



The Humboldt Schools.  
*Motivating achievement since 1906.*

## GOVERNING BOARD MEETING

Tuesday, January 8, 2013

Humboldt Elementary School  
2750 S. Corral Street  
Humboldt, AZ

**Regular Session @ 6:30**

Dr. Paul H. Stanton, Superintendent

Richard Adler, Member  
Gary Hicks, Member  
Brian Letendre, Member  
Suzie Roth, 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 **January 8, 2013**, at **Humboldt Elementary School**, located at **2750 S. Corral Street, Humboldt, 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](mailto: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. **SWEARING IN OF NEW GOVERNING BOARD MEMBERS – County Superintendent Tim Carter**
  - A. Gary Hicks
  - B. Suzie Roth
4. **ROLL CALL**
5. **AGENDA REVIEW/ACCEPT**
6. **REPORTS**
  - A. Board
  - B. Superintendent
7. **BOARD ORGANIZATIONAL MEETING PURSUANT TO A.R.S. § 15-321**
  - A. Election of Governing Board President/Term of Office
  - B. Election of Governing Board Vice-President
  - C. Establish regular Board meeting dates, times, and location(s)
  - D. Establish official location(s) for posting of Board notices/agendas
  - E. Possible action regarding choice of options for student expulsion hearings
8. **CELEBRATING SUCCESSES**
  - A. HUSD VIPs – Cole Young, Humboldt Elementary School Principal
    1. Certified – Mrs. Mo Holt
    2. Classified – Mrs. Karen Rivenes
9. **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.

**10. 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 7-9) A. Personnel Recommendations

(Pages 10-16) B. Governing Board Meeting Minutes of December 11, 2012

(Pages 17-203) C. Financial/Business

1. Approval of Accounts Payable voucher(s) in the amount of \$ 560,780.08
2. Approval of Payroll voucher(s) in the amount of \$ 2,783,803.90

(Pages 204-210) D. Budget – Board Report

(Pages 211-215) E. Student Activities – Board Report

(Pages 233-234) F. Gifts and donations

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

(Pages 235-236) A. Overview of Prescott Valley's General Plan 2025 presented by Ruth Mayday, Planner, Town of Prescott Valley

(Pages 235-236) B. Update of events at Humboldt Elementary School including: Reward school, Nomination for National Title One School, Galileo – professional development, Partnered with Northern Arizona University – Grandparent Initiative, Rodel Mac-Ro Initiative, Reading Counts Program, and elementary school sports

(Pages 237-238) C. Human Resources update regarding the staffing process for the 2013-14 school year

(Pages 237-238) D. Educational Services update regarding Galileo assessment results for elementary (K-6) reading and math

**12. PERSONNEL**

(Pages 294-295) A. \*Discussion and possible action regarding a request for approval of an unpaid leave of absence for classified employee, Patricia Sill LaValley  
[Possible executive session pursuant to A.R.S. § 38-431.03 (A) (1) (Personnel)]

**13. ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

January 22, 2013	6:30 p.m.	Work-Study Session	@ Transportation
February 12, 2013	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary
*March 12, 2013	6:30 p.m.	Regular Meeting	@ Transportation

(\*The March 12 meeting will most likely be rescheduled to March 19 to be held at Bradshaw Mountain High School)

**14. ADJOURNMENT**

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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.

# **BOARD ORGANIZATIONAL MEETING Item 7**

- A. Election of Governing Board President/Term of Office**
- B. Election of Governing Board Vice-President**
- C. Establish regular Board meeting dates, times, and location(s)**
- D. Establish official location(s) for posting of Board notices/agendas**
- E. Possible action regarding the choice of options for student expulsion hearings**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

TO: Humboldt Unified School District Governing Board      Item # **7 A-E**  
FROM: Dr. Paul Stanton, Superintendent      Reading  
DATE: January 8, 2013      Discuss    X  
SUBJECT: Organizational Meeting of the Board for 2013      Action    X

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**OBJECTIVE:** Board Governance

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**SUPPORTING DATA:**

The Arizona Revised Statute 15-321 and Board Policy BDA require the Board to hold an organizational meeting between January 1<sup>st</sup> and January 15<sup>th</sup> of each year. The purpose of this meeting is the election of officers, the scheduling of meetings, and the establishment of an official posting place for Board notices and agenda.

