



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, November 13, 2012

**Mountain View Elementary School
8601 E. Loos Drive**

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 **November 13, 2012**, at **Mountain View Elementary School**, located at **8601 E. Loos Drive, 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 1-3) A. HUSD VIPs – JoAnne Bindell, Mountain View Elementary Principal
 1. Certified – Kori Huibregtse
 2. Classified – Sue Ward
 - (Page 4) B. Update from Health Occupational Students of America (HOSA) on successes in 2011-2012 and at the National Leadership Conference in June
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 5-8) A. Personnel Recommendations
- (Pages 9-16) B. Governing Board Meeting Minutes of October 16, 2012
- (Pages 17-216) C. Financial/Business
 - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,084,836.70
 - 2. Approval of Payroll voucher(s) in the amount of \$ 1,195,800.26
- (Pages 217-223) D. Budget – Board Report
- (Pages 224-228) E. Student Activities – Board Report
- (Pages 229-249) F. Request for approval of student travel for Liberty Traditional School students to go to Catalina Island, April 23-26, 2013
- (Pages 250-257) G. Request for approval of amended 403(b) Plan Document (Tax Sheltered Annuity)
- (Pages 258-259) H. Request for approval to delegate the superintendent, or designee, to delegate authority to assign fund balances for specific purposes according to Governmental Accounting Standards Board (GASB) Statement No. 54
- (Pages 260-272) I. Request to renew an Intergovernmental Agreement (IGA) with the Town of Prescott Valley for facility use
- (Pages 273-292) J. Recognition of Parent Organizations
- (Pages 274-282) 1. Granville Elementary School
- (Pages 283-292) 2. Humboldt Elementary School
- (Pages 293-294) K. Gifts and donations

9. DISCUSSION ITEMS (no action will be taken)

- (Pages 295-296) A. Update of events at Mountain View Elementary School including: Outdoor Habitat, Robotics STEM Workshop, APS Grant, Title One Distinguished School Award, 2012 NCEA High Performing Schools List for Arizona
- (Pages 297-298) B. Human Resources update regarding the teacher evaluation process
- (Pages 299-300) C. Educational Services update regarding Common Core and Move on When Reading

10. ACTION

- (Pages 301-302) A. Request for approval of an additional one-on-one moderate/severe/profound aide position at Glassford Hill Middle School
- (Pages 303-304) B. Request for approval of three part-time aide positions, one each for Lake Valley Elementary School, Mountain View Elementary School, and Humboldt Elementary School, and an increase in hours for an existing part-time aide position at Mountain View Elementary School

11. PERSONNEL

- (Pages 305-306) A. *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)]
- (Pages 307-308) B. *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)]
- (Pages 309-310) C. *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:

December 11, 2012	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle
January 8, 2013	6:30 p.m.	Organizational & Regular Meeting	@ Humboldt Elementary
February 12	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary

13. ADJOURNMENT

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

CELEBRATING SUCCESSES

Item 6

A. HUSD VIPs

- 1. Certified – Kori Huibregtse**
- 2. Classified – Sue Ward**

B. HOSA Presentation

EMPLOYEE OF THE MONTH

Date: October 26, 2012

Nomination submitted by JoAnne Bindell, Principal
Mountain View Elementary School

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

I am extremely pleased to honor Kori tonight. In 2007 Kori interviewed for a fourth grade position but I saw a talented ELD teacher and convinced her on the spot to take a different position. She wanted a fourth grade regular education class and I wanted a first grade teacher who could make a difference in the lives of English language learners. She was hesitant but willing. Kori is one of my best hires and I am sure Mariela Bean can attest to that. She is presently teaching a combination first and second grade ELD class. I wholeheartedly believe, as well as everyone on my staff, that Kori's commitment to the students at Mountain View allowed us to gain the extra three points needed to maintain our "A" rating.

Mrs. Huibregtse's classroom is an attractive and well-organized learning environment. Her students are consistently engaged and on-task, and eager to learn. Kori is very pro-active about coming up with ways to make necessary accommodations to insure her students' success. She uses many different modalities to help students learn including plastering her walls with words and phrases. Students speak and write in complete sentences often through prompts and sentence starters. Every child is expected to respond. Kori makes every effort to engage students through cooperative groups, where every child is talking and working together. She believes that the more they talk and work together, the faster they will learn the English language.

