The Humboldt Schools.
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# GOVERNING BOARD MEETING

Tuesday, February 12, 2013

Lake Valley Elementary School
3900 N. Starlight
Prescott Valley, AZ

**Regular Session @ 6:30**

Dr. Paul H. Stanton, Superintendent

Richard Adler, President
Carmelite Staker, Vice President
Gary Hicks, Member
Brian Letendre, Member
Suzie Roth, Member

HUMBOLDT UNIFIED SCHOOL DISTRICT #22 • DR. PAUL H. STANTON, SUPERINTENDENT
6411 N. ROBERT ROAD, PRESCOTT VALLEY, AZ 86314 • PHONE 928.759.4000 • FAX 928.759.4020

POSTED
2-8-2013
4:00 p.m.

# HUMBOLDT UNIFIED SCHOOL DISTRICT #22

***A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes***

## NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF THE GOVERNING BOARD OF EDUCATION

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **February 12, 2013,** at **Lake Valley Elementary School,** located at **3900 N. Starlight, 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 - Performance by Ms. Daly's 4th grade singers**

3. **ROLL CALL**

4. **AGENDA REVIEW/ACCEPT**

5. **REPORTS**
   A. Board
   B. Superintendent

6. **CELEBRATING SUCCESSES**
(Pages 1-3) A. HUSD VIPs – Tusanne Cordes, Lake Valley Elementary School Principal
   1. Certified – Ms. Amanda Paffumi
   2. Classified – Ms. Cindy Boutin

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 4-7) A. Personnel Recommendations

(Pages 7-14) B. Governing Board Meeting Minutes of January 8, and January 22, 2013

(Page 15) C. Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of $ 1,750,600.74
2. Approval of Payroll voucher(s) in the amount of $ 3,402,511.25

(Pages 299-306) D. Budget – Board Report

(Pages 307-311) E. Student Activities – Board Report

(Pages 312-314) F. Request for approval to issue Request for Proposal for Audit Services for years ending June 30, 2013 through June 30, 2017

(Pages 315-316) G. Request for approval to issue Request for Proposal for Speech Services for fiscal year 2013-14

(Pages 317-318) H. Request to approve Dr. Theresa Matteson and Mr. Jeremy Hendrix as District Hearing Officers

(Pages 319-320) I. Gifts and donations

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

(Pages 321-322) A. Update of events at Lake Valley Elementary School including: Classwork and video from Gifted classrooms, clubs and after-school activities, student teachers, Science Fair Day and Parent Night, and grant awards

(Pages 323-336) B. Educational Services update regarding results from Bradshaw Mountain High School's recent Galileo assessments in Algebra I and Geometry, and recent Galileo professional development for all schools

(Pages 337-338) C. Human Resources update regarding budget presentations, new Teacher Evaluation pilot, Meet and Confer

(Pages 339-341) D. Tax Credit Report for calendar year 2012

(Pages 342-343) E. First Reading of revisions to Governing Board Policy A – District Mission and Belief Statement (addition of Goal 4 – To Attract and Retain Highly Effective Employees)

## 10. ACTION

(Pages 344-351) A. Request for approval of a four-year Intergovernmental Agreement with Yavapai County Education Service Agency for Distance Learning and Telemedicine (Rural Utilities Service Grant Equipment)

## 11. PERSONNEL

(Pages 352-353) A. *Discussion and possible action regarding a request of an unpaid leave of absence for classified employee, Jessica Noble
[Possible executive session pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel)]

## 12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

| | | | |
|---|---|---|---|
| March 19, 2013 | 6:30 p.m. | Regular Meeting | @ Bradshaw Mountain High |
| April 9, 2013 | 6:30 p.m. | Regular Meeting | @ Glassford Hill Middle |
| May 14, 2013 | 6:30 p.m. | Regular Meeting | @ Liberty Traditional |

## 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 – Amanda Paffumi
   2. Classified – Cindy Boutin

Lake Valley Elementary School -VIP- Certified- Amanda Paffumi – February 2013

I am proud to recognize Amanda Paffumi as our VIP certified employee. She is the other part of the dynamic duo in the Speech room. Amanda is a very dedicated and educated speech teacher who juggles many hats, but always has the interests of the students first.

