



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, October 16, 2012

Transportation Facility
6411 N. Robert Road, Building 500

Regular Session @ 6:30

Dr. Paul H. Stanton, Superintendent

Howard Moody, President
Shelly Damschroder, Vice President
Richard Adler, Member
Brian Letendre, 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 **October 16, 2012**, at the **Transportation Training Facility**, located at **6411 N. Robert Road (Building 500), 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. Recognition of Finance Director Cynthia Windham for receiving a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association

(Pages 1-2)

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 3-6) A. Personnel Recommendations
- (Pages 7-13) B. Governing Board Meeting Minutes of September 11, 2012
- (Pages 14-236) C. Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,339,024.28
 2. Approval of Payroll voucher(s) in the amount of \$ 3,555,283.17
- (Pages 237-257) D. Discussion and possible action to ratify the Annual Financial Report for fiscal year 2012-13
- (Pages 258-281) E. Request for approval of utility and access easements for APS-owned interconnected solar installation at Glassford Hill Middle School, Granville Elementary School, and Coyote Springs Elementary School
- (Pages 282-298) F. Request for approval to renew Intergovernmental Agreement (IGA) with Yavapai College for dual enrollment credit for fiscal year 2012-13
- (Pages 299-315) G. Request for approval of student travel for Glassford Hill Middle School students to go to Catalina Island, April 22-29, 2013
- (Pages 316-527) H. Recognition of Parent Organizations
- (Pages 316-462)
1. Bradshaw Mountain High School
 - a) Connection pages 316-355
 - b) Football Boosters pages 356-406
 - c) Baseball Boosters pages 407-437
 - d) Boys' Basketball Boosters pages 438-450
 - e) Wrestling Boosters pages 451-462
 2. Bradshaw Mountain Middle School
 3. Glassford Hill Middle School
 4. Liberty Traditional School
 5. Coyote Springs Elementary School
 6. Mountain View Elementary School
- (Pages 463-472)
- (Pages 473-483)
- (Pages 484-497)
- (Pages 498-517)
- (Pages 518-527)
- (Pages 528-529) I. Gifts and donations

9. DISCUSSION ITEMS (no action will be taken)

- (Pages 530-531) A. Discussion of the strategic planning process and AdvancED accreditation overview by Nancy Alexander
- (Pages 532-548) B. Update of the District's bond and capital projects

10. ACTION

- (Pages 549-550) A. Discussion and possible action to dissolve the B-Bond Committee
- (Pages 551-555) B. Discussion and possible action to approve the District's Goals and Objectives for fiscal year 2012-13
- (Pages 556-559) C. Discussion and possible action to approve a fourth District Goal: Attract and Retain Highly Effective Employees

(Pages 560-578) D. Second reading and possible approval of Policy Advisories 369 and 370 as presented by Arizona School Boards Association (-R indicates Regulation / -E indicates Exhibit)

369	GCF	Professional Staff Hiring
370	GCQF	Discipline, Suspension, and Dismissal of Professional Staff Members
	GCQR-R	Discipline, suspension, and Dismissal of Professional Staff Members

(Pages 579-677) E. Second reading and possible approval of Policy Advisories 441 - 461 as presented by Arizona School Boards Association (-R indicates Regulation / -E indicates Exhibit)

441	DGD	Credit Cards
	DGD-R	Credit Cards
	DGD-E	Credit Cards
442	DJE	Bidding/Purchasing Procedures
443	EF-R	Food Services (Addendum A)
444	GB	General Personnel Policies
445	GCCD	Professional/Support Staff Military/Legal Leave
446	GCK	Professional Staff Assignments and Transfers
447	GCMF	Professional Staff Duties and Responsibilities
448	GCO	Evaluation of Professional Staff Members
	GCO-RA	Evaluation of Professional Staff Members (Addendum B)
449	IHAL	Teaching About Religion
450	IHAMB	Family Life Education
451	IHBCA	Programs for Pregnant/Parenting Students
452	IHBE	Bilingual Instruction/Native Language Instruction
453	IHBHD	Online/Concurrent/Correspondence Courses
454	IKE-RB	Promotion and Retention of Students
455	IJM	Special Interest Materials Selection and Adoption
456	KD	Public Information and Communication
457	KHC	Distribution/Posting of Materials
458	GBAB	Medical Marijuana Standards and Conditions for Employees
459	GBECA	Nonmedical Use or Abuse of Drugs or Alcohol
460	JICH	Drugs and Alcohol Use by Students
461	KFA	Public Conduct on School Property

(Pages 678-683) F. Request for approval of new positions, and increase and/or decrease of hours for existing positions in the Food and Nutrition Department

11. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

November 13, 2012	6:30 p.m.	Regular Meeting	@ Mountain View Elementary
December 11, 2012	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle
January 8, 2013	6:30 p.m.	Regular Meeting	@ Humboldt Elementary

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.