Her lessons are well-crafted, organized, creative, and energetic. Her energy, enthusiasm, and positive attitude are refreshing, and help keep her students—and her colleagues—motivated. She is a model teacher who is willing to help in any capacity for the benefit of her students and teaching peers.

Kori's colleagues respect her as a person and as a professional. Teachers describe her as being, "a positive and dedicated member of the staff, who is always willing to share ideas and resources with others." She maintains close communications with regular-education teachers regarding the needs and progress of specific students that have been designated as "proficient" and moved out of her room into regular-education classrooms.

Mrs. Huibregtse's dedication does not stop at the classroom level; Kori has the added responsibility of overseeing state-mandated testing and paperwork for the school. She is the go-to person whenever there is a question about ELD.

She is a devoted member of the Child Study Team sharing her expertise with coworkers. Child Study meets weekly for the entire year often twice a week if needed. This year she became a member of the RTI team again meeting weekly to look at student data and to make recommendations. She does not complain about the amount of time that she gives up meeting with her peers.

Mrs. Huibregtse exemplifies the qualities of an outstanding teacher. She affords each student the opportunity to achieve his or her highest academic potential in an environment that is safe, positive, and nurturing; an environment where imaginative, enjoyable, and productive learning can take place, and where the dignity of each child is maintained. Her devotion and commitment to the education of all, young and old, makes her worthy of being named Mountain View Employee of the Month.

Sincerely,

JoAnne Bindell

EMPLOYEE OF THE MONTH

Date: October 26, 2012

Nomination submitted by JoAnne Bindell, Principal
Mountain View Elementary School

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

Sue has been a part of the Mountain View family for many years beginning as a parent volunteer when her oldest daughter was in kindergarten ten years ago, as a PTO president, vice president, resource aide, playground aide, receiving clerk, and now thankfully my administrative secretary. She clearly will tell you or anyone else who walks in the building that Mountain View is the best school, with the best staff, students, parents, and principal. Her love for Mountain View shows in her commitment to the school during the many changes that have taken place with the loss of my secretary last Christmas and attendance secretary in May. Sue has been the glue that has held the office together these past nine months. Not only did she do her job as receiving clerk at the time but she kept up with attendance secretary duties and administrative secretary duties. Through these experiences Sue learned that she was competent enough to run the office and kindly, with a gentle nudge, she accepted the position starting in the middle of August.

Sue worked many hours beyond the workday and the weekends the first several weeks into her position to get things running smooth once again. Often I can expect my message light to be blinking in my office when I walk in the door in the morning if we hadn't talked once or twice the night before. Her messages are full of excitement containing ideas of something that needs to be done, that she would like to do, or wouldn't it be fun if we did this. Her ideas are not about making her job easier but what can be done for others.

First impressions that a caller gets on the telephone or in person exhibits her patience and empathy often alleviating parent anxieties in every situation and if warranted is firm and fair. I have been very impressed by the way she sits and listens to parents. If I am not available she calmly listens and problem solves often handling parent complaints and student discipline issues allowing me the time to be an instructional leader. In early September she actually told me to get in my office and do my job instead of helping her. I knew then that I could relax knowing that everything and everyone was going to be okay and that I could spend more time out of my office.

Sue embraces a positive personal philosophy regarding children, parents, and staff upholding our mission to value the individual, challenge the mind, and nurture the heart. Children who need a hug and a kind word visit the office every day. I often find little love notes on her desk from returning students. So many kids have been touched by her kindness. She strives to find qualities in each student that can be nurtured and celebrated. The staff receives that same individual attention.

Sue has a great rapport with the instructional and non-instructional staff and is respected in her leadership role. When necessary she alerts all staff to unusual and dangerous situations in a calm manner while carrying out school and district emergency plans. She is consistent, reliable, and competent while conducting her duties as an administrative secretary maintaining an environment that reflects professional practices.

Mountain View is fortunate to have someone with Sue's competence performing non-instructional tasks willingly, exhibiting grace, and professionalism. She sustains a spirit of enthusiasm, commitment, and a strong desire to serve the needs of everyone.

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **6B**
FROM: Sheryl McCully, BMHS HOSA Sponsor Reading
DATE: November 13, 2012 Discuss
SUBJECT: Health Occupations Students of America (HOSA) Action
– Student Presentation Consent

OBJECTIVE: Celebrating Success

SUPPORTING DATA:

Students will give a presentation to the HUSD Board about HOSA: Future Health Professionals. This presentation will allow the students to share our successes this past year, as well as an update on how our students performed at the National Leadership Conference in June.

