



GOVERNING BOARD MEETING

TUESDAY, NOVEMBER 8, 2011

**Coyote Springs Elementary School
8101 E. Highway 89-A, Prescott Valley, AZ**

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
11-4-11
2:00 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 **November 8, 2011**, at the **Coyote Springs Elementary School**, located at **8101 E. Highway 89-A, Prescott Valley, 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. **REPORTS**

A. Board

B. Superintendent

6. **CELEBRATING SUCCESSES**

A. HUSD VIPs –Coyote Springs Elementary School – Principal Candice Blakely-Stump

(Pages 1-3)

1. Certified – Tammy Turner

2. Classified – Caitlyn Casperson

3. CSES Choir Performance

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 4-5) A. Personnel Recommendations
- (Pages 6-17) B. Governing Board Meeting Minutes of October 18, 2011
- (Pages 18-176) C. Financial/Business
 - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 650,177.36
 - 2. Approval of Payroll voucher(s) in the amount of \$ 1,242,770.00
- (Pages 177-178) D. Request for approval of Overnight/Out-of-State Travel for select Liberty Traditional School 8th grade Marine Biology Club students to Catalina Island Marine Institute, Catalina Island, California, April 24 – 27, 2012
- (Pages 179-180) E. Gifts and Donations

9. DISCUSSION ITEMS (no action will be taken)

- (Pages 181-182) A. Update of current events at Coyote Springs Elementary School including: 1st Quarter Awards Assembly, Parent Teacher Conferences, Habitat, Before and After School Programs
- (Pages 183-184) B. Presentation by Dr. Ray Polvani and Mr. Tom Liuzzo from Mountain Institute - Joint Technology Education District (JTED)
- (Pages 185-186) C. Summary of the Governing Board's Self Evaluation that took place during a work-study session on October 18, 2011
- (Pages 187-251) D. First Reading of Section G – Personnel as part of the five-year draft policy review
- (Pages 252-379) E. First Reading of Policy Advisories 405 – 434 as presented by Arizona School Boards Association (-R indicates Regulation / -E indicates Exhibit)

405	BK	School Board Memberships
406	CBA	Qualifications and Duties of the Superintendent
407	DBC-R	Budget Planning, Preparation, and Schedules
408	DBF	Budget Hearings and Reviews/Adoption Process
409	DIC	Financial Reports and Statements
410	DJE	Bidding/Purchasing Procedures
	DJE-R	Bidding/Purchasing Procedures
411	DKB	Salary Deductions
412	KN	School Properties Disposition
413	EHB	Data/Records Retention
	EHB-R	Data/Records Retention
414	FCB	Retirement of Facilities
415	GBAB	Medical Marijuana Standards and Conditions for Employees
416	GBECA	Nonmedical Use or Abuse of Drugs or Alcohol
417	IHAMA	Teaching about Drugs, Alcohol, and Tobacco
418	IHB	Special Instructional Programs
419	IJ	Instructional Resources and Materials
	IJ-R	Instructional Resources and Materials
420	IJND	Technology Resources
	IJND-R	Technology Resources
421	JEA-E	Compulsory Attendance Ages
422	JEB	Entrance Age Requirements

423	JICH	Drug and Alcohol Use by Students
424	JII	Student Concerns, Complaints, and Grievances
	JII-R	Student Concerns, Complaints, and Grievances
	JII-EA	Student Concerns, Complaints, and Grievances
	JII-EB	Student Concerns, Complaints, and Grievances
425	JJE	Student Fund-Raising Activities
426	JJIB	Interscholastic Sports
	JJIB-R	Interscholastic Sports
	JJIB-E	Interscholastic Sports
427	JLCB-E	Immunization of Students
428	JLIB	Student Dismissal Precautions
429	JQ-R	Student Fees, Fines, and Charges
430	JR	Student Records
	JR-R	Student Records
431	KB	Parental Involvement in Education
	KB-R	Parental Involvement in Education
432	KF	Community Use of School Facilities
	KF-EA	Community Use of School Facilities
433	KFA	Public Conduct on School Property
434	KFAA	Smoking on School Premises at Public Functions

10. PERSONNEL

(Pages 380-381) A. Request for approval to create a 6.5 hour (.813 FTE) Title I Aide position at Granville Elementary School

11. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

December 13, 2011	6:30 p.m.	Regular Meeting	@ Granville Elementary
January 10, 2012	6:30 p.m.	Organizational & Regular Meeting	@ Lake Valley Elementary
February 14, 2012	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain High

12. 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

CSES VIP's

Choir Performance

Employee of the Month Nomination

November 8, 2011

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the District, I would like to nominate Tammy Turner for HUSD Employee of the Month.

I am nominating Tammy Turner for the following reasons:

Tammy Turner has been a valued employee of HUSD since 1998 when she was hired as a teacher at Coyote Springs Elementary School. Tammy is one of the most professional, dedicated and highly skilled teachers that I have had the pleasure to work with. Tammy has set a standard for delivering instruction that both stimulate and engage her students. Tammy's performance in the classroom is enhanced by her extensive reading knowledge and her ability to use research based best practices for her struggling readers. She maximizes efforts to establish a safe and orderly leaning environment; one in which students respect each other. Tammy has consistently demonstrated through patience, tolerance, and skill, the ability to relate to, and effectively instruct all students. Her enthusiasm for teaching has generated a positive environment that promotes the love of learning.