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 **October 16, 2012**, at the **Transportation Training Facility**, located at **6411 N. Robert Road (Building 500), 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 1-2)
- A. Recognition of Finance Director Cynthia Windham for receiving a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association

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.

(Pages 560-578) D. Second reading and possible approval of Policy Advisories 369 and 370 as presented by Arizona School Boards Association (-R indicates Regulation / -E indicates Exhibit)

369	GCF	Professional Staff Hiring
370	GCQF	Discipline, Suspension, and Dismissal of Professional Staff Members
	GCQR-R	Discipline, suspension, and Dismissal of Professional Staff Members

(Pages 579-677) E. Second reading and possible approval of Policy Advisories 441 - 461 as presented by Arizona School Boards Association (-R indicates Regulation / -E indicates Exhibit)

441	DGD	Credit Cards
	DGD-R	Credit Cards
	DGD-E	Credit Cards
442	DJE	Bidding/Purchasing Procedures
443	EF-R	Food Services (Addendum A)
444	GB	General Personnel Policies
445	GCCD	Professional/Support Staff Military/Legal Leave
446	GCK	Professional Staff Assignments and Transfers
447	GCMF	Professional Staff Duties and Responsibilities
448	GCO	Evaluation of Professional Staff Members
	GCO-RA	Evaluation of Professional Staff Members (Addendum B)
449	IHAL	Teaching About Religion
450	IHAMB	Family Life Education
451	IHBCA	Programs for Pregnant/Parenting Students
452	IHBE	Bilingual Instruction/Native Language Instruction
453	IHBHD	Online/Concurrent/Correspondence Courses
454	IKE-RB	Promotion and Retention of Students
455	IJM	Special Interest Materials Selection and Adoption
456	KD	Public Information and Communication
457	KHC	Distribution/Posting of Materials
458	GBAB	Medical Marijuana Standards and Conditions for Employees
459	GBECA	Nonmedical Use or Abuse of Drugs or Alcohol
460	JICH	Drugs and Alcohol Use by Students
461	KFA	Public Conduct on School Property

(Pages 678-683) F. Request for approval of new positions, and increase and/or decrease of hours for existing positions in the Food and Nutrition Department

11. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

November 13, 2012	6:30 p.m.	Regular Meeting	@ Mountain View Elementary
December 11, 2012	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle
January 8, 2013	6:30 p.m.	Regular Meeting	@ Humboldt Elementary

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

Item 6A.

**Recognition of
Finance Director
Cynthia Windham**



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601
Phone (312) 977-9700 Fax (312) 977-4806

08/17/2012

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Humboldt Unified School District No. 22** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Cynthia Windham, Director of Finance

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on October 16, 2012

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

Certified Staff

1. Lucas Davis – Social Studies Teacher @ BMHS (resign effective 9/6/12 - \$500 recruitment fee assessed)
2. Colleen Tretton – Extended Resource Teacher @ HES (resign effective 9/21/12)

Classified Staff

1. John Baeseman – 7 Hr/Day Bus Driver @ DO (resign effective 8/31/12)
2. Suzen Banks – 6.5 Hr/Day Mod/Sev/Prof Aide @ MVES (resign effective 9/14/12)
3. Caitlyn Casperson – Nurse @ CSES (resign effective 10/19/12)
4. Heather Cook – 6.5 Hr/Day Resource Aide @ BMMS (resign effective 9/11/12)
5. Cheryl Hegwood – Attendance Secretary @ BMHS (resign effective 10/26/12)
6. Chris Jacques – 6.5 Hr/Day Music Therapy Aide @ SSO (resign effective 9/6/12)
7. Crystal Rahman – 8 Hr/Day Mod/Sev/Prof Aide @ BMHS (resign effective 9/28/12)
8. Ciera Soriano – 7 Hr/Day Receiving Clerk @ CSES (resign effective 10/5/12)
9. Christina Terry – 6.5 Hr/Day Title One Aide @ LTS (resign effective 10/15/12)

