| 1. Richard Barros – Bus Driver | 8. Anne Mayes – Teacher |
| 2. Carol Bates – Aide | 9. Janice Mendoza – F&N Worker |
| 3. Donna Chavey – Aide | 10. Louis Mendoza – F&N Worker |
| 4. Cathleen Conner - Teacher | 11. James Richmond – Aide |
| 5. Amy Dutton - Aide | 12. Donna Shassetz - Aide |
| 6. Christopher Eiken – Custodian | 13. Linda Shoup – Bus Driver |
| 7. Sherry Heck - Nurse | |

C. SUPPLEMENTAL CONTRACTS

Overloads

1. Sheryl Mc Cully – 0.6 FTE CTE CNA Teacher overload @ BMHS (JTED-funded)

Stipends

1. Russell Morrison – Assistant Swim Coach stipend @ BMHS (Tax Credit-funded)
2. Linda Schaetzle – CTE Nursing Program Coordinator @ BMHS (JTED-funded)
3. Linda Schwandt – NJHS stipend @ BMMS (General Tax Credit-funded)
4. Rachael Walters –Assistant Cheer Coach stipend @ BMHS (Tax Credit-funded)

D. IN-DISTRICT TRANSFERS

Classified

1. Karrie Herring – from Playground Aide @ CSES to Title 1 Aide @ CSES (replaces Theresa Bailey)

E. INCREASE/ DECREASE IN HOURS (+OR -) OR FUNDING

Classified

1. Cody Baskit – from 8 Hr/Day Custodian @ BMHS to 7 Hr/Day Custodian @ BMHS (replaces James Swigart)
2. Samuel Pedraza – from 7 Hr/Day Custodian @ BMMS to 8 Hr/Day Custodian @ BMHS (replaces Cody Baskit)
3. Glenda Strauss – from 0.75 FTE Title III-funded Assessment Secretary to 0.5 FTE Title I-funded Assessment Secretary

CONSENT Item 8B.

Minutes

July 11, 2011
August 23, 2011

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Executive Session and Regular Meeting Minutes
Monday, July 11, 2011

The Annual Governing Board Retreat was held during a special meeting of the Humboldt Unified School District Board of Education at the Transportation Training Facility on Monday, July 11, 2011, in Prescott Valley, Arizona.

8:00 AM ANNUAL GOVERNING BOARD RETREAT

1. WELCOME AND CALL TO ORDER

President Adler called the meeting to order at 8:02 a.m.

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY

President Adler led in the Pledge of Allegiance.

3. ROLL CALL

Present were members Richard Adler, Howard Moody, Shelly Damschroder, Gary Marks, and Carm Staker.

4. AGENDA REVIEW/ACCEPT

Howard Moody moved to accept the agenda as presented. Gary Marks seconded and the motion carried unanimously.

5. DISCUSSION ITEMS (no action will be taken)

A. PURPOSE OF RETREAT

Dr. Stanton started the meeting by inviting everyone to open up and share. He stated the purpose of the Retreat was to reflect, look at data, review, see how we can build better data, and build a consensus for next year.

Dr. Stanton noted that AIMS results were not yet available and will be presented to the Board at a future meeting. School labels issued by the Arizona Department of Education should be available later in July.

B. WHY THE CONTINUOUS SCHOOL IMPROVEMENT (CSI) MODEL?

Director of Educational Services, Diana Green, gave a PowerPoint presentation. Highlights included:

- Overview - Systemic Focus of Student Learning
 - Research
 - Getting Started
 - AdvancedED Accreditation
 - Evaluation Components
 - Long Range Planning
 - Benefits
 - Resources
- Current Research
 - How Leadership Influences Student Learning
- Professional Learning Communities
 - Attributes of a Professional Learning Community
- Five Necessary Conditions for Improving School Systems
 - Effective Leadership of Systems for Desired Results
 - Policies and Practices to Sustain Improvement
 - Resources and Support Systems to Sustain Improvement
 - Quality Teachers for Desired Results
 - Quality Information for Desired Results

- The CSI Model:
 - Allows school and district teams to conduct continuous, ongoing school improvement planning year round.
 - Uses a research-based process of team participation, analysis, and consensus building, using proven models of data-driven decision making through thoughtful exploration of hypotheses. It solicits and tests the best thinking of team members.
 - Organizes a vast array of comprehensive data allowing teams to build in local data as they develop goals and plans to help all students succeed.
 - Can be used to create a plan that meets state and federal requirements for AZ LEARNS and NCLB.
 - Captures the essential steps of a good planning process.
 - Is a systematic approach to achieving ongoing improvements in a school and/or district. Users conduct a needs assessment, define areas to be addressed, map the process, identify improvement opportunities, implement the improvements and continually monitor the result for improvement opportunities.

- Benefits of CSI:
 - Use of Data
 - Better Customer Service
 - Improved Morale
 - Increased Revenue (by increased enrollment)

- Benefits of Accreditation:
 - Mark of Quality / High Standards
 - Proven Improvement Processes
 - Means to Meet Requirements (Local, State, Federal)
 - Professional Services / Technical Assistance / Peer Review and Support
 - Research-Based Products and Services
 - Credit Reciprocity
 - Access to Scholarships and Higher Education Opportunities
 - Resource Network

The complete presentation is available for review at the District Office.