She received her Bachelor's degree at Ithaca College in New York in Teacher of Speech and Hearing Handicapped and her Master's degree at NAU in Clinical Speech pathology. She is always researching and implementing new practices. This year she is trying a new strategy by meeting with the students in their classroom to work on their articulation. It has been very successful. She also has been an integral part of our before-school training to inform teachers of speech issues to look for and the referral process. She didn't hesitate when I asked her to do training with the staff on speech discourse, which is part of our Common Core Standards. She is also a parent at our school and is always involved here.

Her previous experiences before Lake Valley included working with students from preschool through middle school, being part of many committees at her previous district and, most important, taught a self-contained program for students with Autism for three years. She designed the program and trained in several techniques for Autism all over the country and agreed to keep the program up and running during her tenure. She also has experience in working with medically fragile students and has done some private care.

She is married to Lake Valley fourth grade teacher, Ron Paffumi, and has two daughters and two step-daughters. Ron and Amanda were foster parents for five years and when the children grew up they came to Prescott Valley. She loves to read, scrapbook, and travel.

This dynamite duo is dependable, flexible and genuinely cares about students' emotional and academic successes. Thanks Amanda!

Lake Valley Elementary School - VIP- Classified Cindy Boutin – February 2013

I am proud to present the VIP award for classified employees to Cindy Boutin, our Speech Aide. She is part of the dynamic duo in the Speech room. I have had a strong connection with Cindy due to the fact that when I was "in charge" three years ago while Mr. Brown was out of town, Cindy fell ill. It was serious enough that members of our staff had to perform CPR on her and she ended up with a miraculous recovery. We have a special spot in our hearts for each other (plus we have a special show that we both like!).

Cindy says "I love this school and always try to do my best for the students and look— it paid off!" This is what she stated after I told her about the award. She helps out wherever she can and doesn't complain. The students adore her and work very hard for her. Cindy's granddaughter attends our school. Cindy serves on our Site Council and is responsible for forming a Girl Scout troop at our school. She is best known for taking our staffs' children on early release Wednesdays and entertaining them while their parents are hard at work.

She is moving forward with a degree from University of Phoenix to become a certified speech-language pathology assistant (**CSLPA**). She has been giving speech services for the last 12 years. Like I said above, she is truly loved by the students and they always work hard for her.

She has a very large family with two sets of twins included in it. Her husband, Dennis, is usually a happy face at our social events. Their family includes her son and daughter in-law, daughter and son in-law, six grandchildren, and three great-grandchildren. She also has her extended family of Lake Valley.

She has quite a few hobbies that keep her busy. They include spending time with her family, arts and crafts, sewing, collecting 'M & M' memorabilia and going on road trips (especially to the beach).

I am very blessed to have Cindy as a staff member and a friend. She has a positive personality that bubbles over in everything she does. Thanks, Cindy, for all you do!

# CONSENT
# Item 8A.

# Personnel Recommendations

# HUMBOLDT UNIFIED SCHOOL DISTRICT #22
## *PERSONNEL DEPARTMENT*
## Personnel Consent Agenda for Board Meeting on February 12, 2013

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

Certified Staff
1. Brian Buchholtz – Principal @ BMMS (Retire effective 6/30/13)
2. Courtney Comstock – 1st Grade Teacher @ MVES (Non-returning LOA)
3. Olivia Gersten – High School English Teacher @ BMHS (Non-returning LOA)
4. Linda Sharkey-Wicks – Psychologist @ BMHS (Non-returning LOA)
5. Loretta Simpson – 3rd Grade Teacher @ CSES (Non-returning LOA)

Classified Staff
1. Joyce Lewis – 7 Hr/Day Custodian @ HES (retire effective 3/29/13)
2. Mark McClaskey – IS Specialist @ DO (resign effective 1/11/13)
3. Christina Mohr – 7 Hr/Day Receptionist @ BMMS (resign effective 1/18/13)
4. Vanessa Perry – 6.5 Hr/Day Mod/Sev/Prof Aide @ HES (resign effective 12/21/12)

Substitute+ Staff
1. Danielle Brown – Aide
2. Alexandra Christerson – Aide
3. Joliene Shannon – F&N Worker
4. Denise Teel – Aide