Substitute+ Staff

1. Brittani Abraham – Aide
2. Charles Baker – Bus Driver
3. Kristen Bevers – F & N Worker
4. Theresa Crisp – Teacher
5. Gregory Ott – Teacher
6. James Whalen – Custodian

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

Certified Staff

1. Sheri Brown – .6 Special Education Teacher @ HES (replaces Brett Dahl)
2. Jennifer Cooper – High School Counselor @ BMHS (replaces Bonnie Pettit)
3. Kari Ingerson – 6th Grade Teacher @ CSES (replaces Joshua Mehr)

Classified Staff

1. Kristy Bethan – 6.5 Hr/Day Title I Aide @ LTS (replaces Christina Terry)
2. Katherine Davis – 7 Hr/Day Resource Aide @ LTS (replaces Judith Haren)
3. Jessica Edwards – 6.5 Hr/Day Mod/Sev/Prof Aide @ MVES (replaces Suzen Banks)
4. Patsy Franko – 6.5 Hr/Day Resource Aide @ BMMS (replaces Heather Cook)
5. Shannon Konrody – 6.5 Hr/Day Mod/Sev/Prof Aide @ MVES (replaces JoAnna Fouss)
6. Rachele Mata – 6 Hr/Day Bus Driver @ DO (replaces Sandra Leach)
7. Rex Nelson – 3.5 Hr/Day Custodian @ GHMS and 3.5 Hr/Day Custodian @ MVES (replaces Christopher Eiken)
8. Richard Varney – 5.75 Hr/Day Bus Driver @ DO (replaces Lisa Nicholson)

Substitute+ Staff

1. Kevin Andreasky – Aide
2. Suzen Banks – Aide
3. Karyn Bee – Aide
4. Betty Bulecheck-Moslett – Aide
5. Angela Cain – Teacher
6. William Coward – Bus Driver
7. Rhodora Ebersole – Registered Nurse
8. Kurt Eikenberry – Bus Driver
9. Angelika Fernandez – Aide
10. Myron Hartz – Teacher
11. Stephanie Henry – Registered Nurse
12. Angela Herschbach – Aide

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on October 16, 2012

13. Cheryl Jensen – Aide
14. Marilyn Kline – Aide
15. Kathryn Larcombe – Custodian
16. Jimmy Lawson – Custodian
17. Carla Lovell – Bus Aide
18. Howard Myles - Aide
19. Martha Porter - Teacher
20. John Romero – Bus Driver
21. Steve Snyder – Custodian
22. Mark Wolf – Aide

C. SUPPLEMENTAL CONTRACTS

Overloads

1. Leta Barnes – 8th Grade Math overload @ GHMS (1st and 2nd Semester)
2. Mark Campbell – Introduction to Business overload @ BMHS (1st and 2nd Semester)(paid by JTED)
3. David Capka – Introduction to Business overload @ BMHS (1st and 2nd Semester)(paid by JTED)
4. Bruce Giles – World History overload @ BMHS (1st and 2nd Semester)(replaces Lucas Davis)
5. Lawrence Haese – US History overload @ BMHS (1st and 2nd Semester) (replaces Lucas Davis)
6. Rosemary Heddens – SPED Extended Resource overload @ BMHS (1st and 2nd Semester)
7. Victoria Kendall – World History overload @ BMHS (1st and 2nd Semester)(replaces Lucas Davis)
8. Michael Simon – World History overload @ BMHS (1st and 2nd Semester)(replaces Lucas Davis)

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

(\$12,515.00 M&O...\$750.00 Tax Credit...\$3,925.75 General Tax Credit...\$0.00 SPED)