The Board currently meets on the second Tuesday of each month, beginning at 6:30 p.m., and rotates meeting locations among the District's schools. The official posting locations are the District's website and the Administrative Office.

Once voted on, this information is filed with the Yavapai County Board of Supervisors.

The officers of the Board and their duties are outlined in Board Policy BDB and shall consist of a president, with a term of one or two years established by the Board at the time of election, and a vice president, with a term of one year.

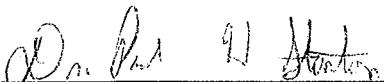
A Governing Board Certificate of Election for the President will be signed by all members and provided to the Yavapai County School Superintendent.

In addition, due to the passage of House Bill 2011 effective November 24, 2009, the Board may choose between two options for the hearing of expulsion cases. If the Board wishes to choose Option B, which allows the Board to approve the hearing of all expulsion hearings to be held by a hearing officer and recommendations sent to the Board for final action, it must do so during the organizational meeting. On August 14, 2012 the Board approved a list of hearing officers and may, if they desire, vote at this time to accept Option B for the 2013 calendar year, as was previously done for the 2012 calendar year.

**SUMMARY & RECOMMENDATION:**

It is recommended the Governing Board elect a president with a set term of office, elect a vice president, set meeting dates, times and locations, establish an official posting place, and elect to continue the practice of a hearing officer hearing all expulsion hearings with the recommendation sent to the Board for final action.

Approved for transmittal to the Governing Board:

  
Dr. Paul H. Stanton, Superintendent

*Questions should be directed to: Dr. Paul Stanton, Superintendent (759-5007)*

**Governing Board  
Certificate of Election  
Of President**

WE HEREBY CERTIFY that at a meeting of the Governing School Board of  
Humboldt Unified School District No. 22, Yavapai County,  
(Name and Number of School District)

on January 8, 2013 elected \_\_\_\_\_ President  
(Month) (Date) (Year) (Name)

of said District Board, to serve for a one year period from date of election.  
(one or two)

This certificate must be signed by no less than two members of a three-member board or no less than three members of a five-member board.

Signature \_\_\_\_\_  
Signature \_\_\_\_\_  
Signature \_\_\_\_\_  
Signature \_\_\_\_\_  
Signature \_\_\_\_\_

**Governing Board  
CERTIFICATE OF ELECTION  
FOR**

\_\_\_\_\_  
(Name)

Filed in My Office

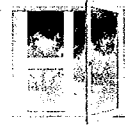
\_\_\_\_\_, \_\_\_\_\_  
(Month & Day) (Year)

as President of Humboldt USD

\_\_\_\_\_  
County School Superintendent

School District Number 22, Yavapai County

Term Expires January, 20 14.



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**PUBLIC NOTICE**

**PLEASE TAKE NOTICE THAT** the Governing Board of the Humboldt Unified School District, pursuant to Section 38-431 and following, Arizona Revised Statutes, as amended, hereby gives notice that it will hold its regular meetings on the following dates, at the following time and places:

- Date: **2<sup>nd</sup> Tuesday of each month**
- Place: **Various school sites or facilities**
- Time: **6:30 p.m.**

Notices and Agendas of meetings will be posted at:

**The District Administrative Office located at 6411 N. Robert Road, Building 100, Prescott Valley, Arizona 86314, and on the District website [www.humboldtunified.com](http://www.humboldtunified.com)**

Copies of agendas for regular and special meetings and executive sessions may be obtained at:

**The District Administrative Office located at 6411 N. Robert Road, Building 100, Prescott Valley, Arizona 86314, and on the District website [www.humboldtunified.com](http://www.humboldtunified.com)**

The respective agenda will be available to the public at such location not less than 24 hours prior to a meeting, unless the meeting covers an emergency as provided in ARS Section 38-431.02.

Executive sessions may be held by the Governing Board as provided in ARS Section 38-431.03.

