



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, August 14, 2012

**Coyote Springs Elementary School
8101 E. Highway 89-A**

Regular Session @ 6:30

Dr. Paul H. Stanton, Superintendent

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

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 **August 14, 2012**, at **Coyote Springs Elementary School**, located at **8101 E. Hwy. 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

(Pages 1-4)

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

1. Certified – Mr. David Johnson

2. Classified – Mrs. Dawn Trujillo

B. Recognition of gift from Ms. Julie Hall-Allison to the Family Resource Center – Pam Van Driel, Homeless Liaison

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.

Members of the Board may not discuss items that are not specifically on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later time.

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 5-7) A. Personnel Recommendations
- (Pages 8-12) B. Governing Board Meeting Minutes of July 10, 2012 and July 27, 2012
- (Pages 13-199) C. Financial/Business
 - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,349,238.65
 - 2. Approval of Payroll voucher(s) in the amount of \$ 1,238,473.31
- (Pages 200-205) D. Student Activities – Board Report
- (Pages 206-210) E. Request for approval to renew an agreement with Goodwill for vocational training for Students with Disabilities (SWD) for fiscal year 2012-2013
- (Pages 211-217) F. Request for approval to renew an intergovernmental agreement (IGA) with the Town of Prescott Valley for a School Resource Officer for school year 2012-13
- (Pages 218-240) G. Request for approval of Memorandums of Understanding (MOU) with Arizona Public Service for the Schools and Government Solar Program at Coyote Springs and Granville Elementary Schools, and Glassford Hill Middle School
- (Pages 241-263) H. Request for authorization to amend approved signers for the existing Food Program Permanent Service Agreement
- (Pages 264-265) I. Request for approval of Hearing Officers for fiscal year 2012-13
- (Pages 266-268) J. Request for approval of Qualified Evaluators for fiscal year 2012-13
- (Pages 269-270) K. Request for approval of Student Activities Treasurers for fiscal year 2012-13
- (Pages 271-272) L. Gifts and donations

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

- (Pages 273-274) A. Update of events at Coyote Springs Elementary School including: First week of school, sixth grade Chauncey Ranch Standards Based Outdoor Education Camp
- (Pages 275-279) B. Discussion regarding the District's tax rates for fiscal year 2012-13
- (Pages 280-281) C. Discussion regarding the District's participation in the Forest Fee Management Association and related funding

10. ACTION

- (Pages 282-287) A. Discussion and possible action to approve an equipment licensing agreement with the Yavapai County Educational Technology Consortium for video conferencing equipment
- (Pages 288-291) B. Discussion and possible action to approve the Supplemental Wage Schedule for fiscal year 2012-13

- (Pages 292-293) C. Discussion and possible action regarding the Governing Board's recommendation to the County School Superintendent in filling the vacant Board seat

11. PERSONNEL

- (Pages 294-295) A. *Discussion and possible action regarding a request for approval of an unpaid leave of absence for classified employee, David Holland
[Possible executive session pursuant to A.R.S. § 38-431.03 (A) (1) (Personnel)]
- (Pages 296-297) B. *Discussion and possible action regarding the possible termination of classified employee, Chester Abel
[Possible executive session pursuant to A.R.S. § 38-431.03 (A) (1) (Personnel)]
- (Page 298) C. *Discussion and possible action regarding accepting report and evaluation of the Superintendent for the 2011-2012 school year
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel) and A.R.S. § 38-431.03 (A)(3) (Advice from Legal Counsel)]
- (Page 299) D. *Discussion and possible action regarding Superintendent Performance Pay Plan and instrument for the 2012-2013 school year
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel) and A.R.S. § 38-431.03 (A)(3) (Advice from Legal Counsel)]
- (Page 300) E. *Discussion and possible action regarding negotiations and approval of Superintendent's contract [Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel) and A.R.S. § 38- 431.03 (A)(3) (Advice from Legal Counsel)]

12. ANNOUNCEMENTS

- A. Next Scheduled Board Meetings are:

August 28, 2012	6:30 p.m.	Special Meeting/Work-Study Session	@ Transportation Training Facility
September 11, 2012	6:30 p.m.	Regular Meeting	@ Granville Elementary
October 9, 2012	6:30 p.m.	Regular Meeting	@ Transportation Training Facility

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 6A.