In addition to Tammy's outstanding performance in the classroom, she is seen as a leader among the school. Tammy is a problem solver and always approaches problems from a proactive approach and from the perspective of a parent, teacher, and community member. Tammy is chair of our Child Study Team, social committee, safety team, and the 6th grade Chauncey Ranch committee. She is also a member of the reading and science fair committee. Tammy is a cheerleader for continual improvement in the school setting; she strives for excellence not only with everything she does but with everything that CSES does. Tammy's sense of professionalism is both motivational and refreshing on a daily bases. It is for these many reasons that I nominate Mrs. Tammy Turner as November's HUSD Certified Employee of the Month.

Employee of the Month Nomination

November 8, 2011

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the District, I would like to nominate Caitlyn Casperson for HUSD Employee of the Month.

I am nominating Caitlyn Casperson for the following reasons:

Caitlyn first came aboard the Coyote Springs team in January of last year. Sometimes joining a school mid-way through can be a difficult transition to make, this wasn't the case for Caitlyn. The first day Caitlyn came to work she greeted the students, parents, and staff with a smile and an open door. She immediately began forming positive relationships with our students and their parents and guardians. She quickly familiarized herself with HUSD policies and procedures and took it upon herself to receive training from Nurse Nancy Vallely at Glassford Hill Middle School.

As many new employees to school districts often experience, Caitlyn got very ill in the spring of her first year. She had already developed such a strong connection to many of our students that she herself did not want to follow our own policy of not coming to work when you are sick. She was truly committed to servicing all of our students and felt bad when she had to miss a day or two due to her own illness.

Caitlyn is an amazing individual who truly loves what she is doing. She is dedicated to her students and to her career. Caitlyn also serves as a role model to many young adults looking to enter the field of nursing. Caitlyn herself is a BMHS graduate and also attended Coyote Springs Elementary School several years ago. It not only speaks highly of Caitlyn's work ethic but of HUSD for having a BMHS graduate come back to the District to serve as an employee.

It is for these reasons that I nominate Ms. Caitlyn Casperson as November's HUSD Classified Employee of the Month.

CONSENT
Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on November 8, 2011

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

Certified Staff

1. Dixie Jacot – Math Teacher @ BMHS (resign effective 11/11/11)
2. Stephanie Kessler – Math Teacher @ GHMS (resign effective 12/16/11)

Classified Staff

1. Lynn Ellis – Resource Aide @ BMMS (resign effective 12/3/11)
2. Mary Hansen – Resource Aide @ CSES (resign effective 12/16/11)

Substitute+ Staff

1. Marc Johnson – Bus Driver

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

Certified Staff

1. Kenneth VanEmmerik – Social Studies Teacher @ LTS (replaces Laura King)

Classified Staff

1. Theresa Asbury – Title 1 Aide @ MVES (replaces Claire Sickler)
2. William Watkins – Mod/Sev/Prof Aide @ BMHS (replaces Adieren Wood-Bystrom)

Substitute+ Staff

1. Shahida Hanson – Aide
2. Diana Nemeth - Teacher
3. Danielle Powsey - Aide

C. SUPPLEMENTAL CONTRACTS

Overloads

1. None

Stipends (\$4655.00 M&O...\$3430.00 Tax Credit)

1. Andrew Andrist – 8th Track Coach stipend @ LTS
2. Lynn Brewer – Elementary Track Coach stipend @ LTS (paid w/ Tax Credit)
3. Gaylee Chilicky – Elementary Volleyball Coach stipend @ LVES (paid w/ Tax Credit)
4. Gaylee Chilicky – Elementary Girls Basketball Coach stipend @ LVES (paid w/ Tax Credit)
5. Timothy Derickson – 8th Girls Basketball Coach stipend @ LTS
6. Kristi Goeke – Elementary Volleyball Coach stipend @ LTS (paid w/ Tax Credit)
7. Ron Paffumi - Elementary Boys Basketball Coach stipend @ LVES (paid w/ Tax Credit)
8. Darrell Rowader – Elementary Music stipend @ LTS
9. Karen Wagner - Elementary Child Study Coordinator stipend @ LVES

D. IN-DISTRICT TRANSFERS

Certified

1. None

Classified

1. Chris Fairchild – from Custodian @ GHMS/MVES to Custodian @ GHMS (replaces Michael Leonhardt)
2. Patrick Keeling – from IS Specialist to Lead IS Specialist (replaces Doug Blaire)
3. Laurie Sebring – from Receiving Clerk @ MVES to Resource Aide @ MVES (replaces Susan Ward)
4. Mary Soriano – from Receiving Clerk @ CSES to Title 1 Aide @ GES (replaces Krista Bell)
5. Susan Ward – from Resource Aide @ MVES to Receiving Clerk @ MVES (replaces Laurie Sebring)

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

Classified

1. Adieren Wood-Bystrom – from 6.5 Hr/Day Mod/Sev/Prof Aide @ BMHS to 7 Hr/Day Mod/Sev/Prof Aide @ BMHS (replaces Doreen McKenna)

**CONSENT
Item 8B.**

Minutes

October 18, 2011

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Executive Session and Regular Meeting Minutes
Tuesday, October 18, 2011

A **regular** meeting of the Humboldt Unified School District Board of Education was held at the HUSD Transportation Training Center on Tuesday, October 18, 2011, in Prescott Valley, Arizona. An executive session was held prior to the regular meeting, and a work-study session was held following the regular meeting.