1. Leta Barnes - 8th Grade Team Leader stipend @ GHMS
2. Marty Boles – Middle School Assistant Volleyball Coach stipend @ GHMS (paid w/ Tax Credit)
3. Brian Bundrick - 0.5 High School Assistant Football Coach stipend @ BMHS
4. Andy Busk – Elementary Flag Football Coach stipend @ LVES (paid w/ Tax Credit)
5. Diana Campbell – Middle School Yearbook Sponsor stipend @ GHMS
6. Ann Carey – Middle School Reading Counts Coordinator stipend @ GHMS
7. Gaylee Chilicky – Elementary Volleyball Coach stipend @ LVES (paid w/ Tax Credit)
8. Gordon Cobb – 0.5 High School Assistant Football Coach stipend @ BMHS
9. Chris Dalpiaz – Science Olympiad Sponsor stipend @ GHMS (paid w/ SITE Council funds)
10. Leslie Daly - .5 Elementary Music Director stipend @ LVES
11. Robert Files - .5 Elementary Reading Counts Coordinator stipend @ LVES
12. Steve Fonda – NJHS Sponsor stipend @ GHMS (paid w/ SITE Council funds)
13. Adam Graham – Middle School Assistant Boys Basketball Coach stipend @ GHMS (paid w/ Tax Credit)
14. Thomas Hanson – Middle School Band Director stipend @ GHMS
15. Michael Lewis – Elementary Assistant Flag Football Coach stipend @ MVES (paid w/ Tax Credit)
16. Tom Roberts – Science Olympiad Sponsor stipend @ GHMS (paid w/ SITE Council funds)
17. Rebecca Robison – 7th Grade Team Leader stipend @ GHMS
18. Darelyn Rock – Elementary Track Coach stipend @ LVES (paid w/ Tax Credit)
19. Marissa Simyak - .5 Elementary Student Council Advisor stipend @ LVES
20. Marissa Simyak - .5 Elementary Reading Counts Coordinator stipend @ LVES
21. Marianne Stoll – Middle School English/Language Arts Department Chair stipend (paid w/ Title II)
22. Mary Supergan – Middle School Choir Director stipend @ GHMS
23. Mary Supergan – Middle School Drama Sponsor stipend @ GHMS
24. Michael Tannehill – Middle School Social Studies Department Chair stipend (paid w/ Title II)
25. Nancy Vallely – Middle School Special Education Team Leader @ GHMS
26. Karen Wagner – Elementary Child Study Coordinator stipend @ LVES
27. Cassie Williams - .5 Elementary Student Council Advisor stipend @ LVES

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on October 16, 2012

Other Stipends

(\$0.00 M&O...\$0.00 Tax Credit...\$0.00 F&N...\$34,000.00 Special Education)

1. Georgia Benyk – .5 Intern Supervisor stipend @ SSO (paid w/ SPED)
2. Christie Burnett – .5 Intern Supervisor stipend @ SSO (paid w/ SPED)
3. Wylanta Jones – Speech Pathologist stipend @ SSO (paid w/ SPED)
4. Marshall Kane – Lead Psychologist stipend @ SSO (paid w/ SPED)
5. Marshall Kane – Intern Supervisor stipend @ SSO (paid w/ SPED)
6. Deborah Leonard – Speech pathologist stipend @ SSO (paid w/ SPED)
7. Marilyn Levell – Speech Pathologist stipend @ SSO (paid w/ SPED)
8. Jeff Torp – Lead Speech stipend @ SSO (paid w/ SPED)
9. Jeff Torp – Speech Pathologist stipend @ SSO (paid w/ SPED)
10. Nancy Vallely – Lead Nurse stipend @ SSO

D. IN-DISTRICT TRANSFERS

Certified

1. None

Classified

1. Carol Dunn – from 5 Hr/Day Bus Driver @ DO to 8 Hr/Day Bus Driver @ DO (replaces Brenda Lawyer)
2. Judith Haren – from 7 Hr/Day Resource Aide @ LTS to 6.5 Hr/Day Speech Aide @ CSES (replaces Jessica Robertson)
3. Larry Jorgensen – from 5.5 Hr/Day Bus Driver @ DO to 6 Hr/Day Bus Driver @ DO (replaces David Holland)

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

Certified

1. Tim Derickson – from .5 Elementary Student Council Sponsor stipend @ LTS to Middle School Student Council Sponsor stipend @ LTS
2. Marda Magdelano - from .5 Elementary Student Council Sponsor stipend @ LTS to 1.0 Elementary Student Council Sponsor stipend @ LTS

Classified

1. John Bishop – from High School Assistant Football Coach stipend @ BMHS (from Tax Credit) to High School Assistant Football Coach stipend @ BMHS (from M & O) (replaces Lucas Davis)
2. Ronald Cain – from High School Assistant Football Coach stipend @ BMHS (from Tax Credit) to High School Assistant Football Coach stipend @ BMHS (from M & O) (unfilled approved stipend)

CONSENT

Item 8B.