CSES VIPs

Certified – Mr. David Johnson

Classified – Mrs. Dawn Trujillo

Item 6B.

**Recognition of Gift
to the Family Resource Center**

Employee of the Month Nomination

July 30, 2012

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 David Johnson for HUSD employee of the month.

I am nominating David Johnson for the following reasons:

Mr. Johnson is in his third year of teaching music at Coyote Springs Elementary School. He teaches music to all grades Kindergarten through sixth, which includes approximately 650 students.

David is a model of enthusiasm, energy and organization. His classroom management and instructional skills are outstanding. He maintains a structured, well-controlled learning environment, seasoned with a positive attitude and a great sense of humor. David allows his students to laugh and enjoy school, yet instills the love of music. Mr. Johnson draws the best out of his students in every area. He instills in his students how music can impact their lives and help them to learn.

Mr. Johnson hosts two performances a year for the parents and families of Coyote Springs. At his very first ever music performance for the families we had so many people in attendance we couldn't accommodate them. Our gym was at maximum capacity and was standing room only. It has been that way ever since. In an effort to attempt to have a more conducive venue we moved his performances this year to the Auditorium at Glassford Hill Middle School and we broke up the performances into two performances; Kindergarten through third grade and fourth through sixth grade. We thought that would surely solve the problem, (which any principal would love to have as a problem; too many people attending an event) but it didn't. Even though we broke the performances up into two differing nights and moved them to the GHMS Auditorium which seats around 500 people, we still couldn't get them all to fit! I jokingly told Mr. Johnson that next year we will need to move his performances to Tim's Toyota Center in order to accommodate his ever growing audience.

In addition to David being an outstanding music educator, inspiring the love of music to his students, he is always looking for ways to improve his skills. When opportunities arise for staff to participate in workshops and conferences, David is always quick to sign-up in hopes of learning something new. David also sponsors our before school choir program which due to such high interest with students had to be broken into two different sections. His students love him and his music. He is a breath of fresh air on our campus with talents that surpass any contestant on American Idol or America's Got Talent.

It is for these many reasons that I nominate Mr. David Johnson as August's HUSD employee of the month.

Employee of the Month Nomination

July 31, 2012

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 Dawn Trujillo for HUSD employee of the month.

I am nominating Dawn Trujillo for the following reasons:

Dawn has been a devoted Humboldt Unified School District Employee for thirteen years. She started her career off as a lunch aide at CSES and then became a Nurse's aide and Library aide and eventually moved into her current position as attendance secretary. Dawn not only provides our school with exemplary service she also trains other attendance secretaries, as well as provides assistance at the district level with school management systems. If anyone in the district has a question regarding attendance or SAIS reporting or generating reports with Schoolmaster, creating academic contact hour schedules, Grade book, and the PASS system they turn to Dawn. Dawn is a wealth of knowledge. Nine times out of ten if someone has a question in the district, she has the answer, and if she doesn't she will get it.

Dawn is a role model for everyone at HUSD in the area of customer service. She is all about the customer. She greets every person that approaches the counter with a smile and is always eager to help. Dawn knows every parent, student, grandparent, and guardian at CSES and always greets them by name. I am always amazed at how quickly she gets to know every family and how it is that we can best serve them.

Dawn is truly an amazing individual who truly loves what she is doing. She is dedicated to her students and to her career. Coyote Springs Elementary School is very lucky to have such a valuable and knowledgeable individual as a dedicated employee.

It is for these reasons that I nominate Mrs. Dawn Trujillo as August's HUSD employee of the month.