C. WHAT IS OUR SHARED PURPOSE?

Dr. Stanton to the Board: What do you think are the attributes of an ideal school?

Dr. Stanton to administrators: What do you think are the attributes of an ideal district?

The Governing Board and administrators separated into groups of five for activity/discussion.

Some comments from the Governing Board included:

- Strong leadership
- High academic standards/opportunities/success
- Data driven decision making
- Effective communication
- Customer service
- Effective teachers that make a difference
- Shared purpose
- Parental/community involvement
- Extra-curricular activities

Some comments of Administration included:

- Strong leadership
- Effective staff
- Collaborative decision making
- Support between all stakeholders
- Goals that are attainable and meaningful (limited)
- Systemic accountability

- Stakeholders matter
- Safe and orderly campuses
- Top down support
- Focus on building a culture (not a flavor of the month)
- Customer service (own the problem until resolved)
- Communication and visibility
- Build capacity from within
- Diversity in counsel; unity in command
- Collaboration with command and control
- We can impact every child

All of the comments will be combined and brought back to the Board as a discussion item or the focus of a work-study session within the next couple of months.

It was suggested that the Public Relations Department survey parents and the community about their thoughts about an ideal school.

Mr. Adler recommended updating the District's Mission & Vision Statement based on the results of this activity.

D. HOW DO HUSD'S THREE GOALS FIT INTO THE CSI MODEL?

Ms. Green identified the 2010-11 Board Goals as follows:

Goal 1. Raise the Level of Student Achievement in HUSD

Target Area: Curriculum, Instruction & Professional Development

Reference Board Packet - Tab 1

- 1.1 Students will demonstrate proficiency in essential skills in reading and mathematics
 - 1.1-1 Increase the 2010-11 number/percentage of students at each grade level who attain proficiency on AIMS reading and math
 - 1.1-2 Increase the 2010-11 number of students who demonstrate a year's growth in reading and math
 - 1.1-3 Increase the 2010-11 percentage of students in the Exceeds category of AIMS in reading and math in grades 3-8 and grade 10

Reference Board Packet – Tab 2

- 1.1-4 Enhance the District technology plan based on student needs in alignment with state and national standards

Reference Board Packet – Tab 3

- 1.2 The District will provide staff with professional development that is aligned with District goals and needs based on a survey of administration, certified staff and classified staff
 - 1.2-1 Establish professional development (PD) goals for the 2010-11 school year
 - 1.2-2 Provide quality PD opportunities for administration, certified staff and classified staff that support District and school goals
 - Develop a long-range comprehensive K-12 PD plan based on District and school goals

Reference Board Packet – Tab 4

- 1.3 The District will support the educational, social and emotional needs of gifted students by providing a quality, research-based gifted program
 - Research on gifted teaching and learning will be conducted by a District committee
 - 1.3-2 An analysis of the current HUSD gifted program will be conducted by a District committee
 - 1.3-3 Recommendations for program improvement will be developed based on the research and program analysis

Target Area: Assessment System

Reference Board Packet – Tab 5

- 1.4 The District will analyze current District criterion-referenced tests (CRTs) in reading, writing, math and science for rigor and congruency with the Arizona Academic Standards and Common Core Standards
 - 1.4-1 The District will analyze current CRTs in reading, writing, math and science for congruency with the state standards and for rigor
 - 1.4-2 The District will research effective assessment systems

Goal 2. Focus on Planning for Future Student Needs

Target Area: Leadership

Reference Board Packet – Tab 6

- 2.1 The District policies and practices will reflect a culture of commitment to continuous improvement
 - 2.1-1 District Administration will review current policies and make recommendations for revisions, based on research, best practices, and sound fiscal management
 - 2.1-2 District Administration will research successful strategic planning models to guide the development of goals and action plans for long-term excellence
 - 2.1-3 District Administration will review the current District mission and vision

Reference Board Packet – Tab 7

- 2.2 The District will implement a systems approach for continuous improvement at classroom, school, department, and district level
 - 2.2-1 Analyze current systems for collection of data, including classroom walk-throughs, achievement data, attendance and graduation rates

Target Area: Organizational Effectiveness and Efficiency

Reference Board Packet – Tab 8

- 2.3 Align fiscal resource allocation and expenditures with District and school goals
 - 2.3-1 Analyze current staffing system to align with District and school goals
 - 2.3-2 Analyze current grant allocation system to align with District and school goals
 - 2.3-3 Analyze expenditures based on District and school goals
 - 2.3-4 Determine three-year capital outlay plan based on District priorities

Reference Board Packet – Tab 9

- 2.4 The District will increase revenue generated from alternative funding sources
 - 2.4-1 Increase tax credit dollars brought into the District
 - 2.4-2 Analyze facility usage to determine to adhere to District policy and procedures

Reference Board Packet – Tab 10

- 2.5 Improve the effectiveness in the operations of all District departments
 - 2.5-1 Research opportunities for savings in the area of utility costs
 - 2.5-2 Improve the cost effectiveness and safety in the operation of the Transportation Department
 - 2.5-3 Improve efficiencies through technology in the following areas: accounting (I-Visions), and substitute calling

Goal 3. Increase Parental/Community Involvement

Target Area: Culture, Climate & Communication

Reference Board Packet – Tab 11

- 3.1 The District will implement policies and practices that foster a culture of student and stakeholder engagement
 - 3.1-1 The District will identify current educational programs, activities, offerings, and services that provide opportunities for relationship building and stakeholder engagement
 - 3.1-2 The District will establish benchmark data to determine current stakeholder involvement in existing District educational programs, activities, offerings, and services