Minutes

September 11, 2012

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Executive Session and Regular Meeting Minutes
Tuesday, September 11, 2012

A regular meeting of the Humboldt Unified School District Board of Education was held at Granville Elementary School on Tuesday, September 11, 2012, in Prescott Valley, Arizona.

6:30 PM REGULAR SESSION

1. WELCOME AND CALL TO ORDER

President Moody called the meeting to order at 6:34 p.m.

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY

President Moody led in the Pledge of Allegiance.

3. INTRODUCTION OF NEW GOVERNING BOARD MEMBER (Mr. Brian Letendre)

President Moody introduced Brian Letendre who was appointed by County School Superintendent Tim Carter to fill the vacant seat due to the resignation of Gary Marks. Mr. Letendre has been a resident of the District since 1998. He is married, and the couple has three young children. Mr. Letendre is a graduate of Embry Riddle Aeronautical University with a Bachelor of Science Degree in Aviation Science. He has worked for Lockheed Martin since 2007 as a Flight Service Specialist.

4. ROLL CALL

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

5. AGENDA REVIEW/ACCEPT8b remove

Agenda items 8B and 10G were removed from the agenda and will be included in a future meeting.

Richard Adler moved to accept the agenda as amended. Brian Letendre seconded and the motion carried unanimously.

6. GRANVILLE CHOIR PERFORMANCE (the 4th Grade Choir will sing two songs in honor of Patriot's Day)

Under the direction of music teacher, Mrs. Riley, the fourth graders sang two selections in honor of Patriot's Day; *There Will Be Peace*, and *America the Beautiful*.

**7. REPORTS
A. Board**

Richard Adler

- Attended the ASBA Law Conference where he learned that Arizona leads in the number of charter schools, and that Prescott Valley is the leader for the state. He spoke of a new law relating to religious courses; a policy advisory on this topic follows later in the meeting.

Howard Moody

- Attended the ASBA Law Conference and commented that in addition to Arizona being the leader in charter schools, charter schools receive more funding than public schools.

B. Superintendent

Superintendent Stanton

- Attended the professional development session offered to our teachers by Sue Larson (math instruction)
- Attended RTI training where the focus is on meeting the needs of a child by reviewing available data
- Commented that several grants are in the application process
- Congratulated Mountain View Elementary and Humboldt Elementary on achieving "Award School" status – given by the Arizona Department of Education

8. CELEBRATING SUCCESSES

A. HUSD VIPs – Bucky Bates, Granville Elementary Principal

1. Certified – Mrs. Cathy Trotter

Principal Bates introduced Mrs. Trotter as a "right hand staff member". Her main duties are that of Reading Coach where she offers her expertise to teachers in the area of reading instruction. She observes teachers and offers suggestions on how to more effectively deliver instruction. Cathy is also part of the Granville Intervention Team where she helps to identify students that are in need of intervention.

2. Classified – Ms. Ronni Farlee

Ms. Farlee was also introduced by Principal Bates. He stated that she is a dedicated and efficient staff member who takes the initiative to handle situations of all types. She handles a variety of duties with ease and helps train new staff members in general school procedures. He was particularly impressed with her management of the new Galileo Testing System.

B. Update from Health Occupational Students of America (HOSA) on successes in 2011-2012 and at the National Leadership Conference in June – HOSA Sponsor Sheryl McCully

The HOSA group will give their presentation at a future meeting.

C. Summary of grant awards from Yavapai County Education Foundation to Lake Valley Elementary School – Principal Tusanne Cordes

Principal Cordes gave an overview of the grants received by teachers Amy Bowser and Breesa Patrick. Grant funds were used to purchase a new public announcement system for the school gym that was installed at the end of the 2011-12 school year. Lake Valley Science Day and Family Science Night were also funded by the grant. Remaining monies will be spent on science kits and supplies for science activities.

D. Introduction of HUSD Volunteer Coordinator, Lisa Garnes – PR Director Mariela Bean

Director Bean introduced Ms. Lisa Garnes. Ms. Garnes stated that she is delighted to be here and hopes to strengthen and expand the volunteer program.