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on August 14, 2012

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

Certified Staff

1. Sheri Brown – ED Special Education Teacher @ HES (resign effective 7/27/12)
2. David Rutherford – ELL Teacher @ BMHS (resign effective 7/30/12)

Classified Staff

1. Glenn Carroll – 7 Hr/Day Computer Lab Aide @ HES (resign effective 8/1/12)
2. Brenda Lawyer – Bus Driver @ DO (resign effective 8/1/12)
3. Cynthia Windham – Director of Finance @ DO (retire effective 9/1/12)

Substitute+ Staff

1. Joni Burriss - Teacher
2. Donald Gagnon – Teacher
3. Katie Lenzi - Teacher
4. Lara Moore – Teacher
5. Karen Walser – F & N Worker

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

Certified Staff

1. Julie Dahlstrom – .5 Elementary Reading Coach @ HES (replaces Patti Cooper)
2. Michael Ingerson - .5 Kindergarten Teacher @ HES (replaces Patti Cooper)
3. Nicholas Malise – Math Teacher @ BMHS (replaces Blair Hillig)

Classified Staff

1. Tiffany Andrada – Resource Aide @ BMHS (replaces Susan Overholdt)
2. Alex Bruhn - 7 Hr/Day Computer Lab Aide @ HES (replaces Glenn Carroll)
3. Jennifer Delamater – Resource Aide @ MVES (replaces Jami Wohlwend)
4. Danica Jeffries – 3 Hr/Day Playground Aide @ MVES (replaces Cynthia Holguin)

Substitute+ Staff

1. Brittani Abraham - Aide
2. Christopher Conway – Aide
3. Manju Gaur – F & N Worker
4. Kari Ingerson – Teacher
5. Brenda Lawyer – Bus Driver
6. Karen Morrison - Teacher
7. Sabrina Perez – F & N Worker
8. Rachel Schaetzle - Aide

C. SUPPLEMENTAL CONTRACTS

Overloads

1. None

Stipends Specifically Listed on Board-approved 2012-13 Stipend Schedule

(\$13,046.25 M&O...\$2,021.25 Tax Credit...\$1,125.00 General Tax Credit...\$0.00 SPED)

1. Robin Berardi – Elementary Reading Counts Sponsor stipend @ GES
2. Ryan Blundell – Elementary Boys Basketball Coach stipend @ GES (pay w/ tax credit)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on August 14, 2012

3. Marty Boles – Middle School Girls Volleyball Coach stipend @ GHMS
4. Ashley Gordon – Elementary Drama Club Sponsor stipend @ GES (pay w/ tax credit)
5. Larry Haese – Middle School Boys Basketball Coach stipend @ GHMS
6. Trudy Hollis – Elementary Art Club Sponsor stipend @ GES (pay w/ tax credit)
7. Trudy Hollis – Elementary Student Council Sponsor stipend @ GES
8. Tracy Madler – High School Science Department Chair stipend @ BMHS
9. Anne Mayes – Middle School Girls Track Coach stipend @ GHMS
10. Richard Morris – Middle School Girls Basketball Coach stipend @ GHMS
11. Guy Poland – Elementary Flag Football Coach stipend @ GES (pay w/ tax credit)
12. Guy Poland – Elementary Track Coach stipend @ GES (pay w/ tax credit)
13. Liz Riley – Elementary Music Director stipend @ GES
14. Erica Sandum – Elementary Child Study Coordinator stipend @ GES
15. Adam Schiermyer – High School Physical Education Department Chair stipend @ BMHS

Other Stipends

(\$0.00 M&O...\$0.00 Tax Credit...\$0.00 F&N...\$0.00 General Tax Credit)

1. None

D. IN-DISTRICT TRANSFERS

Certified

1. None

Classified

1. Lisa Nicholson – from 5.75 Hr/Day Bus Driver @ Transportation to 5.5 Hr/Day Bus Driver @ Transportation
2. Marleen Richardson – from F & N Worker @ BMHS to Receiving Clerk @ LTS (replaces Tami Hartshon)
3. Colleen Tretton – from .6 ED Special Education Teacher @ HES to 1.0 ED Special Education Teacher @ HES (replaces Sheri Brown)

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

Certified

1. None

Classified

1. None

CONSENT

Item 8B.