Reference Board Packet – Tab 12

- 3.2 The District will provide all students and staff a safe environment that is conducive to teaching and learning
 - 3.2-1 The District will establish a Safe and Orderly Schools committee to determine common definitions, common violations, and common actions taken for alignment with AZSAFE at all grade levels and at all schools
 - 3.2-2 The Safe and Orderly School committee will explore Safe-School reporting for alignment with AZSAFE

Reference Board Packet – Tab 13

- 3.3 The District will implement policies and practices that foster internal and external communication and stakeholder (parents, community, students, staff) satisfaction
 - 3.3-3 The PR Department will develop a Marketing and Communication plan for 2010-2011 based on known needs, information and data (Year 1). The 2011-12 Marketing/Communication plan will take into account the research and baseline data established in 2010-11 (Year 2)
 - 3.3-4 Identify current school volunteer needs

Verbal reports of the goals as presented in the Board packet were given by District directors based on their area of responsibility as each tab/heading was reviewed throughout the meeting. Reports on each goal including current updates and supporting documentation are available in their entirety at the District Office or by viewing the July 11, 2011 Board packet on the District website (www.humboldtunified.com). Each school's SMART Goals were also discussed and are available at the same HUSD website.

(Break 9:30 a.m.)

**E. WHAT IS THE ROAD MAP FOR THE CSI MODEL FOR THE YEAR?
(PLAN FOR THE PLAN)**

Humboldt Unified School District (May 2011) "Plan for the Plan" – handout (available at the District Office)

The handout went into further details of the CSI Model. Many points of the PowerPoint presentation were reiterated, such as: Use of data, improved morale, better customer service, and increased revenue.

Outcomes were included in a 2011-12 fiscal year calendar that included summer workshops, needs assessments, analysis by school, coaching sessions, review and refinement of school/district plans, evaluation, update needs assessments into a profile, update the process for data analysis for goal setting, and revise and update goal setting.

The Comprehensive Needs Assessment (CNA) was described as a process that examines building demographics, system processes and protocols of practices, instructional program, and disaggregated student academic achievement data, so that the following questions can be answered:

- Who do we serve?
- How do we do business?
- Where are we now?
- Where do we want to be?
- What and where are the gaps?
- What is/are the root causes(s) for the gaps?
- How will we get where we want to be?
- How will we evaluate our efforts and progress?

Principals will receive Excel training in creating templates as a District standard to load data.

Ms. Green commented that SMART goals are a learning process over several years and stated that we have learned a lot by what we didn't know; adding the question of how are we going to change what we are currently doing to get where we want to be? She believes the CSI model to be a comprehensive, complete model that brings it all together.

Ms. Damschroder wants it made evident to teachers that the CSI Model is not a "flavor of the month" and that the District intends to stick with it.

(Working Lunch 10:55 a.m.)

F. ACCOMPLISHMENTS OF THE DISTRICT 2010-2011

Mariela Bean, Public Relations Director, distributed a handout that listed 2010-11 accomplishments of each school. Included were honorees and awards, grant recipients, teacher recognition, implementation of programs, and many more. The list in its entirety is available at the District Office.

The list was included in a recent Chamber of Commerce newsletter. Mr. Moody suggested that the list be published in the newspaper. Dr. Stanton commented that key communicators within the community received the list; he has received several responses stating that the District continues to be a great one!

G. PROGRESS REPORT ON THE DISTRICT AND SCHOOL GOALS

Each school principal reviewed with the Board its SMART goals (as presented in Tab 1 of the Board packet). In addition to referencing the SMART goals, principals shared comments and updates as follows:

Bradshaw Mountain High School – Principal Dan Streater

- He is the ninth principal in 15 years

- Is working on organizational structure
- Policy and procedure driven District is stressed to his staff
- User friendly handbook has been created
- Notebooks are being created for administrative positions (for staff turnover)
- Will compare AIMS data (demographic comparison)
- Uses different strategies, including AVID, to increase teacher exposure
- AP training and common core; collaborative culture; common curriculum (every Algebra I class)
- Professional learning models
- Continues to promote programs/classes for students who are not learning
- With enthusiasm stated "students will not be allowed to fail at our school!"
- Need to find other indicators other than AIMS to indicate progress/success. Get more students to take the PSAP. Whatever indicators are used, get data and set goals
- Enrollment in dual credit courses has doubled for 2011-12 (pre-calculus)
- Looking at Pre-AP and Honors enrollment numbers to measure the effectiveness of the programs. More students passed the AP test this year than were enrolled in the program two years ago
- Looking at AVID enrollment and if students are maintaining a college track
- In general there is a higher attendance rate; students want to be there because they know they can't miss anything

Mr. Moody felt that goals for AIMS testing were not aggressive and that the increase was modest considering all of the programs that have been put in place. He asked how the numbers were determined. Concerning goal 2.1-1, Mr. Streeter replied that it references two different groups of students. Being the only high school in the District, it is hard to compare. He has looked at curriculum at other high schools within the County.

Ms. Damschroder commented how proud she is of the high school leadership team. She did express concern that only 21 students of 1,600 were inducted into NHS.