Dated this 8th day of January, 2013.

Humboldt Unified School District

By \_\_\_\_\_, Board President

Notice of executive sessions will also be posted at the posting place mentioned above. Notice of time and place of any special meeting will be posted at the posting place.

This notice shall be effective January 11, 2012, and shall terminate the date a superseding notice is filed with the Board of Supervisors and posted at the place of posting above mentioned.

**CERTIFICATE**

The above and foregoing notice was filed for record in my office on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Name of Clerk & Title: \_\_\_\_\_, Clerk, Yavapai County Board of Supervisors.

By: \_\_\_\_\_

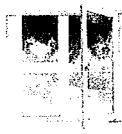
Post: One copy (permanently) at the posting place.

# CELEBRATING SUCSESSES

## Item 8

### A. HUSD VIPs

1. Certified – Mrs. Mo Holt
2. Classified – Mrs. Karen Rivenes



## The Humboldt Schools.

*Motivating achievement since 1906.*

12/28/12

It is a true pleasure to have the opportunity to recognize Mo Holt as the certified employee of the month, representing Humboldt Elementary School. Mrs. Holt has been with Humboldt Unified for 19 years, starting out as a student teacher, moving into a 4<sup>th</sup> grade classroom teaching position at Mountain View and now the Title One Teacher here at HES.

Mrs. Holt is integral in so many behind-the-scenes events at HES. Mrs. Holt is our lead person when it comes to our Reading Counts program. This program is more than just a student reading a book and taking a quiz to track their comprehension. Mrs. Holt provides the backbone of support to teachers and staff when it comes to this massive undertaking. Mrs. Holt has students set goals not only personally, but as a grade level. These points are monitored continuously and supported/celebrated throughout the school year. Every month we have top readers in each individual classroom, as well as top reading class, school wide. Mrs. Holt collects and monitors the point values assigned to each child as they pass quizzes with at least an 80%, based upon the books they have read at their appropriate Lexile. She keeps track of them, and every student with points is allowed to 'shop 'till they drop' at our reading counts store, once a quarter. When students have reached their goals, Mrs. Holt has very creative and motivational incentives strewn throughout her many reward systems. She could be passing out popcorn, hosting an ice cream sundae party, having the principal eat bugs, shave his head, or be placed in a dunk tank. Students want to be part of this kind of momentum.

Mrs. Holt also monitors data collection as she also oversees students' progress through our RTI/Child Study process. Mrs. Holt hosts meetings weekly, supporting teachers and their efforts in providing the best course of action through research-based methods of support for teachers/students in areas ranging from academic to behavioral. She leads this think tank of people through the appropriate steps of intervention and proactive course of action. Mrs. Holt is often seen off hours looking through cumulative folders, searching for new interventions on the web, meeting with teachers about their students, soliciting help from volunteers, and doing whatever it may take to tackle an issue surrounding the stumbling blocks a child may have as they strive for success. These are just a few of the responsibilities Mrs. Holt has taken on outside her job as Title One Teacher.

When it comes to the success of student achievement at HES, Mrs. Holt can be seen supporting it in every facet of her day. As Title One teacher, Mrs. Holt is able to see the big picture. She knows how she fits in at HES and how she is able to support our students academically, school-wide. As she works throughout the day, her team is able to intervene and provide small group instruction to 180 of our 260 K-3 students, 70%. Mrs. Holt does this through providing direct support to her Title one aides and her Reading Lab Aides in the focus of Level II and III in the RTI process.

It is truly amazing what Mrs. Holt has to offer in the mere 6.5 hours we have in a day to serve our students to best of our ability. She maximizes her time and is so effective in what she does for both our students and staff. Mrs. Holt captures the meaning of Panda Pride and is tireless when it comes to making sure the students at HES are given every opportunity to succeed. I am appreciative of her and all she does as we, as a team at HES, try every day to make what most would think impossible, possible in the lives of our students.