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

Certified Staff
1. None

Classified Staff
1. Linda Bennett - Online Facilitator-TLC @ BMHS-E (replaces Ashlee Copper)
2. Sara Birr – 5.75 Hr/Day Title One Aide @ HES (replaces Julie Chisholm)
3. Gail Lodter – BASP Aide @ CSES (replaces Teresa Krucek)
4. Andria Reyes – 6.5 Hr/Day Mod/Sev/Prof Aide @ BMHS (replaces Tracy Lemond)

Substitute+ Staff
1. Leah Christian – Teacher
2. Jennifer Cilano – Bus Aide
3. Ronald Clark – Bus Driver
4. Wendy Diskin – Teacher
5. Welles Geary – Teacher
6. Alyssa Hesketh – Aide
7. Mary Hill – Aide
8. Tobin Huff – Teacher
9. Jon Jensen – Teacher
10. Yolanda Ledesma – F&N Worker
11. Connie Leon - Aide
12. Charles Mackley – Bus Driver
13. Rossan Medevielle – Nurse
14. Marc Mony – Aide
15. Barry Nelson – Teacher
16. Jackie Plumb – Aide
17. Amanda Robinson – Nurse Aide
18. Thomas Steele – Teacher
19. Rhonda Taylor – Bus Driver
20. Heather Tribble – Bus Driver
21. Erin Wadsworth – Bus Aide
22. Bernadette Winquest – Teacher

**C. SUPPLEMENTAL CONTRACTS**

Overloads
1. Dani Larson – Algebra overload @ BMHS (2nd Semester –r eplaces D.McKeown)
2. Kris Leffler – Geometry overload @ BMHS (2nd Semester - replaces D. McKeown)
3. Brian Mulcahy – Economics overload @ BMHS (2nd Semester)
4. Kimberly Range Glenn – 7th Grade ELA overload @ GHMS (2nd Semester)
5. Mary Reeves – 8th Grade ELA overload @ GHMS (2nd Semester)

Stipends Specifically Listed on Board-approved 2012-13 Stipend Schedule
($20,016.50 M&O...$4,900.00 Tax Credit...$0.00 General Tax Credit...$0.00 SPED)

1. Dusti Audsley – Freshmen Softball Coach stipend @ BMHS
2. William Bakley - Assistant Track Coach stipend @ BMHS (Paid w/ Tax Credit)
3. Randy Clifford – Head Baseball Coach stipend @ BMHS
4. Howard Eisenmann – JV Baseball Coach stipend @ BMHS
5. Kristi Goeke – Elementary Volleyball Coach stipend @ LTS (Paid w/ Tax Credit)
6. Blair Hillig – Freshmen Baseball Coach stipend @ BMHS
7. Janet Jensen – Head Softball Coach stipend @ BMHS
8. Nick Malise – JV Softball Coach stipend @ BMHS
9. Stacy Morrell – Assistant Track Coach stipend @ BMHS (Paid w/ Tax Credit)
10. Mike Simon – Head Track Coach stipend @ BMHS
11. MaryAlys Watson – Assistant Elementary Volleyball Coach stipend @ LTS (Paid w/ Tax Credit)

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

1. Darlene Carino – Fluency and Reading After School Program @ CSES (Paid w/ SITE Council)
2. Brent Welsh – Skills USA After School Program stipend @ CSES (Paid w/ SITE Council)

**D. IN-DISTRICT TRANSFERS**

Certified
1. None

Classified
1. Julie Chisholm – from 5.75 Hr/DayTitle One Aide @ HES to 6.5 Hr/Day Sev/Mod/Prof Aide @ HES (replaces Vanessa Perry)

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

Certified
1. None

Classified
1. Michelle Broxmeyer – from 5.5 Hr/Day F&N Worker @ CSES to 5.75 Hr/Day F&N Worker @ CSES (Board Approved 11/14/12)

# CONSENT
# Item 8B.

# Minutes

## January 8, 2013
## January 22, 2013

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Regular & Organizational Meeting Minutes
Tuesday, January 8, 2013

A **regular** meeting of the Humboldt Unified School District Board of Education was held at Humboldt Elementary School on Tuesday, January 8, 2013, in Humboldt, Arizona.