Glassford Hill Middle School – Principal Terri Matteson

- Focus was on the process of SMART goals
- Staff met in professional growth communities (focus on "bubble kids")
- Walk to the Experts identified students who missed levels by one or two points; teachers were able to get a clear picture of what needed to be done in working with individual students to make progress towards mastery
- Working on common assessments/align to state standards/common core

Ms. Damschroder commented to Dr. Stanton that resources should be made available to both middle schools (Catalina Island).

Mr. Adler recommended that the three middle school principals should meet to evaluate Study Island.

Coyote Springs Elementary School – Principal Candice Blakely

- Devoted a lot of time getting to know the staff and looking at available programs
- Worked on creating a clear mission
- Evaluated academic programs to determine if they were being used at their fullest; continue or not
- Staff meetings by grade level to focus on what can be done to improve curriculum, climate and culture
- Recognized the need for meaningful, quality professional development; Instructional Specialist Melissa Tannehil presented student engagement strategies. Gina Bahlman and Stephen Cane have also offered professional development opportunities
- The PASS system has positive response from parents
- Discipline procedures have been aligned with AZ Safe
- Expressed the need for common assessment; equality within schools

For next year, Mr. Adler is looking for a uniform template for goals (readable format), with measurement (metrics), and a column to indicate what assessment was used.

Mr. Moody inquired from Ms. Green and Dr. Stanton to what extent the District Office is involved in reviewing the goals, and if a standard assessment is planned. Dr. Stanton answered that the goals were reviewed and that

AdvancedED is being looked at for uniformity; working toward standard assessments for quarter one, and increasing rigor.

Granville Elementary School – Former Principal Diana Green

- Grade level meetings for planning and goals
- Used recent data to assess SMART goals
- Focused on using scale scores and tracked all year
- Projections were set by teachers, then raised by Ms. Green; students were capable of much more
- Teachers donated time for before school book clubs

Humboldt Elementary School – Principal Cole Young

- Principal and teacher evaluations are now based on student achievement
- The process starts long before SMART goals; it starts with personalizing every student's education
- Do not view students as ELL or Special Education students; they are all our students
- Put the best and the brightest in front of our kids every day
- Look at data and make quality decisions based on data
- Don't be afraid to compare where we line up; if you don't care, you need to!
- Teachers reflect on their own teaching from year to year
- Looked at the data for kids coming in and created action plans to fill the gaps; knows who the "bubble kids" are
- Math and Reading kick-off the first day of school
- Look at all the assessments and then start setting goals
- Conducted grade level meetings identifying five or six students in classes who they will move forward; don't lower expectations

Lake Valley Elementary School – Principal Tusanne Cordes

- Researched SMART goals and collaborated with other principals to come up with SMART goals
- Met with grade level teams to discuss "bubble kids"; who is on the cusp and who can be moved forward?
- Kept SMART goals simple/measurable/easy to grasp
- Pleased with 301 reflections
- Lesson planning/professional development/comprehension strategies/reading coach (her strengths)
- Looking to expand the Gifted program

Liberty Traditional School – Principal Michael DeRois

- Wants to take his school to the next level
- Staff development on rigor/student engagement
- How do we take teachers to the next level? Define rigor. What does it look like in the classroom? Then visit classrooms to be sure that it is happening
- High level questioning and student engagement
- Excited in the direction that the District is headed
- Encourages students to go above and beyond (Country Reports and Living Museum)
- Need data/assess data/reflection
- Communicate with peers honestly; simplify; set and achieve goals

Mountain View Elementary School – Principal JoAnne Bindell

- Researched the concept of SMART goals
- Teachers wrote individual grade level goals from information gathered from AIMS, DIBELS, and classroom performance
- Met by grade level to determine the number of students who would move from one level to the next
- Discussed progress and activities based on professional development during the year
- Reflected on SMART goals during the year
- Reached 12 of 18 goals
- Moving from Classical Enrichment to STEAM to enhance the arts and technology

Mr. Adler felt the dialogue with principals was good; understanding the overall plan better. Next year should reach a more productive level.

District Level

- Professional Development – Tab 3 – Superintendent Stanton
 - Each school had professional development (summary included in Board packet)
 - Would like to see sharp pointed goals and focused professional development
 - Administrators need opportunities for professional development to help support and lead in their school
 - The Summer Institute will continue next year; enhance and grow it

Ms. Damschroder attended a recent 7-12 Continuum meeting. Teachers need professional development to be effective. She asked if our Master Teachers go into classrooms to mentor. Ms. Green explained that they do and that the District has applied for a \$300K Master Teacher Grant that would cover the cost of a full time Master Teacher for three years.

Mr. Moody would like to see the effectiveness of last year's professional development evaluated for measureable improvement.