6:15 PM EXECUTIVE SESSION

1. WELCOME AND CALL TO ORDER

President Adler called the meeting to order at 6:22 p.m.

2. ROLL CALL

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

3. AGENDA REVIEW/ACCEPT

There were no changes to the agenda.

Howard Moody moved to accept the executive session agenda as presented. Shelly Damschroder seconded and the motion carried unanimously.

4. EXECUTIVE SESSION

*A. The Board may vote to move into executive session pursuant to A.R.S. § 38-431.03 (A) (2) (Personnel) for discussion regarding the possible termination of classified employee, Donna Ashton

*B. The Board may vote to move into executive session pursuant to A.R.S. § 38-431.03 (A) (2) (Personnel) for discussion regarding the possible termination of classified employee, Michael Leonhardt

Shelly Damschroder moved to convene in executive session pursuant to A.R.S. § 38-431.03 (A)(2) (Personnel) for discussion regarding the possible termination of classified employees a) Donna Ashton, and b) Michael Leonhardt. Howard Moody seconded and the motion carried unanimously.

Minutes of executive sessions are confidential and it is unlawful to disclose or otherwise divulge to any person who is not present, other than a current member of the Board, or pursuant to a specific statutory exception, anything that has transpired or has been discussed during this executive session. Failure to comply is a violation of A.R.S. § 38-431-03.

5. RETURN TO REGULAR SESSION

The Governing Board returned to regular session at 6:29 p.m.

6. ADJOURNMENT

Howard Moody moved to adjourn the executive session. Carm Staker seconded and the motion carried unanimously.

REGULAR SESSION IMMEDIATELY FOLLOWING EXECUTIVE SESSION

1. WELCOME AND CALL TO ORDER

President Adler called the meeting to order at 6:30 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, Shelly Damschroder, and Carm Staker. Gary Marks was absent.

4. AGENDA REVIEW/ACCEPT

Superintendent Stanton noted that the name of Cheryl St. Charles was removed from the Personnel Consent Agenda.

Howard Moody moved to accept the agenda as amended. Carm Staker seconded and the motion carried unanimously.

5. REPORTS

A. Board

Carm Staker:

- Attended the ASBA Yavapai County Workshop hosted by HUSD

Shelly Damschroder:

- Attended the BMHS drama performance where over 30 students participated
- Thanked Mr. Wisner from Yavapai College for loaning equipment to the Drama Department for their recent performance
- Attended the College Fair at BMHS
- Expressed her grief in the death of a student from CSES

Howard Moody:

- Attended the Governor's Educational Symposium
- Attended the Yavapai County "Un-Fair" representing JTED
- Thanked Mariela Bean on the HUSD booth at the "Un-Fair"
- Reported on the professional development offered through JTED for CTE teachers; several from BMHS attended
- Commended Sue Tone for the exceptional article regarding HUSD A-F Scores
- Congratulated HUSD students for their high AIMS scores; resulting in high label scores

Richard Adler:

- Expressed his condolences in the death of a student from CSES
- Attended the ASBA Yavapai County Workshop hosted by HUSD

B. Superintendent

Dr. Stanton:

- Thanked Principal Blakely, Dr. Turner, and psychologists for handling with dignity the loss of the CSES student
- Attended the ASBA Yavapai County Workshop hosted by HUSD
- Complimented Sue Tone on her article regarding the District labels
- Thanked everyone who staffed the HUSD booth at the "Un-Fair"
- Commented that MacRO Math is kicking off at HES and LVES
- Met with Brian Witty, Town of Prescott Valley, to work on an intergovernmental agreement

6. PUBLIC PARTICIPATION

Carrie Barros – Teacher and HEA President

- Speaking about the proposed Reduction in Force (RIF) Rubric
- She served on the committee that worked on the rubric
- Received feedback from teachers and has her own concerns
- Perhaps the tool is not needed unless there is a RIF (once the budget is known in January)
- Why have teachers fill it out at the beginning of the year when the budget isn't known until January?
- Concerned with items 10-21 (tied to the teacher evaluation)
- If there is a RIF, the teacher evaluation is a good tool
- Doesn't believe that evaluation merits should be considered in the rubric tool for budgetary issues
- The committee agreed that the principal would have the final decision on the tool
- The teacher and supervisor assign points; forwarded to the District Office for large discrepancies
- Why is the tool needed if the principal makes the decision?
- Morale is already low; why are we doing this at the beginning of the year?
- Several teachers consider the tool a profiling document
- Encouraged Administration and the Board to think about this matter a little longer

- Is there a clear indication of a budget deficit in April or May?
- Do we need this now, is it necessary?
- Fairness and necessity should be the two words when thinking of this tool

Sandy Griffis – Citizen

- Will comment regarding item 9A when it is addressed later in the agenda

7. CONSENT ITEMS

This section included approval of items such as minutes, routine warrants, purchase orders, personnel matters, renewal and/or approval of agreements, and recognition of parent organizations. Shelly Damschroder read the gifts to the District. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office.

Richard Adler pulled 7H – Recognition of Parent Organizations for further discussion.