Respectfully,

Cole Young  
Principal



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**EMPLOYEE OF THE MONTH  
NOMINATION FORM**

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Date: December 28<sup>th</sup>, 2012

Nomination submitted by:

Mr. Cole Young  
Principal, HES

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

I recommend this nomination for the following reasons:

Mrs. Rivenes has been a valuable asset to Humboldt Elementary for the past 4 years. She has been a para-professional in our Title One room and is a natural when it comes to working with small school-aged children in the area of reading. Mrs. Rivenes has a huge responsibility in working with small groups of children all day long in the area of reading instruction. Karen has to be able to differentiate needs, provide appropriate and meaningful instruction and monitor student progress as her students begin to close achievement gaps. She takes on this monumental task fearlessly and with a sense of determination. She has done this through her exemplary work habits and love for our kids.

Mrs. Rivenes has earned the respect of our staff by always being professional in every facet of her position. She can be counted on every day when it comes to the instruction of her groups. She is always supportive and willing to do whatever it takes when it comes to both the students and our staff. Karen can be seen going above and beyond when it comes to supporting her team. Karen is conscientious, compassionate and driven when it comes to 'her' kids. These combinations of attributes are not taught, but make up the person Mrs. Rivenes is and models at school every day. Karen lives in Chino Valley and could easily choose to work somewhere closer to home, but her loyalty and drive has her coming out to HES every day in her efforts to provide the students at HES with the best she has to offer. Teachers are always complimenting Karen on her varying abilities and strengths when it comes to caring for our students. Her conviction to student achievement is seen daily. She maintains the belief that all students can and will learn every day.

Karen's responsibilities are vast. She is not only responsible for instruction of her groups throughout the day; she supervises students before and during lunch both on the playground and in the cafeteria. Mrs. Rivenes has earned the trust of all students through her respectful nature, fairness and genuine concern.

We at HES, are proud to have Karen Rivenes as not only an educator on staff but as a friend to colleagues and model staff member to students.

Respectfully,

Cole Young  
Principal



**CONSENT**  
**Item 10A.**

**Personnel Recommendations**

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on January 8, 2013

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

Certified Staff

1. None

Classified Staff

1. Kathleen Hayes – YTP Specialist Aide @ BMHS (refused position)
2. Arlene Hemmann – 5.75 Hr/Day F & N Worker @ MVES (resign effective 12/7/12)

Substitute+ Staff

1. Judith Becker – Nurse
2. Sarah Collins – Teacher
3. Michael DeSorda – Teacher
4. Robert Heichelbech – Teacher
5. Tamara Stewart – Aide

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

Certified Staff

1. None

Classified Staff

1. James Dyer-Hurdon – 5.75 Hr/Day F & N Worker @ MVES (replaces Arlene Hemman)
2. Rosey Garripee – Payroll Coordinator @ DO (replaces Leah Hillig)
3. Jennifer Guzman – Custodian @ BMHS (replaces Samuel Pedraza)
4. Angela Herschbach – 3.75 Hr/Day BASP Aide @ CSES (replaces Luann Copeland)
5. Kathryn Larcombe – 4 Hr/Day JTED Custodian @ BMHS-E (New Position-JTED Funded)
6. Kimberly McCauley – 5 Hr/Day F & N Worker @ BMHS (replaces Virginia Fuentes)
7. William Nicholas – 2 Hr/Day BASP Aide @ CSES (replaces Luann Copeland)
8. Jim Richmond – 4.5 Hr/Day Bus Driver @ DO (replaces Rick Ponczek)

Substitute+ Staff

1. Susan Allen – Teacher
2. Mandy Bork – Teacher
3. Shannon Chaney – Aide
4. Melissa Floyd – Aide
5. William Grace – Bus Driver
6. Susan Gunn – Bus Driver
7. Philip Haugan – Bus Driver
8. Hilary Herman – Teacher
9. Cathy Johnson – Nurse
10. Cynthia Koll – Teacher
11. Elaine Lickteig – Teacher
12. Christy McKnight – Nurse
13. Herschelle Mehus – Aide
14. Jennifer Miller – Teacher
15. Chelsea Potts – Aide
16. Maria Ramos – F & N Worker
17. Mary Roskopf - Teacher
18. Staci Taylor – Nurse