Immediately preceding the meeting, County School Superintendent Tim Carter swore in the Governing Board members.

**6:30 PM REGULAR SESSION**

**1. WELCOME AND CALL TO ORDER**

**Carm Staker moved to appoint Richard Adler as temporary chairman of the Board until the Board Organizational portion meeting where officers will be nominated. Gary Hicks seconded and the motion carried unanimously.**

Mr. Adler called the meeting to order at 6:32 p.m.

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

Mr. Adler led in the Pledge of Allegiance.

**3. SWEARING IN OF NEW GOVERNING BOARD MEMBERS – County Superintendent Tim Carter**

A. Gary Hicks
B. Suzie Roth

Conducted earlier.

4. **ROLL CALL**

Present were members Richard Adler, Carm Staker, Brian Letendre, Suzie Roth, and Gary Hicks.

**5. AGENDA REVIEW/ACCEPT**

**Carm Staker moved to approve the agenda as presented. Brian Letendre seconded and the motion carried unanimously.**

**6. REPORTS**

**A. Board**

**Gary Hicks**

- Attended Arizona School Boards Association's Annual Conference

**Carm Staker**

- Attended December's Town Council Meeting where a Bradshaw Mountain High School student was honored as Rotary Student of the Month

**Richard Adler**

- Welcomed new Board members and is looking forward to the new year

**Brian Letendre**

- Attended the Middle School Fine Arts Night at Glassford Hill Middle School (all three middle schools participated)

**B. Superintendent**

**Dr. Stanton**

- Attended the Middle School Fine Arts Night
- Attended the U.S. Department of Education Round Table Discussion hosted by HUSD in the Transportation Facility
- In light of the tragedy in Connecticut, encouraged the District to focus on normalcy, and he thanked the Prescott Valley Police Department for their efforts

- Attended the January taping of the HUSD Experience with Finance Director Cynthia Windham and presented the District's focus and vision

**7. BOARD ORGANIZATIONAL MEETING PURSUANT TO A.R.S. § 15-321**

**A. Election of Governing Board President/Term of Office**

Chairman Richard Adler asked for nominations.
**Gary Hicks nominated Richard Adler for a two-year term. Suzie Roth seconded.**
Mr. Adler called for nominations two more times.
**Gary Hicks moved to close the nominations and nominated Richard Adler for a two-year term. Carm Staker seconded and the motion carried unanimously.**

**B. Election of Governing Board Vice-President**

**President Richard Adler nominated Carm Staker for a one-year term. Brian Letendre seconded.**
President Adler called for nominations two more times.
**Gary Hicks moved to close the nominations and nominated Carm Staker for a one-year term. Suzie Roth seconded and the motion carried unanimously.**

**C. Establish regular Board meeting dates, times, and location(s)**

Mr. Adler explained that meetings are currently held the second Tuesday of each month at various school locations. Board members keep their calendars open the fourth Tuesday in the event a second meeting is required.

Carm Staker suggested that the monthly meeting be held the first Tuesday of each month. After a brief discussion it was determined that the first Tuesday would not be viable.

**Carm Staker moved to approve the regular meeting to be held the second Tuesday of each month at 6:30 p.m. at various school locations unless an executive session is required prior to the meeting at 6:00 p.m. Gary Hicks seconded and the motion carried unanimously.**

Mr. Adler asked that the Board keep the fourth Tuesday open on their calendars.

**D. Establish official location(s) for posting of Board notices/agendas**

**Gary Hicks moved to keep the posting locations the same, on the HUSD website and at the District Office. Carm Staker seconded and the motion carried unanimously.**

**E. Possible action regarding choice of options for student expulsion hearings**

It was noted that a list of Hearing Officers was approved at the August 14, 2012 Governing Board meeting. Administrators are encouraged to use the services of unpaid Hearing Officers (HUSD and PUSD approved officers) whenever possible. There are a few approved officers that charge a fee (vendors). It was also noted that it is to the Board's benefit to use trained Hearing Officers instead of hearing a case on their own due to legalities.