Pam VanDriel, Homeless Liaison, recognized several donors in attendance of the meeting for their generous contributions to the District.

Howard Moody moved to accept the agenda as amended (excluding item H). Carm Staker seconded and the motion carried unanimously.

H. Recognition of Parent Organizations

1. Bradshaw Mountain High School
 - a) Connection
 - b) Football Boosters
 - c) Baseball Boosters
 - d) Boys' Basketball Boosters
2. Bradshaw Mountain Middle School
3. Glassford Hill Middle School
4. Liberty Traditional School
5. Coyote Springs Elementary School
6. Granville Elementary School
7. Humboldt Elementary School
8. Mountain View Elementary School

Mr. Adler commented that over the last several years the Board has talked about implementing a more uniform process. Mr. Moody would like to see a standard template for bylaws. As a safeguard, members agreed that two signatures must be required for all checking accounts, and each group must have a budget plan in place. If a group does not know how to plan a budget, the District Office will be available to assist them.

Recognition of organizations should take place at the first or second meeting of the school year. Mr. Adler recommended approving the items as presented with the understanding that the form will be amended. The bottom portion of the form will be revised indicating the changes.

Howard Moody moved to recognize all of the listed parent support organizations as submitted. Carm Staker seconded and the motion carried unanimously.

8. DISCUSSION ITEMS (no action will be taken)

A. Discussion of AZ Learns Labels

Director of Educational Services Diana Green congratulated the District on the progress made by the schools. Tribune reporter Sue Tone did an excellent job on her article about the District's labels. As a District a total of 137 points were earned equaling a letter grade of B; we were three points away from an A, and ranked 91 out of 374 districts. Schools received two labels, the new letter grade, and the legacy label. Schools will receive both labels again next year, and the following year will only receive a letter grade. School labels are as follows:

School	Letter Grade	Legacy Label
Bradshaw Mountain High	B	Highly Performing
Bradshaw Mountain Middle	B	Performing Plus
Glassford Hill Middle	C	Performing Plus

Liberty Traditional	A	Highly Performing
Coyote Springs Elementary	B	Performing Plus
Granville Elementary	A	Excelling
Humboldt Elementary	A	Highly Performing
Lake Valley Elementary	B	Performing Plus
Mountain View Elementary	A	Highly Performing

- **Trends:**

- The overall percent passing in reading has increased. The increase was attributed to DIBELS, interventions provided by our Title I programs, formative assessments that immediately provide instruction direction for our teachers.
- Writing took a hit this year, due to the addition of the multiple choice items that were embedded in the reading portion of the test. While writing was figured into the overall Legacy labels, it did not figure into the A-F labels this year.
- Math is an area that continues to need attention. Most math scores in the percent passing on the A-F labels are lower than the reading scores. The trend is also lower on the Legacy labels, but not consistently lower across all schools.
- The median percentile ranks, which were new this year, measure growth in two areas: for all students and for the bottom 25% of our students. For the most part, schools had slightly increased scores representing the bottom 25% students.

- **What we've learned:**

- Just because a school makes a B on the A-F label, doesn't mean they will have a "highly performing" on the Legacy label. The District had combinations where schools could make an A and be "highly performing", or be "excelling" and make a B. This is due to the criteria.
- In order to make improvement, we must set our School SMART Goals from our data. Looking at the District Goals, language from the growth model is reflected.
- The growth model is new and we are learning how to address growth of our students through our District and school goals. Our data shows that this is an area in which we need to focus.
- We've learned that professional development is key and a critical vehicle toward achieving goals. Professional development is reflected in the goals.
- Less is more. We need to focus our attention on activities that will yield results in student learning.
- Leadership is key, starting with the Superintendent and supported by the Director of Educational Services. The real leadership responsibility is on the shoulders of the principals. They are on the frontlines and have to be instructional leaders in each of their schools.

- **What we intend to do as a result:**

- The District and the schools have written goals in Reading, Writing, and Math based on analysis of the data. We intend to work those plans and continually revisit them to monitor our progress.
- The principals have collaborated with each other quite a bit, sharing ideas with each other. This group will continue to stay connected as they move into the implementation and monitoring phases of their plans.
- We will take what we have learned from our data and continue to improve student achievement.

Mr. Moody congratulated all of the principals, especially those in challenged demographic areas. He was concerned about continuing to make progress with the top 25%; most of our future leaders will be coming from the top 25% not the lower 25%. He would like to see all schools receive an A before he leaves the Board.

Mr. Adler stated that the business of the District is focusing on achievement, and that we are finally there! There is still a lot of work to do, but we are right in the thick of it. He congratulated everyone, with a special compliment to Principal Streeter for attaining all bonus points.