Technology Plan Update– Tab 2 – Phil Young

Mr. Young presented an overview of the District's current technology resources and projections of future needs. All funding requests were generated through the District Technology Committee. The committee met four times to:

- Review the current state of technology in the District
- Identify a variety of ways that technology can be used to enhance student learning and increase District productivity
- Review and evaluate available technology resources that would support identified District needs
- Select and cost out specific technology resources to address those District needs
- Determine training needs relating to the effective use of available and proposed technology resources
- Develop strategies for obtaining funds to acquire and effectively deploy needed technology resources

The report included in the Board packet covered the following topics:

- Connectivity to world wide web (internet)
- Site to site connectivity
- Infrastructure
 - Email/exchange server
 - Filtering/SPAM/antivirus
 - Routers/switches
 - Wiring
- Phone systems
- Data security/backup
 - Visions
 - Schoolmaster
 - Destiny library software
 - Staff data files
 - Student data files
 - Email
- Office resources
 - Desktop hardware
 - Desktop software
 - Printing
 - Faxing
 - Scanning
- Classroom resources and learning
 - Staff desktop hardware/software
 - Technology for instructional enrichment: hardware/software
 - Student access to technology
 - Access to online resources
 - Online instruction
 - Distance learning

- Staff professional development
- Staff technology skills survey
- Technology training opportunities
- Planning
- Technology budget requests

Mr. Young stated that the use of technology requires money and training; lack of training has caused technology not to be used effectively. Technology becomes obsolete; many computers purchased just six or seven years ago are now obsolete. The primary focus should be on what teachers use to enrich the classroom. Inventory and needs were included in Mr. Young's report. The recommended funding amount of \$660K could be a bond expense.

Ms. Damschroder stated that nothing has been seen in return for the \$300K given back to the County from the Forest Fee Management Association (FFMA) funds. The District needs an IT Director; if we only have technicians, there is not a supervisor to oversee them. Looking at the teacher surveys she saw equipment requests that don't correlate with the surveys. She does not want money spent in every classroom when teachers aren't going to use the technology provided.

Mr. Moody thought that the technology plan was done well. There is the need for an IT Director and the position needs to be paid at a level for the skill set that the District requires; \$50K will not attract the kind of person that the District wants. He also believed that FFMA will provide funding for technology.

Mr. Marks also agreed about the need of an IT Director and that \$50K is not what an IT Director usually makes. He recommended eliminating the purchase of hardware and consider leasing.

Mr. Adler commented that the technology report was a big improvement over past reports, and that this topic alone could be on a future meeting agenda.

Gifted Program - Tab 4 – Diana Green

In addition to the written report included in the Board packet, Ms. Green touched on the following topics:

- Best practices evidenced in current programs
- Recommended best practices to build into the HUSD Gifted Program
- Gifted program model research
 - Cluster
 - Inclusive

She mentioned that the addition of the sixth grade to the elementary schools has been a hard transition where the Gifted Program is concerned. Not all schools have a qualified teacher for each of the subject areas. The Gifted teachers were not asked for an opinion of how the sixth grade student's needs would be addressed.

Mr. Moody stated that this report was an example of the brutal facts. We need to look at the program and determine what is right, what is wrong, and what can be done to fix it. He felt that the report was thorough and appreciated the facts included. He was concerned about the inequity of time between the elementary schools; some receiving 450 minutes and some at 180 or 210. Mr. Marks agreed that the offerings and minutes need to be comparable across the schools.

High school administration will continue to look at enrollment and projections for advanced placement courses; looking at goals to increase numbers. Benefits of enrollment in advanced placement versus dual credit courses will also be researched. How we compare and compete with two new high school charter schools is an issue to contend with. Dr. Stanton indicated that the District is looking at what our competition is offering.

Assessment System – Tab 5 – Diana Green

It was the recommendation of administration to create more rigorous criterion-referenced tests (CRTs) in reading writing, math, and science. Administration has participated in a review of data assessment systems as part of a collaborative curriculum project with Yavapai Educational Services Agency (YCESA). Systems reviewed thus far include Galileo, A+ / Backbone, and D2 Data Driven Corporation. The District will continue to research effective assessment systems in the coming year for cost/time effectiveness and educational value.

Leadership – Policy and Practices – Tab 6 – Dr. Stanton

The five-year review is near completion; Section G – Personnel will be presented at a Board meeting later in the summer.

Continuous Improvement – Tab 7 – Dr. Stanton

Classroom walk-through data is collected and kept at the school level. Student achievement data (AIMS, DIBELS, end of unit tests, formative results, etc.) are also maintained at the local campus level. District administration may access this information, but it requires personnel to go to the school site for collection of electronic data or to gather paper documents and develop spreadsheets for comparative analysis. Attendance is available through Schoolmaster, but personnel must manually get the data from each school site. Graduation rate data is housed at the high school and shared manually.

This manual system of data collection makes analysis and decision making labor intensive and not accessible in real time. The current system allows for limited access to parents via the PASS system. Community members do not have access to data.

The District has a need for a centralized depository (data warehouse). When students move from one district to another data can be accessed immediately. A data warehouse would also enable districts to get information to the community and parents in a timely manner.

The District has been working with the YCESA to review data warehouse options. The YCESA is willing to contribute to the on-going costs of a data warehouse, as most have an annual subscription.

The District will continue to research cost effective data warehouse systems to improve student achievement. A recommendation will be brought to the Board.

Organizational Effectiveness & Efficiency – Tab 8 – Cynthia Windham

The Finance Department has analyzed its current staffing in relation to various audit compliance requirements. Since it is not uncommon for one employee to be responsible for multiple functions within a department, it was evident that the District had limited or no cross-training of critical functions within the Finance Department and had no "back-up" plan in place if an employee in a critical position were to leave. This was evident when the District recently experienced staff turnover in payroll, ADM tracking, grants management, and procurement. Two employees in payroll are now fully cross-trained, and the Finance Director and Internal Auditor are now fully engaged in grant submissions and tracking.

(1:10 p.m. Mr. Marks excused himself from the meeting.)