9. PUBLIC PARTICIPATION

None

10. 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. Brian Letendre read the donations.

Note: Mr. Letendre did not vote on the minutes of August 14, 2012. Consent Item G was removed from the agenda.

Richard Adler moved to approve the Consent agenda as amended. Brian Letendre seconded and the motion carried unanimously.

11. DISCUSSION ITEMS (no action will be taken)

A. Update of events at Granville Elementary School including: Granville Conservation Corps, student data, clubs and activities, and parent involvement

Principal Bates reported that Granville Elementary has had a great start to the school year. His summary included:

- How reviewing data is helping to identify students needing intervention
- Classroom teachers are addressing specific needs of students in their class
- The selection of clubs and activities offered at the school
- Academic tutoring
- Students are learning about life cycles and their impact on the environment through the Habitat and Granville Conservation Corps (recycling program)
- Parental involvement

B. First reading of Policy Advisories 369 and 370 as presented by Arizona School Boards Association

(-R indicates Regulation / -E indicates Exhibit)

To insure compliance with State Statutes these Policy Advisories were submitted by the Arizona School Boards Association (ASBA) relating to Section G - Personnel for Board review.

369	GCF	Professional Staff Hiring
370	GCQF	Discipline, Suspension, and Dismissal of Professional Staff Members
	GCQR-R	Discipline, suspension, and Dismissal of Professional Staff Members

Human Resource Director Dan Streeter summarized the discussion provided by ASBA. Both the summary and the discussion were included in the board packet and are available to the public on the District website (www.humboldtunified.com).

First Reading complete.

Mr. Streeter recommended that the advisories be accepted as presented by ASBA at the second reading to be held at a future Governing Board meeting. Upon approval the documents will become effective immediately and will be added to the Policy Manual.

C. First reading of Policy Advisories 441 - 461 as presented by Arizona School Boards Association
(-R indicates Regulation / -E indicates Exhibit)

To insure compliance with State Statutes these Policy Advisories were submitted by the Arizona School Boards Association (ASBA) relating to Section D - Finance, Section E - Support Services, Section G - Personnel, Section I - Instruction, Section K - School & Community Relations, and Section J - Students for Board review.

President Moody commented on the many clerical errors in the documents prepared by ASBA. He asked that ASBA be contacted to correct the errors prior to the second reading.

441	DGD	Credit Cards
	DGD-R	Credit Cards
	DGD-E	Credit Cards
442	DJE	Bidding/Purchasing Procedures
443	EF-R	Food Services (Addendum A)
444	GB	General Personnel Policies
445	GCCD	Professional/Support Staff Military/Legal Leave
446	GCK	Professional Staff Assignments and Transfers

Mr. Adler stated that the District has been able to transfer teachers as needed and is concerned with the new added language:

A teacher who has been employed by the school district for the major portion of three or more consecutive school years and who is designated in the lowest performance classification for two consecutive school years shall not be transferred as a teacher to another school in that school district unless the district has issued a notice of inadequacy of classroom performance and approved a performance improvement plan for the teacher pursuant to A.R.S. 15-539 and the governing board has approved the new placement as in the best interests of the pupils in the school.....

Mr. Streeter explained that the new language is in compliance with House Bill 223 and is connected with new evaluation systems for teachers. The policy also forces the teacher to stay on the same campus where the improvement plan was implemented; allowing the evaluation process to stay with one principal.

Mr. Streeter will follow up with Chris Thomas at ASBA to clarify the intent of the new language and will report back to the Board at the second reading.

447	GCMF	Professional Staff Duties and Responsibilities
448	GCO	Evaluation of Professional Staff Members
	GCO-RA	Evaluation of Professional Staff Members (Addendum B)

Based on advice from Dr. Terry Rowles, Senior Policy Advisor for the Arizona School Boards Association, the Board may elect to:

- Delay approval of the amendments of Policy GCO and GCO-RA as noted in the Advisory until the 2013-2014 School Year.
- Make a provisional adoption to take effect at the beginning of the 2013-2014 School Year.
- Amend Policies GCO and GCO-RA to include components solely and directly related to the Principal Evaluation which was approved for the 2012-2013 school year at the June 12, 2012 Board meeting. Additionally, the Board would make a provisional adoption for the components of Policy GCO and GCO-RA solely and directly related to the teacher evaluation to take effect at the beginning of the 2013-2014 School Year.