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on January 8, 2013

**C. SUPPLEMENTAL CONTRACTS**

Overloads

1. None

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

(\$0.00 M&O...\$0.00 Tax Credit...\$1,408.75 General Tax Credit...\$0.00 SPED)

1. Ryan Blundell – Elementary Volleyball Coach stipend @ GES (paid w/ Tax Credit)
2. Ryan Ingram – Middle School Assistant basketball Coach stipend @ BMMS (paid w/ Tax Credit)

Other Stipends

(\$5,000.00 M&O...\$1,000.00 Tax Credit...\$0.00 F&N...\$0.00 Special Education)

1. Jennifer Medina – ELD Coordinator stipend @ DO (Paid by Director of ELD vacancy)
2. Patrick Webb – Assistant Basketball Coach stipend @ BMHS (Paid w/ Tax Credit)

**D. IN-DISTRICT TRANSFERS**

Certified

1. Sheri Brown – from .6 Special Education Teacher @ HES to 1.0 Extended Resource Teacher @ HES (replaces Colleen Tretton)
2. Diane Cardell-Kennedy – from Resource Teacher @ LTS to Resource Teacher @ GHMS (replaces Sandra Clark)

Classified

1. Renita Donaldson – from 6.5 Hr/Day F & N Cook @ LTS to 6.5 Hr/Day F & N Clerk @ DO (replaces Lisa Masten)
2. Jeremiah Frank – from Lead Night Custodian @ LTS to Lead Maintenance/Custodian @ LTS (replaces Richard Kenner)
3. Virginia Fuentes – from 5 Hr/Day F & N Worker @ BMHS to 5.75 Hr/Day F & N Worker @ LTS (replaces Renita Donaldson)
4. Roger Garcia – from 7 Hr/Day Custodian @ LTS to Lead Night Custodian @ LTS (replaces Jeremiah Frank)
5. Richard Kenner – from Lead Maintenance/Custodian @ LTS to 7 Hr/Day Custodian @ LTS (replaces Roger Garcia)
6. Tracy Lemond – from 6.5 Hr/Day Mod/Sev/Prof Aide @ BMHS to YTP Specialist Aide @ BMHS (replaces Kathleen Hayes)
7. Therese Schmidt – from 5.75 Hr/Day F & N Worker @ LTS to 6.5 Hr/Day F & N Cook @ LTS (replaces Renita Donaldson)

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

Certified

1. None

Classified

1. None



**CONSENT  
Item 10B.**

**Minutes**

**December 11, 2012**

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

A **regular** meeting of the Humboldt Unified School District Board of Education was held at Bradshaw Mountain Middle School on Tuesday, December 11, 2012, in Dewey, Arizona.

**6:30 PM REGULAR SESSION**

**1. WELCOME AND CALL TO ORDER**

President Moody called the meeting to order at 6:36 p.m.

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

President Moody led in the Pledge of Allegiance.

**3. ROLL CALL**

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

**4. AGENDA REVIEW/ACCEPT**

**Richard Adler moved to accept the agenda as presented. Carm Staker seconded and the motion carried unanimously.**

**5. REPORTS**

**A. Board**

Brian Letendre

- Attended the YCESA training conducted by Tim Carter for new Governing Board members
- Attended the courthouse lighting in Prescott

Carm Staker

- Attended the YCESA training conducted by Tim Carter for new Governing Board members

Howard Moody

- Reported the Joint Technology Education District (JTED) budget will be adjusted – receiving \$1.6 million less in capital funding than the formula calls for – more cuts are anticipated

**B. Superintendent**

Superintendent Stanton

- Requested community support for the District Tax Credit Program
- Spoke at a recent GHMS PTO meeting regarding the District's performance audit and annual budget
- Met with RTI leaders regarding an upcoming training
- Gave an update regarding the AdvancED District Accreditation process
- Attended a round-table discussion presented by the U.S. Department of Education regarding rural challenges in education

**6. CELEBRATING SUCCESSES**

**A. HUSD VIPs – Brian Buchholtz, Bradshaw Mountain Middle School Principal**

**1. Certified – Mr. Ryan Ingram**

Mr. Ingram teaches eighth grade mathematics at Bradshaw Mountain Middle School, and has played an important part on the AVID Site Team. He is currently pursuing his Arizona Master Teacher designation through the AZ K-12 Center. Mr. Brian Buchholtz, BMMS Principal, praised Mr. Ingram for a "positive attitude that goes beyond the mathematics classroom."