These students have been positively impacted by the support that HUSD Board and staff have continued to give to HOSA and would like to say thank you!

SUMMARY & RECOMMENDATION:

Sample Motion:

Approved for transmittal to the Governing Board:



Dr. Paul Stanton, Superintendent

Questions should be directed to: Dr. Paul Stanton, 759-4000

CONSENT

Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on November 13, 2012

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

Certified Staff

1. Julie Dahlstrom - .5 Reading Coach @ HES (resign effective 10/5/12 - \$500 recruitment fee assessed)

Classified Staff

1. Teresa Bailey - 6.5 Hr/Day Title One Aide @ CSES (resign effective 10/24/12)
2. Laurin Custis - Administrative Secretary @ BMHS (resign effective 11/9/12)
3. Leah Hillig - Payroll Coordinator @ DO (resign effective 11/6/12)
4. Samuel Pedraza - Custodian @ BMHS (resign effective 11/2/12)
5. Richard Ponczek - 4.5 Hr/Day Bus Driver @ DO (resign effective 11/2/12)
6. Glenda Strauss - 4 Hr/Day ELL Assessment Secretary @ DO (resign effective 12/14/12)
7. Sylvia Wagner - 5.75 Hr/Day Title One Aide @ HES (resign effective 9/21/12)
8. Kathleen Whitlock - 6 Hr/Day Preschool Aide @ BFPS (resign effective 10/26/12)

Substitute+ Staff

1. Betty Bulecheck - Aide
2. William Coward - Bus Driver
3. Lori Dodge - Aide
4. Rhodora Ebersole - Nurse
5. Stephanie Henry - Nurse
6. Marty Rogers - F & N Aide
7. Wendy Spring - Aide

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

Certified Staff

1. Ashley Blackwell - Nurse @ CSES (replaces Caitlyn Casperson)

Classified Staff

1. Yadira Garcia - 5 Hr/Day Bus Driver @ DO (replaces Carol Dunn)
2. Kathleen Hayes - YTP Specialist Aide @ BMHS (replaces Maria Silva)
3. David Manley - 7 Hr/Day Custodian @ GES (replaces Maria Guerra)
4. Kathryn Marion - 6 Hr/Day Mod/Sev/Prof Aide @ BMHS-E (replaces Crystal Rahman)
5. Trisha Marr - 3.9 Hr/Day Preschool Aide @ BFPS (replaces Cathern Halliburton)
6. Ana Northup - Attendance Secretary @ BMHS (replaces Cheryl Hegwood)
7. Edward Orr - 5.5 Hr/Day Bus Driver @ DO (replaces Larry Jorgensen)
8. Memarie Walter - 4 Hr/Day ELL Assessment Secretary @ DO (replaces Glenda Strauss)

Substitute+ Staff

1. Melissa Andreasky - Aide
2. Joseph DeMichele - Nurse
3. Jennifer Farmer - F & N Worker
4. Sharon Felker - Aide
5. Janice Hagstrom - Teacher
6. Cheryl Hegwood - Aide
7. Antoinette Jozaitis - Aide
8. Tammy Lewis - Bus Driver
9. Deborah Olivares - Bus Driver
10. Barbara Riffle - Aide
11. Daniel Santeford - Custodian
12. Carrie Tyler - Teacher
13. Darrelle Walker - Nurse

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on November 13, 2012

C. SUPPLEMENTAL CONTRACTS

Overloads

1. None

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

(\$25,426.25 M&O...\$1,835.50 Tax Credit...\$3,675.0 General Tax Credit...\$0.00 SPED)