Minutes

July 10, 2012
July 27, 2012

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Executive Session and Regular Meeting Minutes
Tuesday, July 10, 2012

A **regular** meeting of the Humboldt Unified School District Board of Education was held at the Transportation Training Center on Tuesday, July 10, 2012, in Prescott Valley, Arizona.

6:30 PM PUBLIC HEARING

There was no public participation for the hearing. President Moody moved directly to the regular meeting. The budget was addressed in Action Item 9C.

REGULAR SESSION IMMEDIATELY FOLLOWING THE PUBLIC HEARING

1. WELCOME AND CALL TO ORDER

President Moody called the meeting to order at 6:35 p.m.

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY

President Moody led in the Pledge of Allegiance.

3. ROLL CALL

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

4. AGENDA REVIEW/ACCEPT

Shelly Damschroder moved to approve the agenda as presented. Carm Staker seconded and the motion carried unanimously.

5. REPORTS

A. Board

Carm Staker reported:

- She attended the Arizona School Boards Association's Delegate Assembly

Howard Moody reported:

- Arizona ranked 50th for administrative costs in education (Chuck Essigs)
- He would like the Auditor General's Performance Audit posted on the District website

Shelly Damschroder reported:

- A 15-year veteran teacher mentioned the positive outcome of the Summer Institute and that she is excited to teach again

B. Superintendent

Dr. Stanton reported:

- The HUSD Summer School and Summer Institute were completed in June
- He attended a Gear-Up Grant meeting with Educational Services Director Diana Green and the middle school principals
- He received the Auditor General's Performance Audit that confirmed that the District does a lot with very little

6. PUBLIC PARTICIPATION

There was no public participation.

7. CONSENT ITEMS

This section included approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, contract and/or agreement renewals, 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. Shelly Damschroder read the donations.

Shelly Damschroder moved to approve the Consent agenda as presented. Carm Staker seconded and the motion carried unanimously.

environment, we will not be targeting existing students unless they are experiencing special circumstances. The online school will give us the opportunity to better serve our existing students, as well as the opportunity to assist students statewide.

All full-time online students generate .95 ADM (average daily membership), so this is an opportunity to bring additional funding into the District. The school is on track for enrolling students for the coming fall semester, but in order to continue moving forward, we need to apply for a CTDS number from the state which requires the submission of Governing Board minutes approving the request. The expansion of the online school will not affect our existing alternative and credit recovery programs.

The high school purchases 200 seats from an online program; 150 are used for credit recovery. The remaining 50 will be used for a true online school (fully online). The District can close enrollment at any time (not required to fill all 50 seats). It was noted that all 200 seats are utilized by summer school students. Once approved by the Board and the state Ms. Copper expects to move into the process of online school slowly. Initially, it is not anticipated that many primary level students will be enrolled.

Shelly Damschroder moved to approve the expansion of the District's online school to grades K-12, and to request a CTDS number from the Arizona Department of Education for the online school. Carm Staker seconded and the motion carried unanimously.

B. Discussion and possible action to approve sole source vendors pursuant to Arizona Administrative Code R7-2-1053 (Sole Source Procurement) and textbooks/supplemental materials pursuant to A.R.S. § 15-721 (Courses of Study and Textbooks)

Director of Educational Services Diana Green summarized the transmittal included in the Board packet. There were no questions from the Board.

Carm Staker moved to approve the sole source listing as presented for utilities, textbooks, instructional aides, and related software items for fiscal year 2012-13. Shelly Damschroder seconded and the motion carried unanimously.

C. Discussion and possible action to approve the District's Annual Budget for fiscal year 2012-13

Director of Finance Cynthia Windham met individually with Board members prior to the meeting to review the annual budget. In addition to the budget summary included in the Board packet, Ms. Windham reported that the District elected to utilize some of its reserves to balance the budget for fiscal year 2012-13. The purpose was to use some of the reserves available to the District in an effort to minimize the impact on staff this year.

She stated that although the loss of students seems to have slowed, she saw no scenario whereby the District would not need to make additional budget reductions in the next fiscal year's budget (FY 2013-14) unless the District significantly increases its student population.