(Pages 511-574) ~~B. First Reading of Section G – Personnel as part of the five-year draft policy review~~
(removed prior to posting the official agenda)

(Finance Director Cynthia Windham joined the meeting electronically)

9. **ACTION ITEMS (matters on which the Governing Board may take legal action)**
A. **Discussion and possible action regarding B-Bond projects (including discussion of Capital Funds)**

Public Participation

Sandy Griffis - Community Citizen

- She is the Executive Director of the Yavapai County Contractors Association
- Concerned with the distribution of bond funds
- Newspaper article and email from Superintendent Tim Carter were cause of concern for her
- Spoke of GOVNET that is to come to the Yavapai school districts soon
- Inquired what are the obligations of the District, Governing Board, and to the tax payer if this is implemented, and what are the obligations to the County Board? How long will the District be tied to the County following them through this process? Will the District have any "say so"? What are the licensing fees and who will pay for upgrades, unknown expenses, etc.? How long will the partnership last?
- In his email Mr. Carter indicated that this new system will potentially save districts a significant amount of funds in operating costs, i.e., personnel costs and professional development. Is this a cut-back, diminishing something, are we losing teachers and thinking about teaching our children with robots?
- Heard Diana Green say that professional development is badly needed
- Doesn't understand anything about the labels
- Are we looking at a savings that could tilt us to the opposite end of the spectrum?
- Are we looking at a savings that is going to add more stress and work in other areas and components that will not be a win-win?
- Very concerned with the technology that the District wants to spend B-bond money on
- Does technology mean 42" TV screens? What is technology?
- Until it is proven that technology raises scores, helps students, and helps with the labeling process, then she doesn't understand "why go there"
- Asked Mr. Moody to show her how technology can put our learners in a 50% category instead of 25%
- As a Board representing the tax payers she feels that they should look at cutting costs. There are energy expenses; we have lighting with new technology. The goal should be to look at the bottom line budget and make a difference; save money, help our teachers, they need it desperately. What is technology going to do?

Mr. Adler replied that some of her questions would be answered during the next portion of the item and thanked her for coming. Mr. Moody offered to meet with Ms. Griffis at a later date to discuss the purpose of the technology, what it will be used for, the cost, etc.

Ms. Griffis then requested that the item be pulled from any sort of consent until everyone is in agreement. She stated that Mr. Moody knew her well enough that she could bring in armies if she doesn't feel comfortable with this personally for our District and our people here.

Ms. Windham began her report and referred to the Budget by Category document that was included in the Board packet. The document summarized the various B-Bond projects undertaken by the District and the status of each, through August 2011. The document is available on the District website (Board Packets) or at the District Office. Her report was also given at the B-Bond Steering Review Committee meeting on September, 28, 2011.

The final project cost was reflected on each of the completed projects, as well as a projected cost for projects in progress. Miscellaneous adjustments may be made as required for incidental add-ons and/or final pro-ration of costs; release of contingencies; refunds from APS for pending energy grants, etc.

The following summarizes the current expenditures and obligations identified to-date, in the following categories:

Improve Athletic/Playground Facilities:	\$ 7,737,660
Renovations/Upgrade to Existing Schools	\$ 7,254,751
Construction of Additions to Existing Schools	\$14,300,748
Pupil Transportation	\$ 2,923,937
Transportation Facility	\$ 4,992,234

The overall combined unencumbered/unexpended budget capacity is currently \$3,789,292. These items were noted in blue and requested for approval at this meeting. If the Board were not to approve these, they would be funded by unrestricted capital.

Dr. Stanton introduced Kym Lopez, B-Bond Steering Review Committee Chairperson. Ms. Lopez summarized the September 28th meeting:

The District began an analysis of capital projects during the 2010-2011 school year to establish priorities and to create a three to five year capital outlay plan. Departments were requested to categorize their needs as critical, important, or no priority. Critical needs had a timeframe of less than one year. Priority needs had a timeframe of more than one year, but less than three years. No priority needs were considered having a timeframe of more than three years. Upon establishing these levels, Finance Director Cynthia Windham then determined what projects would be considered B-Bond eligible. The plan was also sent to legal counsel for review.

In meeting with departments, the critical needs of the Maintenance Department were prioritized first since they are based on the safety and efficiency needs of the District.

The second priority was the need for technology infrastructure. The B-Bond does not allow for the purchase of hardware and software, but does allow for the purchase of technology infrastructure. By purchasing technology infrastructure, the District could begin to meet the future needs of students and teachers in the District. The District would look at other financial resources to purchase hardware and software, and to train the staff once the supporting infrastructure was in place.

The third priority was the important needs of the Maintenance Department. These items, although not critical today, will become critical in the future if not addressed.

Restricted funds are limited to improving athletic and playground facilities, and the construction of the transportation facility. The transportation center is a state of the art facility; nothing else is needed.

The Committee focused on the important and critical needs. The Committee agreed that the District is lacking in the area of technology. B-Bond funds cannot be used for equipment, but can be used for installing wiring to the point of hook-up. With advanced technology, the ability to take classes (i.e., French or German) from another district will be just one of the benefits.

It was Dr. Stanton's recommendation to the Committee to reallocate approximately \$1,800,000 of the remaining proceeds to the critical and important needs of the maintenance, renovation and upgrading of the HUSD facilities and the building of the technology infrastructure to meet the future needs of HUSD's students and teachers. The Committee approved the recommendation as stated with three members voting yes, and one abstaining.

Ms. Lopez noted that \$1,800,000 was a preliminary amount discussed at the meeting. Ms. Windham reports that the amount is closer to \$1,600,000.