President Adler closed the meeting and suggested the meeting resume later in July or August. His opinion was that much was accomplished during the half day session, but that the meeting should have been scheduled for a full day.

The date of August 23, 2011 was selected for the meeting continuation as an evening work-study session.

Dr. Stanton requested that Mariela Bean conduct an evaluation of the meeting. He stated that a needs assessment would be conducted at each school prior to the August 23rd meeting.

H. BOARD REFLECTION AND NEXT STEPS

To be addressed at the August 23rd meeting.

6. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

July 12, 2011	6:30 p.m.	Regular Meeting	@ Transportation Training Center
August 9, 2011	6:30 p.m.	Regular Meeting	@ Mountain View Elementary School
August 23, 2011	6:30 p.m.	Work-Study Session	@ Transportation Training Center
September 13, 2011	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle School
October 11, 2011	6:30 p.m.	Regular Meeting	@ Transportation Training Center

7. ADJOURNMENT

Shelly Damschroder moved to adjourn. Howard Moody seconded and the motion carried unanimously. The meeting adjourned at 1:25 p.m.

Respectfully submitted,

Mary Diaz
Board Secretary

APPROVAL

Richard Adler, President

Howard Moody, Vice President

Shelly Damschroder, Member

Gary Marks, Member

Carm Staker, Member

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Executive Session and Regular Meeting Minutes
Tuesday, August 23, 2011

The continuation of the Annual Governing Board Retreat from July 11, 2011 was held during a Work-Study Session of the Governing Board at the Transportation Training Facility on Tuesday, August 23, 2011, in Prescott Valley, Arizona. A special meeting was held immediately following the Work-Study Session.

6:30 PM ANNUAL GOVERNING BOARD RETREAT (continued from July 11, 2011)

1. WELCOME AND CALL TO ORDER

Board President Adler called the meeting to order at 6:32 p.m.

2. ROLL CALL

Present were members Richard Adler, Howard Moody, and Gary Marks. Shelly Damschroder and Carm Staker were absent.

3. AGENDA REVIEW/ACCEPT

Gary Marks moved to accept the agenda as presented. Howard Moody seconded and the motion carried unanimously.

4. DISCUSSION ITEMS (*no action will be taken*)

A-F Complete (discussed at 7/11/11 Board Retreat)

G. PROGRESS REPORT ON THE DISTRICT GOALS (Binder Tab 5 9)

Revenue Generation – Tab 9 – Mariela Bean, Director of Public Relations

The Tax Credit Program is starting strong this year. New brochures should be back from the printer this week. Principals will receive training to increase tax credit revenue.

Finance Director Cynthia Windham noted that sitting tax credit funds through December of 2010 can be spent on technology.

Department Effectiveness – Tab 10

The District Conservation Plan was included in the Board packet. The packet is available at the District website (www.humboldtunified.com) under the School Board tab.

Ben Peters, Director of Maintenance

In summary, Mr. Peters reported that the cost savings campaign for gas, water, and power are working well. Major upgrades are complete and he is looking for new ways to save on energy. He has visited Honeywell, Midstate, and Arizona Control Specialists. There are still ten older unites each at Glassford Hill Middle School and the high school included in the long-range plan.

Completed projects include:

- Older schools have new retrofits
- Waterless urinals and flush meters
- New boilers at GHMS, MVES, BMHS
- New tower at GHMS
- Solar rotating systems at BMHS and GHMS sponsored by Food & Nutrition

Dr. Stanton indicated that there are solar opportunities at three other schools that will be worked on this year.

In response to Mr. Marks' inquiry of possible savings from wind energy or natural gas, Mr. Peters responded that no other utility is offering grants or discounts.

Kim Porter, Director of Transportation

The District purchased Routefinder Pro software in March of 2011. Student data from Schoolmaster is downloaded and stops are assigned. This software provides reminders regarding driver/employee expiration dates of certifications. The software also calculates and tracks field trip costs, and will invoice, bill, and store data. A component of the software tracks inventory parts, preventative maintenance and repairs.

As a trial system, there are two GPS systems, one installed on a bus and the other a handheld unit. These units track idol time and route paths, and pre-trip checkpoints. The cost to implement this system throughout the transportation department would be approximately \$80K. Ms. Porter will see if the equipment is a bond eligible expense.

Scheduling early release days on a common day has produced a savings of \$26K. A slight change in bell schedules could offer additional fuel savings (middle schools and high school would need to adjust start time by 15 minutes).

Referring to news reports of valley students being left on busses in the Phoenix area, Ms. Porter stated that there is a process in place where drivers check each seat while working their way to a "bus empty" sign located at the back of the bus.

Ms. Porter did comment that the busses are overcrowded.

Cynthia Windham, Director of Finance

To improve efficiencies the District has successfully implemented and trained staff in the following areas:

- Time card entry at all school sites, transportation, food service, and special services; remaining departments will use electronic entry prior to the start of school
- Remote purchase requisitions at transportation, food service, special services, maintenance, and ELL/PR. Other sites will be brought online throughout the school year with full implementation targeted by the completion of the year

Future Integration:

- Automatic substitute calling system (in progress); Mr. Young is providing training at school sites
- Employee self-service
- General ledger

The District will continue to evaluate and adjust implementation schedules as needed throughout the year. Once one is successfully implemented, we will proceed to the next with the goal of full implementation by the end of the fiscal year.