1. Efren Badilla – High School Head Girls Basketball Coach stipend @ BMHS
2. Leta Barnes – Middle School Mathematics Department Chair stipend (paid w/ Title II)
3. Doug Beilfuss – High School Head Boys Basketball Coach stipend @ BMHS
4. William Blasczyk - High School Freshmen Girls Basketball Coach stipend @ BMHS
5. Ryan Blundell – Elementary School Girls basketball Coach stipend @ GES (paid w/ Tax Credit)
6. Joe Borzello – High School Boys Tennis Coach stipend @ BMHS
7. Joe Borzello – High School Girls Tennis Coach stipend @ BMHS
8. Jeff Brown – High School Assistant Wrestling Coach stipend @ BMHS (paid w/ Tax Credit)
9. Alex Bruhn – Elementary School Boys basketball Coach stipend @ HES (paid w/ Tax Credit)
10. Anthony Burris - High School JV Girls Basketball Coach stipend @ BMHS
11. Gordon Cobb – High School Head Wrestling Coach stipend @ BMHS
12. Blair Hillig – High School Freshmen Boys Basketball Coach stipend @ BMHS
13. Burt Kelly – High School JV Boys Soccer Coach stipend @ BMHS
14. Timothy Krob – Elementary School Girls basketball Coach stipend @ HES (paid w/ Tax Credit)
15. Bill Lamb – High School JV Boys Basketball Coach stipend @ BMHS
16. Phillip Reid – High School Head Boys Soccer Coach stipend @ BMHS
17. Robert Shegog – Middle School Wrestling Coach stipend @ BMMS/GHMS/LTS

Other Stipends

(\$2,000.00 M&O...\$0.00 Tax Credit...\$0.00 F&N...\$0.00 Special Education)

1. John Colgan – 8th Hour Math Instructor stipend @ GHMS (paid through Local M&O)
2. Kim Glenn – 8th Hour ELA Instructor stipend @ GHMS (paid through Local M&O)

D. IN-DISTRICT TRANSFERS

Certified

1. None

Classified

1. Richard Barros – from 5 Hr/Day Bus Driver @ DO to 7 Hr/Day Bus Driver @ DO (replaces Daniel McKenna)
2. Cathern Halliburton – from 3.9 Hr/Day Preschool Aide @ BFPS to 6 Hr/Day Preschool Aide @ BFPS (replaces Kathy Whitlock)
3. Karrie Herring – from 5.75 Hr/Day Title One Aide @ CSES to 6.5 Hr/Day Title One Aide @ CSES (replaces Teresa Bailey)
4. Linnea Knisely – from Counseling Secretary @ BMHS to Administrative Secretary @ BMHS (replaces Laurin Custis)

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

Certified

1. None

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on November 13, 2012

Classified

1. Bette Chmielewski - from 3.5 Hr/Day F & N Worker @ LVES to 5.25 Hr/Day F & N Worker @ LVES (Board approved 10/16/12)
2. Diane Harris - from 3.5 Hr/Day F & N Worker @ LTS to 4.5 Hr/Day F & N Worker @ LTS (Board approved 10/16/12)
3. Teresa McMillan - from 6.5 Hr/Day F & N Cook @ LVES to 7.0 Hr/Day F & N Cook @ LVES (Board approved 10/16/12)
4. Cheryl Stillbert - from 5.5 Hr/Day F & N Worker @ HES to 6.5 Hr/Day F & N Worker @ HES (Board approved 10/16/12)

CONSENT Item 8B.

Minutes

October 16, 2012

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Executive Session and Regular Meeting Minutes
Tuesday, October 16, 2012

A **regular** meeting of the Humboldt Unified School District Board of Education was held at the HUSD Transportation Center on Tuesday, October 16, 2012, in Prescott Valley, Arizona.

6:30 PM REGULAR SESSION

1. WELCOME AND CALL TO ORDER

President Moody called the meeting to order at 6:33 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, Richard Adler, Carm Staker, and Brian Letendre.

4. AGENDA REVIEW/ACCEPT

Personnel Agenda Item B.5. Konrody, should be Konrady. Action Item 10A was removed. Action Item 10G was added to the revised agenda.

Shelly Damschroder moved to accept the agenda as amended. Carm Staker seconded and the motion carried unanimously.

5. REPORTS

A. Board

Howard Moody

- Thanked J.C. and Peggy Konecny for the Arizona Centennial décor for the meeting room

Shelly Damschroder

- Attended the high school play – one of their best performances
- Announced the high school college fair to be held the evening of October 17
- Noted that HR Director Mariela Bean's daughter, Marianne, was recently inducted to the Ring of Fire at the high school

Carm Staker

- Visited BMMS and observed the Paxton/Patterson Science Program
- Continues to solicit donors for the Hungry Kids Program
- Attended the ASBA Fall Workshop

Brian Letendre

- Attended the ASBA Fall Workshop
- Attended the high school play
- Toured District schools with Mariela Bean and Gary Hicks

Richard Adler

- Attended the ASBA Fall Workshop

B. Superintendent

Dr. Stanton

- He and other administrators attended the county meeting regarding the new teacher evaluation system
- Completed the Race To The Top competitive grant application
- Was a guest speaker in Jennifer Woods high school Education Professions class
- Hosted the HUSD Experience local television broadcast
- Attended the ASBA Fall Workshop
- He and principal Candice Blakely-Stump attended an anti-bullying conference in Phoenix

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

Dr. Stanton congratulated Ms. Windham and noted that the award is the highest form of recognition in the area of governmental accounting and financial reporting.