449 IHAL Teaching About Religion

Director of Educational Services Diana Green reported that religion classes are not currently taught at any school in the District. Mr. Adler commented that even if the Board adopts the policy, we do not have to offer the course. Mr. Moody added that the Board does not have to adopt the policy at all, and believes that there will be significant changes to this policy within one year.

Mr. Adler attended the session regarding this subject at the recent ASBA Law Conference where it was mentioned that no school district in Arizona has done this. He stated that if this subject were taught, the teacher should be teaching **about** religion, not **teaching** religion. He also expressed concern with the language of:

A teacher who instructs a course offered under this section in its appropriate historical context and in good faith shall be **immune** from civil liability and **disciplinary action** pursuant to section 15-535.

Ms. Green explained that if the policy were adopted there would be a procedure in place should a course of this nature be recommended in the future. It was her recommendation to accept the advisory as presented by ASBA.

450	IHAMB	Family Life Education
451	IHBCA	Programs for Pregnant/Parenting Students
452	IHBE	Bilingual Instruction/Native Language Instruction
453	IHBHD	Online/Concurrent/Correspondence Courses
454	IKE-RB	Promotion and Retention of Students
455	IJM	Special Interest Materials Selection and Adoption
456	KD	Public Information and Communication
457	KHC	Distribution/Posting of Materials
458	GBAB	Medical Marijuana Standards and Conditions for Employees
459	GBECA	Nonmedical Use or Abuse of Drugs or Alcohol
460	JICH	Drugs and Alcohol Use by Students
461	KFA	Public Conduct on School Property

First Reading complete.

It is anticipated that the Board will make a decision on Policy GCO – Evaluation of Professional Staff Members and the accompanying regulation at the second reading. For the remainder of the advisories it was recommended by administration that they be accepted as presented by ASBA. The Second Reading will be included on a future meeting agenda. Upon approval these policies/regulations/exhibits will become effective immediately and will be added to the current Policy Manual.

12. ACTION

A. Discussion and possible action to suspend Board Policy BGB – Policy Adoption related to a first and second reading of recommended adjustments to Board Policy IJNDB – Use of Technology Resources in Instruction (next agenda item)

The Arizona School Boards Association provided the District with adjusted language related to Board Policy IJNDB and IJNDB-R, Use of Technology Resources in Instruction. Due to the need to have this adjusted language in place for the 2012 E-rate funding year it was recommended that Board Policy BGB be suspended for agenda item # 12B of the agenda. Doing so provides the Board the opportunity to consider adjustments to Policy IJNDB with one reading rather than the specified two readings noted in BGB. Authority for such action is provided in Board Policy BGF, Suspension/Repeal of Policy.

Richard Adler moved to suspend Governing Board Policy BGB related to a first and second reading, regarding policy adoption, for the discussion and consideration of agenda item #12B of this Board agenda dated, September 11, 2012. Brian Letendre seconded and the motion carried unanimously.

B. First and second reading and possible action regarding Policy Advisory 440 – Use of Technology Resources in Instruction as presented by the Arizona School Boards Association

PA # 440

**IJNDB
IJNDB-R**

**Use of Technology Resources in Instruction
Use of Technology Resources in Instruction**

To insure compliance with State Statutes this Policy Advisory was submitted by the Arizona School Boards Association (ASBA) relating to Section I - Instruction for Board review.

Diana Green reported that adjusted policy language must include a technology protection measure that protects against internet access by both adults and minors to visual depictions that are obscene, etc., with respect to use of computers by minors, harmful to minors, and that the adjusted policy language needs to be in place immediately because it applies to the 2012-2013 funding year.

Policy notification regarding internet usage is provided in staff and student handbooks. Mr. Adler asked that Mr. Streeter look at more direct instruction instead of relying on a handbook that may or may not be read.

Lead IT Specialist Patrick Keeling explained to the Board that all internet traffic is filtered through a content filter and firewall; anything from outside of the United States is automatically blocked but with advanced notification the technology department can allow access to sites outside of the country. Mr. Moody stated that access to foreign countries will be necessary once the ITV equipment is up and running.

Mr. Letendre stated his concern about the possibility of cyberbullying. In response, Dr. Stanton offered a summary of the District's policy regarding bullying. Once an incident is reported a strict timeline including investigation of allegations is followed. The bullying policy has been communicated in several ways including the District website, classroom posting, and messages to parents.