The District's administration will begin meeting in the next few weeks to begin this discussion and, as in the past, will begin to identify areas that the District could reduce its budget in the following fiscal year.

NOTE: HUSD has reduced its budget in the areas of Maintenance and Operation, Unrestricted Capital, and Soft Capital by six million dollars in the past five years. This does not include the elimination of Building Renewal which represents another three and one-half million dollar loss in the past five years (totaling an approximate ten million dollar loss).

The United States Census Bureau reports Arizona ranked 48th out of 50 states in per pupil spending; HUSD would have to increase spending by approximately 35% to move to the national average.

The average amount Arizona schools spend on administration is 50% less than the U.S. average; HUSD was ranked against its peer districts as "VERY LOW" in not only administrative costs, but ranked VERY LOW to LOW in all categories rated by the Auditor General's Office. The information was released earlier this week by the Auditor General's Office in their Performance Audit Review detailing the operational efficiencies of HUSD.

Projected tax rates for this year are related to three elements: assessed valuation, budget, and cash +/- (estimate) to be finalized in August. Ms. Windham estimates a tax increase of approximately .57 cents. Primarily, decline in assessed valuation of 17% this year, and 18% last year indicate that it is not an increase in "budgets" that have caused the increased tax rates. Assessed valuations have been steadily declining over the past several years. Additionally, the qualifying tax rate formula (which is the formula percentage the state assists to pay with District budgets) has changed 1.76 to 1.95 or a 11% shift in tax burden to local area taxpayers. Once the figures are finalized, Ms. Windham will report the final rate.

There were no changes from the proposed budget presented to the Board at the June 12 meeting.

Shelly Damschroder moved to adopt the budget for fiscal year 2012/13 as presented. Carm Staker seconded and the motion carried unanimously.

10. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

July 16, 2012	9:00 a.m.	Board Retreat	@ Transportation Training Facility
August 14, 2012	6:30 p.m.	Regular Meeting	@ Coyote Springs Elementary
September 11, 2012	6:30 p.m.	Regular Meeting	@ Granville Elementary

11. ADJOURNMENT

Shelly Damschroder moved to adjourn. Carm Staker seconded and the motion carried unanimously. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Mary Diaz,
Board Secretary

APPROVAL

Howard Moody, President

Shelly Damschroder, Vice President

A B S E N T

Richard Adler, Member

Carm Staker, Member

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

Governing Board of Education

Special Session Meeting Minutes

Friday, July 27, 2012

A special meeting of the Humboldt Unified School District Board of Education was held at the District Office conference room on Friday, July 27, 2012, in Prescott Valley, Arizona

8:45 AM SPECIAL SESSION

1. WELCOME AND CALL TO ORDER

Vice president Shelly Damschroder called the meeting to order at 8:46 a.m.

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY

Ms. Damschroder led in the Pledge of Allegiance.

3. ROLL CALL

Present were members Shelly Damschroder, Carm Staker, and Howard Moody (via telephone). Richard Adler was absent.

4. AGENDA REVIEW/ACCEPT

There were no changes to the agenda.

Howard Moody moved to approve the agenda as presented. Carm Staker seconded and the motion carried unanimously.

5. PUBLIC PARTICIPATION

There was no public participation.

6. CONSENT ITEMS

The consent agenda included routine personnel matters. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office.

Howard Moody moved to approve the agenda as presented. Carm Staker seconded and the motion carried unanimously.

7. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

August 14, 2012	6:30 p.m.	Regular Meeting	@ Coyote Springs Elementary
September 11, 2012	6:30 p.m.	Regular Meeting	@ Granville Elementary

8. ADJOURNMENT

Howard Moody moved to adjourn. Carm Staker seconded and the motion carried unanimously. The meeting adjourned at 8:49 a.m.

Respectfully submitted,

Mary Diaz,
Board Secretary

APPROVAL

Howard Moody, President

Shelly Damschroder, Vice President

A B S E N T

Richard Adler, Member

Carm Staker, Member