7. PUBLIC PARTICIPATION

None.

8. 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.

Mr. Adler requested that Consent Item 8.H. be removed for further discussion.

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

9. DISCUSSION ITEMS (no action will be taken)

A. Discussion of the strategic planning process and AdvancED accreditation overview by Nancy Alexander

Ms. Alexander's PowerPoint presentation included:

- Introduction
- The importance of planning
- Shared purpose and direction
- Current planning stage
- Strategic planning and definition of planning
- Team-based strategic planning process
- Monitoring strategic planning
- What works, and the next steps for HUSD
- Accreditation the AdvancED way
- Internal review, effective practice, external review

A copy of the presentation is available upon request at the District Office.

B. Update of the District's bond and capital projects

Per A.R.S. 15.491 (k) the District is required to provide the public an annual update on the District's bond and capital projects between September 1 and October 31. In compliance with this requirement, the following information was provided.

BOND:

Finance Director Cynthia Windham summarized current expenditures and obligations in the following categories:

Improve Athletic/Playground Facilities:	\$ 7,738,308
Renovations/Upgrade to Existing Schools	\$ 8,484,030
Construction of Additions to Existing Schools	\$14,282,130
Pupil Transportation	\$ 2,923,937
Transportation Facility	\$ 4,992,599

The overall combined unencumbered/unexpended budget capacity is currently \$2,578,996.

It was noted that projects need to fall in line with what was stated in the B-Bond Pamphlet; upgrades and major replacements, not general maintenance.

CAPITAL:

Ms. Windham reported that the District is in the process of developing a data base that identifies capital items in need of replacement and provided a sample report in the Board packet. The report will serve as a planning tool during the annual budgeting process. The data base will include projected replacement costs and the useful life of items in the following areas: Building/Grounds; Food Service; Special Systems; Technology and Transportation. A list of priorities is being worked on.

One project is still underway, classroom wiring, and was initially projected at \$600,000; the adjusted cost is approximately \$757,000. The B-Bond Committee met last evening and approved up to \$780,000 to complete the project.

Ms. Damschroder requested that the high school bathrooms be included on the priority list as only the sinks have been replaced. The bathrooms were indicated as an area of concern on student surveys over the last two years.

Mr. Moody stated that the District has not received building renewal funds for the last five years; the \$700,000 that we used to receive now has to be made up by maintenance and operation or capital funds.

Thanks to Project Manager Ken Johnson, the District was awarded an emergency grant in the amount of \$240,000 by the School Facilities Board to be used for heating and cooling units.

10. ACTION

(Pages 549-550) ~~A. Discussion and possible action to dissolve the B-Bond Committee~~

From the Consent Agenda:

8. H. Recognition of Parent Organizations

1. Bradshaw Mountain High School

- a) Connection
- b) Football Boosters
- c) Baseball Boosters
- d) Boys' Basketball Boosters
- e) Wrestling Boosters

2. Bradshaw Mountain Middle School

3. Glassford Hill Middle School

4. Liberty Traditional School

5. Coyote Springs Elementary School

6. Mountain View Elementary School

Mr. Adler appreciates the progress in this area over the last few years and wishes to move further in the future. He noticed that some schools did not provide a budget with their application and suggested that the District prepare a standardized template for the use of parent organizations. He also noted one or two instances where officers were not in place; when the bylaws require a president, he recommended the vice president to be moved to that position.

Finance Department employee Beth Turner has been working with several organization volunteers that aren't experienced in budgeting and tracking expenditures. Ms. Turner offered formal training several years ago, but officers change almost every year. She is available to assist any organization in need of help in the preparation of financial statements, etc. A budget report will be required next year and The Trust (District liability insurance provider) requires a quarterly report. At this time, Ms. Turner has received a quarterly report from three of the nine schools. She stated that the groups have greatly progressed from prior years and suggested that the budget should be very simple and a standardized format should not be required because each group is different. Support from the school administrators is very important.