With the suspension of Policy BGB – Policy Adoption related to a first and second reading, it was the recommendation of administration to accept this advisory as presented by ASBA and adopt the Policy IJNDB – Use of Technology Resources in Instruction.

Richard Adler moved to adopt Policy IJNDB – Use of Technology Resources in Instruction as presented by ASBA in Policy Advisory 440. Brian Letendre seconded and the motion carried unanimously.

C. Discussion and possible action to approve the Board's top ten issues of importance from the Arizona School Boards Association's 2013 Political Agenda Priorities list

Each year the Arizona School Boards Association (ASBA) compiles a list of concerns from school districts. Concerns were submitted and those approved by the Review Committee were presented by ASBA and included in the board packet. The Board prioritized their top ten choices and the list will be submitted to ASBA. From the lists provided by the districts across the state ASBA will select the legislative issues that will be the focus of their lobbying efforts for the 2013 State Legislative Sessions.

The Board discussed their views and prioritized their top ten choices as:

Agenda Item		Brief Description	Rank
Number	Category		
II-2	Local Control	Oppose unfunded & burdensome mandates	1
V-18	Funding	Fund voluntary, full-day kindergarten	2
I-1	Advocacy for Children and Student Needs	Adequately encourage and financially support the curriculum and instructional needs of schools	3T

V-1	Funding	Complete revision of the school finance formula	3T
III-1	Accountability	Foster continuous improvement of standards and assessments adopted by the State Board of Education	5T
V-5	Funding	Ensure full funding for inflation , especially in years where inflation is greater than 2%	5T
VII-5	Federal Concerns	Fund Secure rural Schools Act forest fees and PILT	5T
V-8	Funding	Oppose any reduction in state or federal funding of CTE	8T
VII -8	Federal Concerns	Continue E-Rate	8T
IV-18	Taxation	Allow purchase of equipment with bond money	10
IV-20	Taxation	Strike bond indebtedness limits	11T

After further discussion the Board elected to include IV-20 – Taxation (Strike bond indebtedness limits) in the top ten. The District cannot issue any more bonds until the limit changes; even with refunding or refinancing this could be an issue. IV-18 – Taxation (Allow purchase of equipment with bond money) was removed from the top ten.

Richard Adler moved to approve the selection of the top ten issues as discussed and to be submitted to ASBA as a focus of their lobbying efforts for the 2013 State Legislative Sessions. Brian Letendre seconded and the motion carried unanimously.

D. Discussion and possible action to approve an Intergovernmental agreement (IGA) with Yavapai County Educational Services Agency for E-rate consulting services

Lead IT Specialist Patrick Keeling reported that Yavapai County Educational Services Agency (YCESA) now provides the E-Rate consulting services that were formerly provided by Educational Technology Associates L.L.C. The consultants ensure the District is in compliance with new laws and guidelines, continually monitor the District, and seek new ways to save even more. Because this area is subject to audit, YCESA would assist in any audit. There will be no change in services from the previous provider. The invoice amount of \$10,026.78 is a flat fee for any and all services for the 2012-13 fiscal year and includes a five-percent discount from YCESA.

Mr. Keeling recommended the approval of the IGA for E-Rate consulting services to be provided by YCESA to allow the District to continue to receive the benefits of an E-Rate consultant to support the E-Rate funding approval process.

Richard Adler moved to approve the YCESA E-Rate consulting IGA to allow the District to continue to receive professional E-Rate consulting services. Brian Letendre seconded and the motion carried unanimously.

13. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

*October 9 16, 2012	6:30 p.m.	Regular Meeting	@ Transportation Training Facility
November 13, 2012	6:30 p.m.	Regular Meeting	@ Mountain View Elementary
December 11, 2012	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle

*October 9 is during fall break

14. ADJOURNMENT

Brian Letendre moved to adjourn. Richard Adler seconded and the motion carried unanimously. The meeting adjourned at 8:23 p.m.

Respectfully submitted,

Mary Diaz,
Board Secretary

APPROVAL

A B S E N T

Howard Moody, President

Shelly Damschroder, Vice President

Richard Adler, Member

Brian Letendre, Member

A B S E N T

Carm Staker, Member