Other topics included in discussion:

- Energy management system may be deferred for further discussion
- Not every campus needs an energy management system, just those using the most energy
- The high school uses the most energy per square foot, elementary schools are lower
- Heat pumps – a system is needed that has multiple start and stop times (may revisit at a later date)

Mr. Young summarized his technology update that was presented in its entirety at the summer Board Retreat, and the abbreviated report given at the September 28th B-Bond Steering Committee Review meeting. Technology needs were indicated as follows:

-Wiring

- Network wiring at our sites has been completed over a period of years which has resulted in a number of non-standard configurations. The District needs to develop a strategy and identify funds to evaluate current wiring configurations across the District and make upgrades as necessary.
- *FUNDING REQUEST: It costs approximately \$600 to install a two plug network drop in a classroom. Many classrooms have only one drop for the teacher machine which is inadequate to support student machines or other network devices when needed. It is requested that \$60,000 (\$600 per drop x 100*

drops) in Bond funds be set aside to allow for classroom infrastructure upgrades as needed over the next year.

- Technology for Instructional Enrichment: Hardware/Software

- There are currently a number of classrooms which have no additional technology other than the teacher's computers, while some have LCD projectors, document cameras, interactive white boards, student responders, etc. The District Technology Committee recently established a minimum standard for a technology enriched classroom which supports a variety of engaging instructional strategies to be integrated into lessons. The Committee also identified the upgrading of teacher classroom technology tools as the first priority as we work to integrate technology into the instruction and learning environment. That minimum classroom standard is:
 - Dell 700 Series Computer with Microsoft Office 2003 (or newer)
 - Ceiling Mounted LCD Projector and Projection Screen
 - Document Camera
 - Classroom Sound System
 - Presentation Remote or Smart Slate
- **FUNDING REQUEST:** Based on the recent classroom inventory, 300 classrooms need to be wired to ceiling-mount the projector, 180 classrooms need an LCD projector, 220 classrooms need a document camera, at least 300 need a classroom sound system, and at least 300 need a presentation remote or Smart Slate. The cost for these additions from CORL or one-time funds (pre-wiring is Bond eligible) would be:
 - **100 network drops x \$600 = \$60,000 (Bond eligible)**
 - **300 LCD pre-wiring and ceiling mount x \$1,800 = \$540,000 (Bond eligible)**
 - 180 LCD projectors x \$660 = \$119,000 + \$5,000 bulb replacement
 - 220 document camera x \$500 = \$110,000
 - 300 sound systems x \$200 = \$60,000
 - 300 presentation remote or Smart Slate (50%/50%) x \$250 = \$75,000

CLASSROOM TECHNOLOGY BUDGET REQUESTS SUMMARY

- The following funding requests were provided with the understanding that there are many other competing financial needs across the District which must be given due consideration prior to moving ahead with these recommendations.

NEED	UNIT COST	TOTAL COST	FUNDING SOURCE
Classroom Network Drops	100 @ \$600 ea.	\$60,000	Bond?
Classroom LCD Pre-wiring/Drops	300 @ \$1,800 ea.	\$540,000	Bond?
Classroom Computers	214 @ \$700 ea.	\$149,800	CORL? One-Time? Other?
Classroom LCD Projectors	180 @ \$660 ea. + bulbs	\$124,000	CORL? One-Time? Other?
Classroom Document Cameras	220 @ \$500 ea.	\$110,000	CORL? One-Time? Other?
Classroom Sound Systems	300 @ \$200 ea.	\$60,000	CORL? One-Time? Other?
Classroom Remote or Smart Slates	300 @ \$250 ea.	\$75,000	CORL? One-Time? Other?
Classroom Technology Training	480 @ \$300 max. + benefits	\$170,000	One-Time? Other?

If approved, approximately \$600,000 will be funded by B-Bonds, and approximately \$630,000 for equipment to be funded by other sources.

Mr. Young stated that advanced technology enhances student learning. Students today live in a technology enriched world, yet the classrooms remain the same as decades ago. Students are in classrooms that don't relate to the world in which they live in today. Many classroom computers are older than five years.

When the internet is involved, the amount of valuable material brought into the classroom stimulates student interest and brings information that could not be delivered any other way. Accurate and up-to-date information is available on the internet; something that is not always available with a textbook. The District needs wireless technology at an ultra-high speed to support distance learning (for both classroom use and professional development). It is the plan of the County Technology Consortium to connect all schools in the County and then to other Arizona districts to support distance learning activities. Our district is a part of the Consortium where

grant funds will be utilized, along with tapping funds from the Forest Fee Management Association (FFMA), of which we are also a member district.

The Board appreciated Mr. Young's thorough presentation. Mr. Adler stated that the Board is focused on moving student achievement forward, preparing students for college level and beyond, into the workforce. The District is committed to this and needs to move forward in technology in order to accomplish it.

Ms. Windham noted that there is \$2.8M unrestricted/unencumbered in reserve. All of District capital has dried up over the last few years. There is enough to cover what was requested at this meeting.

Regarding FFMA, Mr. Adler inquired how those funds will assist in setting up classrooms. Ms. Windham stated that FFMA funds are currently unencumbered and in a separate fund. Mr. Moody added that the FFMA funds can be used for anything, but that the hope of the Association and YCETC Board is that it would be used for technology. The FFMA will meet in December where the discussion may include how funds will be distributed.

Mr. Adler wanted confirmation that if the Board approved the recommendation, there would be supporting funds. Dr. Stanton answered yes.

Dr. Stanton briefly went over the Long-Range Capital Plan referring to some of the projects being recommended for approval. This document is also available on the website or in the District Office for public review.