Mr. Adler suggested a simple and basic procedure be established. Mr. Moody would like to see standardized bylaws; something he has requested for six years.

With all of the legal requirements concerning parent organizations, the Board is very appreciative of the volunteers and the time and effort they provide on behalf of the students.

Richard Adler moved to approve the listed parent organizations for the 2012-13 school year. Shelly Damschroder seconded and the motion carried unanimously.

B. Discussion and possible action to approve the District's Goals and Objectives for fiscal year 2012-13

The HUSD Governing Board has established three strategic goals focused on student achievement, future planning for students, and parent and community involvement for many years. As a team, district and school administrators have been working on setting measurable goals that support these three areas. SMART goals have been established using the new Arizona A-F labeling system, areas required by legislation, and researched based practices.

Per Board feedback, the team focused on using a uniform template that focused on the goals and their measurements. The team understands that refining goals and measurements and focusing on key strategies to achieve these goals will be a multi-year process.

Summary:

Goal 1 – Raise the Level of Student Achievement in HUSD
Reading, Writing, Math

SMART Goal: The District will increase its district total points on the District A-F Letter Grade from 133 points to 140 points (140 = A).

The primary focus is on Common Core requirements and individualized instruction. Strategies and interventions were listed along with activities for implementation. Metrics, timelines, and persons responsible are also part of the goal template.

Goal 2 – Focus on Planning for Future Student Needs

SMART Goal: The District will prepare students for college and career readiness as demonstrated by increasing the graduation rate from 82% to 85%.

Strategies and interventions were listed along with activities for implementation. Metrics, timelines, and persons responsible are also part of the goal template.

Goal 3 – Increase Parental/Community Involvement

SMART Goal: The District will engage the community in the decision making process.

Utilizing last year's parent survey results, strategies have been implemented to increase communication and involvement.

Strategies and interventions were listed along with activities for implementation. Metrics, timelines, and persons responsible are also part of the goal template.

The goals in their entirety were included in the Board packet which is available at the District Office and the District website www.humboldtunified.com under the Governing Board tab.

From the Board:

- Mr. Letendre would like the District to research how parents prefer to receive communications
- Ms. Damschroder suggested that the PASS Program be implemented at the third grade level (the program is currently available to middle schools and the high school), increasing parent communication without additional cost to the District
- Mr. Moody does not want to require each teacher to have a website

Shelly Damschroder moved to adopt the District Goals for the 2012-13 school year. Carm Staker seconded and the motion carried unanimously.

C. Discussion and possible action to approve a fourth District Goal: Attract and Retain Highly Effective Employees

Human Resource Director Dan Streeter recommended the addition of a fourth goal.

Goal 4 – Attract and Retain Highly Effective Employees

SMART Goal: The District will attract and retain highly effective employees through fair and equitable practices that meet their needs to ensure student success.

He noted that this was a topic at the Governing Board Retreat this summer and stated that it is increasingly important to attract and retain highly effective employees in these economic times and to identify strategic ways to focus on attracting and retaining highly effective employees. If the District is committed to continuing to effect student achievement in a positive manner, we will need to create an additional commitment to attracting, retaining, and enhancing the skills of the most talented people we can find.

Specific actions and strategies related to current and future employees fall into three categories: recruitment of new employees, retention of current employees, and support for employees. Mr. Streeter expanded on these strategies that were included in the Board packet.

From the Board:

- Mr. Moody recommended that the District do away with the "step" schedule and move to a "range" schedule
- Stay away from minimum wage
- Do we offer the training and support for employees to be successful in their jobs? (It was noted that classified employees have little to no training)

Carm Staker moved to adopt Board Goal 4 – Attract and Retain Highly Effective Employees through fair and equitable practices that meet their needs to ensure student success. Brian Letendre seconded and the motion carried unanimously.

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)

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.

The first reading was held at the regular scheduled Governing Board meeting on September 11, 2012.

It was the recommendation of administration to accept the policies, exhibits and/or regulations as recommended by ASBA. Upon approval these policies/regulations/exhibits will become effective immediately and will be added to the current Policy Manual.

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

Richard Adler moved to adopt Policy GCF – Professional Staff Hiring, and Policy GCQR-Discipline, Suspension, and Dismissal of Professional Staff Members as recommended by ASBA. Carm Staker seconded and the motion carried unanimously.