Mr. Adler requested that the Board receive updates as the systems are implemented.

Student and Stakeholder Engagement – Tab 11 – Mariela Bean, Director of Public Relations

Goal 3.1-1 – Student and Stakeholder Engagement

The PR department created a Program Findings Survey to help identify current educational programs, activities, offerings, and services that provide opportunities for relationship building and stakeholder engagement. The 2010-11 survey established a baseline for what is offered at HUSD and gave site and department administrators an opportunity to assess effectiveness and sustainability of programs for the future. Survey results were included in the Board packet.

Mr. Moody was impressed with the number of activities that sites offer. He was concerned that some activities were marked low at the site level and hopes that principals will look at those areas to determine their value. Mr. Marks had the same concern and wondered if the surveys were fully answered; how can we make a decision if there is no return from the parents?

It is hoped that the survey results will prompt administrators to reassess if the activity nets benefits worth duplicating this year. Sometimes administration thinks something is important, but the community feels differently. There was concern from two Board members that educational activities did not have the participation of the extra-curricular ones. Mr. Moody stated that research shows that students who participate in two or more extra-curricular activities

have a better opportunity to succeed. He recommended that parent/teacher organizations be invited to participate in these discussions.

3.1-2 Customer Service / Communication

The District used comment cards and identified listening tools such as ConnectEd, the spring survey, and customer service activities to assess customer service ratings. Comment card and survey results were included in the Board packet.

The spring survey was developed five or six years ago and has given us good information, but it is time to reassess the value and reliability of the survey. She felt the survey was too long, and we did not get the participation that was expected; the results were disappointing. Decreased participation was most likely due to the delivery method and the timing of the survey (not until May). The survey was available online; had been hard copy in the past. A more global survey, one that includes the community, will be considered. She expressed the value of mini-surveys that focus on certain areas. Mini-surveys can be offered through the District website to assess the pulse of the community.

Mr. Moody expressed his concern about the lack of staff participation in the surveys.

Safe and Orderly Schools – Tab 12 – Principal Candice Blakely-Stump

A Safe and Orderly Schools Committee was established in the fall of 2010. Members included Brian Buchholtz, Cole Young, Lisa Brackez, and Chairperson Candice Blakely-Stump. The committee created a list of common violations and definitions that are aligned with AZSAFE and Arizona Revised Statutes to be used at all grade levels at all schools. Additional activities undertaken by the Committee were the review of home suspension reports from August 2010 through October 2010 for all sites, and reviewed current AZSAFE district uploading timelines. The committee recommended to all site principals that the uploading to AZSAFE remain quarterly.

The new HUSD K-12 Discipline Matrix was included in the Board packet. Common terminology is used for all grade levels. Terminology was not taken verbatim from AZSAFE; some words were changed (rape/murder) but still fit within the guidelines of AZSAFE. When a student transfers from one school to another within the District, the discipline process is the same (behavior matches the terminology and consequences across the District).

The committee will continue to meet this year.

Marketing / Communication and Volunteers – Tab 13 – Mariela Bean, Director of Public Relations

The District's Communication/Marketing Plan 2010-11 and estimates of volunteer hours were included in the Board packet.

Volunteer Coordinator Carm Staker has worked to increase the volunteerism at our schools. A processing checklist has been implemented, making the application and approval process clear to the applicant and to staff members. There is a volunteer at the District Office on Tuesdays and Fridays to take volunteer fingerprints; she also keeps the volunteer data base current and school sites informed. One person at each site is responsible for logging volunteer hours and reporting monthly to the coordinator.

H. BOARD REFLECTION AND NEXT STEPS

The following comments were made by Board members:

- Some goals are more of a strategy than a goal
- Focus on the goals, not getting into lengthy discussions over strategies
- Focus on the goal, the objective, and the outcome
- The Board does not want to be involved in micro-managing (strategies)
- The process of creating goals this year was cumbersome; the focus should be on goals and results

The Board directed administration to focus on goals.

5. RETURN TO SPECIAL SESSION

The Board returned to the Special Session at 7:37 p.m.

6. ADJOURNMENT

Howard Moody moved to adjourn the work-study session. Gary Marks seconded and the motion carried unanimously.

SPECIAL SESSION IMMEDIATELY FOLLOWING THE WORK-STUDY SESSION

1. WELCOME AND CALL TO ORDER

President Adler called the meeting to order at 7:38 p.m.

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY

President Adler led in the Pledge of Allegiance.

3. ROLL CALL

Present were members Richard Adler, Howard Moody, and Gary Marks. Shelly Damschroder and Carm Staker were absent.

4. AGENDA REVIEW/ACCEPT

Gary Marks moved to accept the agenda as presented. Howard Moody seconded and the motion carried unanimously.