Mr. Moody attended the B-Bond Steering Review Committee meeting, but being a Governing Board member he did not vote.

Mr. Adler commended Maintenance Director Ben Peters and Project Manager Ken Johnson for work that they have done on energy management/savings projects where the District has seen a 20% reduction in costs. Mr. Moody's recommendation was to proceed with the energy management system as it will reduce our costs significantly.

Shelly Damschroder moved to approve the recommendation of the Steering Committee. Carm Staker seconded and the motion carried unanimously.

B. Discussion and possible action to ratify the Annual Financial Report for fiscal year 2010-2011

Cynthia Windham reported that the Annual Financial Report provides a summary of all District accounts in a standard format set forth by the Auditor General's office. All transactions that occur throughout the year, such as payroll vouchers and accounts payable vouchers are summarized into the appropriate categories and transmitted to the Arizona Department of Education.

All account balances reflected beginning fund balances, revenues, actual expenditures and ending fund balances for all funds utilized by the District during the FY 10/11 school year. The report is available on the District website or at the District Office.

The report was submitted to the Arizona Department of Education by the October 17, 2011 deadline.

Howard Moody moved to ratify the Annual Financial Report for fiscal year 2010-2011. Shelly Damschroder seconded and the motion carried unanimously.

(Cynthia Windham signed out of the meeting)

C. Discussion and possible action regarding a request for approval of a VISTA Volunteer

Public Relations Director Mariela Bean reported that the need to strengthen the HUSD volunteer force was identified as a priority within the 2010-11 Board Goals. The objective for the year was met, with a 24% increase over the previous year in the number of volunteer hours donated to the District. According to national research, the current in-kind value of volunteer time is \$20.85 per hour. This gives the 11,546 hours of volunteerism donated in 2010-2011 an in-kind value of \$240,734. The data supports continued District efforts to research and identify avenues that will result in the promotion, expansion and reinforcement of the HUSD Volunteer Program.

An opportunity has been presented that would involve partnering with the AmeriCorps/Vista Cost-Share Project. This non-profit organization taps into the skills and talents of volunteers to support organizations involved in many areas, including the promotion of literacy, which would qualify the District as an applicant. If the District's

application is approved, the Cost-Share partnership would allow HUSD to employ a full-time Volunteer Coordinator for the period of three years for the amount of \$6,000 per year. There will be a contract between the District and the Vista Cost-Share Project.

Carm Staker moved to proceed with the application. Shelly Damschroder seconded and the motion carried unanimously.

D. Discussion and possible action regarding the Second Reading of Policy Advisory 404 – Student Violence/Harassment/Intimidation/Bullying as presented by the Arizona School Boards Association (ASBA)

Second reading complete.

Howard Moody moved to adopt Policy 404 – Student Violence/Harassment/Intimidation/Bullying as presented by the Arizona School Boards Association. Carm Staker seconded and the motion carried unanimously.

E. Discussion and possible action regarding the request for approval of the District's Goals and Objectives for fiscal year 2011-12

Superintendent Stanton stated the District Goals:

1. Raise the level of student achievement in HUSD
2. Focus on planning for future student needs
3. Increase parental/community involvement

He reported that as a team, the District and school administrators have been working on setting measureable goals that support these three areas. The SMART goals have been established using the new Arizona A-F labeling system, areas required by legislation, and research based practices. Goals were written to increase letter grades. The SMART goal is the District goal; the items under the SMART goal are strategies.

By Board request, the team focused on using a uniform template that focused on the goals and their measurements. The standard format includes:

- Strategy/Intervention
- Activities to Implement the Strategy/Intervention
- Metrics
- Timelines (Begin/End)
- Responsible Persons/Updates

The team understands that refining goals and measurements, and focusing on key strategies to achieve these goals will be a multi-year process. The administration continues to use the AdvancEd processes and tools to move toward District accreditation.

Director of Educational Services Diana Green commented that principals are using the District goals to create their school goals. Ms. Green believes that the Board will be pleased when they see the school goals.

Members of the Board were impressed with the document and agreed that it was a huge improvement from last year. The metrics are measureable and clearly show what the District is shooting for and how we are going to get there. The focus and direction tie in well with the labels and continuous improvement.

The Humboldt Unified School District Goals 2011-12 document is available to the public at the District Office.

Shelly Damschroder moved to adopt the District Goals for the 2011-2012 school year. Carm Staker seconded and the motion carried unanimously.

10. PERSONNEL

A. Discussion and possible action regarding the Reduction in Force (RIF) Rubric and Protocol

Human Resource Director Phil Young reported that on March 23, 2010, the Governing Board approved a Reduction in Force (RIF) Steps & Rubric which was used at the end of the 2010-11 school year to make reduction in force decisions that were necessary due to budget reductions and needed staffing reductions. After using the rubric for one year, a committee of five teachers and five administrators met three times to review the rubric and discuss how it worked last year from the teacher and administrator perspective. During the meetings, it was

determined that a number of questions would benefit from more specificity and that more questions would allow the rubric to further differentiate staff member scores if a reduction in force were necessary. The committee created a revised rubric and protocol for use during the 2011-12 school year, with all members supporting the revisions. Prior to bringing these to the Board for review, they were reviewed by legal counsel to assure that there were no legal issues relating to the changes.