**2. Classified – Mrs. Kim Hoover**

Mrs. Hoover is completing her fourth year as the library assistant at Bradshaw Mountain Middle School. In recognizing her efforts, Principal Buchholtz indicated she "has been instrumental in keeping an effective environment in which reading and research are valued and supported."

**B. APS/Phoenix Suns STEM Mini-Grant Award – Candice Blakely Stump, Coyote Springs Elementary School Principal**

Teacher Ann Mayes applied for and received a \$1,400 award for her STEM Fair project. The fair will be open to the public and will be held the end of May, 2013.

**C. Recognition of Governing Board President Howard Moody and Vice President Shelly Damschroder (terms end December 31, 2012)**

The retiring members were thanked for their many years of service to the District; Mr. Moody – six years, and Ms. Damschroder – four years.

**D. Recognition of Director of Language Acquisition and Public Relations Mariela Bean (retiring December 21, 2012)**

After more than 30 years in education, the last 14 with Humboldt Unified, Ms. Bean is retiring and transitioning to a different part of her life. The Board and Dr. Stanton had many compliments for her work here and wished her well in future endeavors.

**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 requested that Consent Item 8F be removed from the Consent Agenda for discussion and possible action. Howard Moody read the donations.

**Carm Staker moved to approve the Consent Agenda as amended. Richard Adler seconded and the motion carried unanimously.**

*In consideration of Mr. Jeremy Plumb of Mountain Institute – JTED, Consent Item 8F was addressed at this point of the meeting.*

**F. Request for renewal of an Intergovernmental Agreement with Mountain Institute – JTED for the 2012-13 fiscal year**

Mr. Letendre inquired why the IGA was moving to a two-year agreement. Mr. Plumb explained that JTED decided to implement staggered multi-year agreements because there are so many participants that it is difficult to get them all in place by July. He added that addenda changes are anticipated each year, but the body of the IGA itself is fairly set. JTED does not have a stand-alone central campus. Students travel within the seven participating districts for specialized programs; many programs are facility specific and cannot be replicated at other locations. As an example, the Culinary Arts Program is housed at our East Campus. JTED is also leasing additional space at the East Campus for other programs.

Mr. Letendre noted that the IGA is backdated to July 1, 2012. Mr. Plumb expects to bring the next IGA to the Board for approval in April or May for the following fiscal year. With budget cuts each year, Mr. Letendre expressed concern with the current economy and the financial responsibility of the District and suggested a one year agreement. Transportation and insurance are part of his concern. As a new Board member he would like to do some research over the next year.

**Brian Letendre moved to approve the JTED IGA for one year.**

*Howard Moody recused himself from any discussion or action.*

Mr. Adler stated that after a year we could pull out of the agreement if we couldn't meet the obligations. He was comfortable with a one or two-year agreement.

Mr. Plumb added that a one-year agreement would not interfere in the JTED planning process, that HUSD would then be on an odd-year renewal, that this year's HUSD enrollment is the highest it has been, and that JTED cannot provide transportation but can help fund it.

**Richard Adler seconded the motion. Carm Staker opposed. The motion carried.**

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

**A. Update of events at Bradshaw Mountain Middle School including: Galileo assessment, Paxton-Patterson Labs**

Principal Buchholtz reported that students are growing in math and reading! The top 28 students were rewarded with a field trip and there was an assembly to celebrate all students who showed progress in Galileo. He also thanked the Board for investing in students with the Paxton-Patterson Labs. Teacher Bob Supergan was one of the teachers that attended training and work sessions covering 12 modules last summer in North Carolina, he expressed his excitement and that of his students in working with the labs. Student James Rogers shared his video production showcasing lab stations at the middle school.