5. REPORTS

A. Board

Richard Adler

- Attended the Chamber of Commerce quarterly breakfast meeting where the focus was on higher education and how that interacts with job creation

Gary Marks

- Attended a recent County Board of Supervisors meeting concerning redistricting. Map A was the selection of the supervisors. Map A will keep HUSD tied in with two supervisors

Howard Moody

- Attended the Chamber of Commerce quarterly breakfast; former superintendent Henry Schmitt was a speaker

B. Superintendent

- Attended a MacRO meeting with principals Cole Young, JoAnne Bindell, and Tusanne Cordes; the District received a \$3,500 check to use with MacRO math
- Reported that the District was awarded a Title 1-D grant
- Early release Wednesday is going well
- Encouraged attendance at the BMHS, GHMS, and BMMS open houses

7. PUBLIC PARTICIPATION

Jean Mikrut

- Is a local business owner
- Has two children in the Prescott Valley Youth Football & Cheer League
- Will be making a decision where to send her 8th grade daughter to high school; there is a lot of competition with other schools
- Many children from the middle school attended PVYFC games at the high school field
- Wants the league to be able to use the high school field

Boyce Macdonald

- His grandchildren participate in the Prescott Valley Youth Football & Cheer League
- Wants the League to be able to continue using the stadium at the high school
- Parents are here are to support use of the field by the League
- The field has been used by the league for the past six years at little or no cost

- The fee this year of \$20K is cost prohibitive
- Over 300 HUSD kids participate in the not-for-profit league (scholarships are available)
- Read from the June 20, 2006 Bond Pamphlet highlighting the phrase "and joint use by our communities"
- During the bond process Mr. Apap came to the League Board and asked them to spread the word because the facility would benefit the League
- The Board approved \$2M for Pronghorn Middle School (was not built), \$8M for the East campus and athletic facilities
- Money was reallocated for the stadium
- Many of the players in the League go on to play high school football and already have extensive football training
- On behalf of the parents and grandparents who pay taxes and participate in the League, he requested the Board to waive the fees

President Adler thanked the audience supporting the League for coming. He directed Dr. Stanton to prepare a written response to the League including the process the Board has been through regarding facility use.

7. CONSENT ITEMS

The consent agenda included personnel recommendations, meeting minutes, financial vouchers, renewal of vendor contract, student travel request, and gifts to the District.

Consent items A – Personnel Recommendations and E – Request for student travel were removed from the consent agenda for discussion.

Gary Marks moved to accept the consent agenda as revised. Howard Moody seconded and the motion carried unanimously. Mr. Marks read the list of gifts to the District.

A. Personnel Recommendations

As previously requested by Mr. Moody, he wants the transmittal form to indicate whether or not the stipend positions have been Board approved, and the total cost of stipends in order to compare one year to another. Mr. Marks would like the stipend request to include a dollar amount for each along with an explanation of where the funds come from. He believed that a report could be generated from the District data base. Mr. Adler hopes that volunteers can be recruited for positions that are normally paid.

Mr. Moody moved to approve the Personnel consent agenda as presented. Gary Marks seconded and the motion carried unanimously.

E. Request for out-of-state/overnight travel for select Glassford Hill Middle School students and their sponsor to Catalina Island, April 9 – 13, 2012

Mr. Moody questioned the cost of lodging as it was not indicated on the request form. The form should be complete and accurate. He is not opposed to the trip; this is an issue of proper documentation. Mr. Adler believed the lodging was included in the student cost of \$516.00 (all inclusive); this was confirmed by Principal Terri Matteson. Parents make monthly payments through the Tax Credit program.

Dr. Stanton reminded administrators that out-of-state requests must be received at the District Office two months prior to the trip.

Howard Moody moved to approve the request for out-of-state/overnight travel for select Glassford Hill Middle School students and their sponsor to Catalina Island, April 9-13, 2012. Gary Marks seconded and the motion carried unanimously.

8. DISCUSSION ITEMS (no action will be taken)

A. Discussion of one versus two Board meetings per month and possible first reading of Policy BE - School Board Meetings

The Board approved meeting once each month during a meeting in January of 2011. At that time it was decided that the meeting schedule would be reassessed in six months.

Comments:

Gary Marks:

- To some degree one meeting a month has been accomplished
- When there are two meetings a month there is a constant treadmill of agenda preparation
- If meeting once a month, the meeting may be longer
- Likes one meeting a month with the availability of a special meeting when needed
- When a second meeting is required it is usually because of state reporting requirements

Richard Adler:

- Initially had reservations of one meeting
- Meeting once a month has given the administration a little break
- The first four months as Board President were rough, having to construct an agenda that would not run five hours
- He likes meeting once a month as long as business can be conducted on this schedule
- A few months will require two meetings; work-study sessions should be very focused

Howard Moody:

- When a special (second meeting) is called, the agenda needs to be limited to the purpose of that meeting, and personnel consent items

Dr. Stanton:

- Concurs with having one meeting each month

President Adler stated that Board meetings will continue on the schedule of one each month with the fourth Tuesday of each month being held for possible special or work-study sessions. He reminded administrators and directors to turn in Board materials on time, according to the schedule they received previously from the Board secretary.

9. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

September 13, 2011	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle
*October 11, 2011	6:30 p.m.	Regular Meeting	@ Transportation Training Center
October 18, 2011	6:30 p.m.	Regular Meeting	@ Transportation Training Center
November 8, 2011	6:30 p.m.	Regular Meeting	@ Coyote Springs Elementary

**October 11, 2011 meeting (Fall Break) rescheduled to October 18, 2011*

10. ADJOURNMENT

Howard Moody moved to adjourn. Gary Marks seconded and the motion carried unanimously. The meeting adjourned at 8:20.

Respectfully submitted,

Mary Diaz
Board Secretary

APPROVAL

Richard Adler, President

Howard Moody, Vice President

ABSENT

Shelly Damschroder, Member

Gary Marks, Member

ABSENT

Carm Staker, Member