E. Second reading and possible approval 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.

The first reading was held at the regular scheduled Governing Board meeting on September 11, 2012.

It was the recommendation of administration to accept the policies, exhibits and/or regulations as recommended by ASBA with minor changes noted in the summary provided in the Board packet. Upon approval these policies/regulations/exhibits will become effective immediately and will be added to the current Policy Manual.

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 – OPTION 3 SELECTED
	GCO-RA	Evaluation of Professional Staff Members (Addendum B)
~~449~~	~~IHAL~~	~~Teaching About Religion~~ TABLED
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

From the Board

- 449: After concerns were expressed by members, followed by discussion, 449 was tabled.
- 441: Ms. Damschroder suggested that the District accept credit cards. Ms. Windham is exploring the possibility and has been in contact with three vendors. There is a cost to the District when offering the option of credit card payment.
- 448: Option three was selected.

Richard Adler moved to adopt the following policies as recommended by ASBA with any noted changes: DGD-Credit Cards, DJE-Bidding/Purchasing Procedures, GB-General Personnel Policies, GCCD-Professional/Support Staff Military/Legal Leave, GCK-Professional Staff Assignments and Transfers, GCMF-Professional Staff Duties and Responsibilities, IHAMB-Family Life Education, IHBCA-Programs for Pregnant/Parenting Students, IHBE-Bilingual Instruction/Native Language Instruction, IHBHD-Online/Concurrent/Correspondence Courses, IJM-Special Interest Materials Selection and Adoption, KD-Public Information and Communication, KHC-Distribution/Posting of Materials, GBAB-Medical Marijuana Standards and Conditions for Employees, GBECA-Nonmedical Use or Abuse of Drugs or Alcohol, JICH-Drugs and Alcohol Use by Students, and KFA-Public Conduct on School Property. Carm Staker seconded and the motion carried unanimously.

Richard Adler moved to adopt GCO-Evaluation of Professional Staff Members, selecting option three as recommended by HUSD administration. Carm Staker seconded and the motion carried unanimously.

F. Request for approval of new positions, and increase and/or decrease of hours for existing positions in the Food and Nutrition Department

Human Resource Director Dan Streeter reported that on July 1, 2012 the District implemented the requirements of the Healthy Hunger Free Kids Act of 2010. This legislation created a need for increased labor in order to properly execute the requirements. Additionally, the Food and Nutrition Department has been called upon to assist with cafeteria supervision during mealtimes to ensure compliance with meal portions. By adding new, three hour contracts and extensions of existing staff hours, the Food and Nutrition Department cannot only meet the needs of these new requirements, but also better meet the food preparation requirements of the new law. An additional

opportunity is for the Food and Nutrition Department to give directly back to the schools by relieving grant funded staff from performing cafeteria supervision duties outside the scope of specified requirements.

Richard Adler moved to approve the Food and Nutrition Department's staffing changes as with all funding to come from the Food and Nutrition Program. Brian Letendre seconded and the motion carried unanimously.

G. Discussion and possible action to temporarily suspend Board Policy BAA – Evaluation of School Board/Board Self-Evaluation regarding the requirement of an annual evaluation not later than October 30

President Moody stated that a new Board member was appointed in September 2012, and two members will start in January 2013. He recommended that the Board Self-Evaluation take place after the new Board has the opportunity to work together over the course of several Governing Board meetings, but not later than October 30, 2013.

Mr. Adler agreed that the new Board should take time during a work study session, in lieu of a formal self-evaluation, for orientation early next year.

Richard Adler moved to suspend Board Policy BAA – Evaluation of School Board / Board Self-Evaluation until the new Board is in place and has the opportunity to work together, but not later than October 30, 2013. Brian Letendre seconded and the motion carried unanimously.

11. ANNOUNCEMENTS – Reminder to vote on Tuesday, November 6.
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.	Organizational & Regular Meeting	@ Bradshaw Mountain Middle
January 8, 2013	6:30 p.m.	Regular Meeting	@ Humboldt Elementary

12. ADJOURNMENT

Shelly Damschroder moved to adjourn. Richard Adler seconded and the motion carried unanimously. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Mary Diaz,
Board Secretary

APPROVAL

Howard Moody, President

Shelly Damschroder, Vice President

Richard Adler, Member

Brian Letendre, Member

Carm Staker, Member