**B. Educational Services update regarding Galileo assessments in reading and math (K-8)**

Educational Services Director Diana Green presented math and reading assessment data for selected schools and included an aggregate report. Comprehensive Benchmark Assessment Series (CBAS) testing is conducted three times a year. Data is examined by teachers to determine student placement in either an intervention or enrichment program. Groups are identified by performance objective; tutorials and lessons can then be done with specific students missing identified skills. Unlike AIMS testing results (received after the close of a school year), CBAS results are available immediately. Test results are used to motivate students; once a student graduates from an intervention program they move on to enrichment. The goal is to make schools better by servicing the students' individual needs.

**10. ACTION**

**A. Discussion and possible action to approve a revised job description for the Food and Nutrition Driver position, and request to eliminate a vacant .5 FTE Food and Nutrition Worker Position**

Human Resource Director Dan Streeter reported that increased requirements in the Food and Nutrition Department have put a strain on the current position structure of the Food and Nutrition Driver. The Humboldt Unified School District currently staffs this position as a ten month employee (191 days). In an effort to comply with additional federal and state regulations, as well as meet preventative maintenance requirements, the Food and Nutrition Department has had to increase the work hours of this position. In fiscal year 2011-2012, the Food and Nutrition Department paid an additional \$5,104.49 in employee wages to cover the increased costs and time needed for preventative maintenance. This was paid solely through the Food and Nutrition budget.

Mr. Streeter presented an updated job description that accurately reflected the purpose and duties of the position. The position is based on a 12 month work calendar. He added that the Food and Nutrition Driver/Preventative Maintenance Technician position, formerly the Food and Nutrition Driver, warrants a change in classification from Class 5 to Class 7 to reflect the current high level performance responsibilities associated with the position and to align the position with other comparable classified positions. By eliminating a vacant .5 F & N Worker Position and moving the position from a Class 5 to a Class 7 the change would provide adequate time to perform essential job duties and is to be paid through the Food and Nutrition Department at a savings of \$3,399.85 per year.

**Richard Adler moved to approve the revised job description for a Food and Nutrition Driver/Preventative Maintenance Technician and to eliminate a .5 F & N Worker position. Carm Staker seconded and the motion carried unanimously.**

**B. Discussion and possible action to approve the reclassification of Homework/Activity Club Assistants, Lunchroom Aides, and Playground Aides from Classification 1 to Classification 2 on the Board approved Classified Pay Schedule effective January 1, 2013**

Director Streeter reported that starting January 1, 2013, Arizona's minimum wage will increase to \$7.80 per hour. Currently, the District includes three employee groups (Homework/Activity Club Assistant, Lunchroom Aide, and Playground Aide) that are based at a Classification 1 (\$7.78 per hour). In order to comply with the Arizona Revised Statute, he recommended reclassification of those groups to Classification 2 on the Board approved Classified Pay Schedule effective January 1, 2013.

**Carm Stake moved to approve the reclassification of Homework/Activity Club Assistants, Lunchroom Aides, and Playground Aides from Classification 1 to Classification 2 on the Board approved Classified Pay**

**Schedule effective January 1, 2013 in order to comply with the statutory requirements of Arizona Revised Statute. Brian Letendre seconded and the motion carried unanimously.**

**C. Discussion and possible action to approve the new Teacher Evaluation System to be implemented for the 2013-14 school year**

Director Streeter reported that on April 25, 2011, the State Board of Education (SBE) passed an Arizona Framework for Measuring Educator Effectiveness. This action followed the passage of SB 1040 that directed the SBE to adopt and maintain a model framework for teacher evaluation that includes quantitative data on student academic progress. Based on the requirements of SB 1040, our District was required to create a new Teacher Evaluation System that meets all of the law's provisions.

SB 1040 required that the new teacher evaluation be in place at the start of the 2012-13 school year. However, in accordance with the subsequent passage of HB 2823 which allowed districts to elect to postpone full implementation of the New Teacher Evaluation until school year 2013-14, the HUSD Governing Board approved the postponement of the implementation of a New Teacher Evaluation System at the June 12, 2012 Governing Board meeting.