On September 13, 2011, the Governing Board was presented with the proposed revisions to the protocol and rubric. At that time, it was requested that an outside professional review the documents. Since then, Dr. Janice L. Ramirez, CEO of AZ HR Matters, LLC, reviewed them and provided written input in a letter dated September 26, 2011. Her finding was that the proposed revisions represent one of the most comprehensive and workable systems she has reviewed.

If approved by the Governing Board, Mr. Young will meet with all professional staff prior to November 1, 2011.

As a former teacher, Ms. Damschroder would want to know the grading system as early in the year as possible. Teachers should know up-front what is expected and having the rubric earlier rather than later creates a level playing field instead of presenting it to them the last two months of school.

Mr. Adler believed that the District will certainly have budgetary issues later this year, but not as severe as initially thought. He hopes that the document does not have to be used.

Howard Moody moved to approve the revised Reduction in Force (RIF) Steps & Rubric: 2011-12 and the revised Reduction in Force Protocol: 2011-12 to be used if a reduction in force is necessary to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the schools of the School District. Shelly Damschroder seconded and the motion carried unanimously.

B. Discussion and possible action regarding the possible termination of classified employee, Donna Ashton

It was the recommendation of administration to terminate Ms. Ashton.

Howard Moody moved to approve the termination of classified at-will Moderate/Severe/Profound Aide Donna Ashton effective October 18, 2011. Shelly Damschroder seconded and the motion carried unanimously.

C. Discussion and possible action regarding the possible termination of classified employee, Michael Leonhardt

It was the recommendation of administration to terminate Mr. Leonhardt.

Carm Staker moved to approve the termination of classified at-will Custodian Michael Leonhardt effective October 18, 2011. Shelly Damschroder seconded and the motion carried unanimously.

D. Discussion and possible action regarding the request to increase hours for a Physical Therapist Position

Special Services Director Dr. Kay Turner reported that last school year began with 41 students needing IEP-driven physical therapy services. This year began with 48 students needing physical therapy, with nine more students currently in the evaluation process. Based on the current case load, the 36 hour per week Physical Therapist schedule needs to be increased to 40 hours per week. Each eligible student receives one physical therapy session per week.

Shelly Damschroder moved to approve an increase of the Physical Therapist position from 0.9 FTE to 1.0 FTE at an approximate cost to M&O of \$6,400 for the remainder of the 2011-12 school year.

11. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

November 8, 2011	6:30 p.m.	Regular Meeting	@ Coyote Springs Elementary
December 13, 2011	6:30 p.m.	Regular Meeting	@ Granville Elementary
January 10, 2012	6:30 p.m.	Organizational & Regular Meeting	@ Lake Valley Elementary

12. WORK-STUDY SESSION

A. Annual Self-Evaluation by the Governing Board

The Board reviewed the summary and discussed in detail those items noted by any member as "About ½ the time" or less. The following items were noted:

- A1 - New member orientation. ASBA offers training (BOLTS), new members should meet with the Superintendent and Directors, and speak with other Board members. It was suggested that we look at what other districts do, and possibly develop an orientation process for new Board members.
- A3 - In-services. Not all members take advantage of training opportunities. Mr. Adler believes that all Board members should be required, or at least strongly encouraged to attend a minimum of one training per year. Mr. Moody felt that each member should attend a Law Conference. Time was noted as a major deterrent for attendance at in-service trainings.
- B14 - Meeting conclusion. Board meetings are lengthy. Meeting once a month instead of twice has impacted the length of the agenda.
- C2 - Planned two-way communication. Ideas included talking to high school civics students, gathering feedback from seniors prior to graduation, principals hosting a monthly coffee at their site with parents/community members. Dr. Stanton mentioned that the Parent University would be implemented soon. Mr. Adler stressed the importance of promoting the District vision.
- F2 - Student and parent involvement in the development of goals. Students and parents have not been involved in the development of goals since the first year. Members agreed this is a good idea, but not sure how to go about it. Ms. Damschroder commented that the superintendent search had involvement from both students and parents.
- F4 - Organization/community consultation. Key communicators should be consulted versus informed. Mr. Adler questioned how parents are included before decisions are made. The Board is not active with SITE Councils. A suggestion was made to include parents/community in the summer retreat, and to have parents "come to the table" when goals are being developed.
- Mr. Adler will review the Board evaluation instrument and make recommendations for revisions to members.
- In the second section of the evaluation the most important issue confronting the Board during the next six months is funding. The most important issues confronting the Board during the next six to twenty-four months were competition with charter schools, the gifted program, enrollment/student withdrawal, and change in Board members (term expiration/election). The strengths of the Board were identified as diversity, respectfulness, and "being on the same page". An opportunity for the Board is to be more involved at the campus level by attending functions and meetings (PTO/SITE).
- Section three - the Board Self-Assessment Action Plan included goals of building stakeholder support, building student confidence, and "branding" the District.

13. ADJOURNMENT

Carm Staker moved to adjourn. Howard Moody seconded and the motion carried unanimously. The meeting adjourned at 9:49 p.m.

Respectfully submitted,

Mary Diaz
Board Secretary

APPROVAL

Richard Adler, President

Howard Moody, Vice President

A B S E N T

Shelly Damschroder, Member

Gary Marks, Member

Carm Staker, Member