To begin the process of creating a New Teacher Evaluation System, a committee was formed and has been meeting since last May. Committee member and teacher Brian Mulcahy attended this evening's Board meeting. The committee members established specific goals for the new Humboldt Unified School District Teacher Performance Evaluation System.

- To meet the statutory requirements for teacher evaluation
- To enhance and improve student learning
- To communicate clearly defined expectations
- To create a culture where data drives instructional decisions
- To use the evaluation process and achievement data to drive professional development to enhance student performance

Through effective collaboration and thorough discussion the committee created a new evaluation tool that meets the requirements of the State Board of Education and the associated Arizona Revised Statutes.

In accordance with HB 2823, the district has:

- Established a timeline for implementation by the 2013-2014 school year
- Followed a plan for engaging teachers and other interested stakeholders
- Designed an instrument that ensures teaching standards are tied to national expectations
- Created a framework that includes quantitative data on student academic progress
- Created an evaluation system that includes weighted categories for Teaching Performance, Classroom Level Data, and School Level Data
- Developed a plan to determine how the evaluation will guide professional development

The new system will be piloted this spring with full implementation in the new school year. This system, which is tied to national standards, provides teachers the opportunity to see their strengths and weaknesses, to work with principals, and to set professional goals for themselves.

Mr. Streeter will meet with the committee and principals to select teachers for piloting. Teachers will be selected from as many areas as possible to include a cross section of grades and content area. The process becomes very individualized to the teacher and assessments will vary. After the pilot period there may be adjustments to the point system. If adjustments are made, the recommendation will come back to the Board for approval in the summer.

**Richard Adler moved to approve the New Teacher Evaluation System for the 2013-2014 school year. Brian Letendre seconded and the motion carried unanimously.**

**D. Discussion and possible action to approve the appointment of Board Member Elect, Gary Hicks, to the Yavapai Unified Employee Benefit Trust beginning January 1, 2013**

Superintendent Stanton reported that a Board member from each organization, Humboldt Unified and Prescott Unified School Districts, serves as a trustee for the Yavapai Unified Employee Benefit Trust. Board President Howard Moody currently serves in this capacity and his term with the HUSD Governing Board expires December 31, 2012. Board Member Elect Gary Hicks has agreed to fulfill this responsibility on behalf of HUSD. Mr. Hicks has

served as Superintendent and Director of Business Services at another district and has tremendous knowledge in this area.

Carm Staker moved to appoint Mr. Gary Hicks to serve as a Humboldt Unified School District trustee to Yavapai Unified Employee Benefit Trust beginning on January 1, 2013. Brian Letendre seconded and the motion carried unanimously.

**11. PERSONNEL**

- A. \*Discussion and possible action regarding a request of an unpaid leave of absence for certified employee Robin Ann Eckel Winsor  
[Possible executive session pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel)]

Richard Adler moved to meet in executive session pursuant to A.R.S. § 38-431.03 (A) (1) for Personnel Items 11A as stated on the agenda. Carm Staker seconded and the motion carried unanimously.

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

Richard Adler moved to adjourn the executive session and reconvene to regular session. Brian Letendre seconded and the motion carried unanimously.

The Board reconvened in regular session at 8:24 p.m.

Richard Adler moved to approve an unpaid leave of absence for employee Robin Ann Eckel Winsor from November 15, 2012 through and including December 21, 2012. Carm Staker seconded and the motion carried unanimously.

**12. ANNOUNCEMENTS**

- A. Next Scheduled Board Meetings are:

January 8, 2013	6:30 p.m.	Organizational & Regular Meeting	@ Humboldt Elementary
January 22, 2013	6:30 p.m.	Work-Study Session	@ Transportation
February 12, 2013	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary

**13. ADJOURNMENT**

Howard Moody moved to adjourn. Brian Letendre seconded and the motion carried unanimously. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Mary Diaz,  
Board Secretary

**APPROVAL**

**A B S E N T**

\_\_\_\_\_  
Howard Moody, President

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Shelly Damschroder, Vice President

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Richard Adler, Member

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Brian Letendre, Member

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Carm Staker, Member