**Brian Letendre moved to approved Option B as indicated in House Bill 2011 to use a Hearing Officer for student expulsion hearings. Carm Staker seconded and the motion carried unanimously.**

**8. CELEBRATING SUCCESSES**

**A. HUSD VIPs – Cole Young, Humboldt Elementary School Principal**

**1. Certified – Mrs. Mo Holt**

Mrs. Holt has been with the District for 19 years, starting out as a student teacher, moving into a fourth grade classroom teaching position at Mountain View and is now the Title I teacher at Humboldt Elementary. Principal Young stated, "When it comes to the success of student achievement at HES, Mrs. Holt can be seen supporting it in every facet of her day. It is truly amazing what Mrs. Holt has to offer in the mere six and a half hours we have in a day to serve our students."

**2. Classified – Mrs. Karen Rivenes**

Mrs. Rivenes has been a para-professional in the Title I program at Humboldt Elementary for four years. Principal Young praised her attitude and support of the school, saying "Karen has earned the respect of our staff by always being professional in every facet of her position. Karen is conscientious, compassionate and driven when it comes to 'her' kids. She maintains the belief that all students can and will learn every day."

## 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. Suzie Roth read the donations.

Carm Staker mentioned two donations (Kiwanis Club and Shop With a Cop) that weren't on the list. Ms. Staker will follow up with the organizations. Mr. Hicks asked that the two organizations be officially recognized by the Board at the next meeting.

**Brian Letendre moved to approve the Consent Agenda as presented. Carm Staker seconded and the motion carried unanimously.**

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

### A. Overview of Prescott Valley's General Plan 2025 presented by Ruth Mayday, Planner, Town of Prescott Valley

Ms. Mayday reported that sessions have been held over the past two years working with the community, students, and clubs. The General Plan is revised every ten years and is an important document to the community, including the school district. The Plan addresses how the community looks now and how it will look in the future, projects Town population, and where and when to site new schools. It also explains why things are done the way they are. The document (second draft) is available on the Town of Prescott Valley website and at Town offices.

Brian Letendre and his son participated on one of the panels and thought the plan to be understandable and down to earth. Carm Staker was on one of the committees several years ago for the first Prescott Valley General Plan.

Whether or not to ratify the Prescott Valley General Plan 2025 is on the next ballot (mail in only); ballots will be mailed this week. Ms. Mayday encouraged everyone to vote.

### 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

Principal Young reported:

- HES received an "A" label from State Department of Education
- The school is a three-time "Excelling" school
- HES is a "Reward" school
- HES has been recognized by the K.C. Foundation
- Rodel acknowledges the school as "exemplary"
- Students are bi-products of what we do – we meet their needs at their level
- Galileo Assessment System is great for the whole district, we are looking at data much differently now
- Volunteer Sophia with the NAU Grandparent Initiative volunteers several times a week
- MacRO is supporting kids and parents
- Reading Counts! If the school goal is met, Mr. Young will wear a wedding dress
- Elementary football had 80 participants; participation in basketball is down; volleyball and track are coming up - - kids are getting healthier and are learning the rules before they move on to the middle school

The Board complimented Principal Young on the National Title I School application.

### C. Human Resources update regarding the staffing process for the 2013-14 school year

Human Resource Director Dan Streeter reported that currently he is working, in cooperation with various administrators, to implement activities to meet the strategic priorities outlined in Goal 4. He has met with each principal to review current and projected enrollment numbers that will affect future staffing needs. Discussions have included the identification of future leaders within our district as well as potential retirements and resignations that may impact our district as we begin identifying staffing needs for the 2013-2014 school year. From these discussions, he has begun to develop a timeline and protocol for the annual staffing of certificated personnel. This is

being done in an effort to standardize our procedures for hiring new employees as well as addressing employee transfers. As we move into the spring semester, the HR Department will be:

- developing recruitment materials for new employees;
- conducting a market analysis to compare salaries and benefits packages for various employment groups;
- reviewing our current Exit Surveys for employees; and
- reviewing our current ESI procedures to ensure maximum benefit for employees and the District. (Only one employee is currently under an ESI contract)

Mr. Hicks added that the legislature is opposed to organizations such as ESI. Mr. Streeter will look into the matter.

**C. Educational Services update regarding Galileo assessment results for elementary (K-6) reading and math**

Educational Services Director Diana Green continued the discussion from the last Board meeting regarding Galileo assessment results; this time for elementary reading and math.

Report summary:

- The system was purchased this year and administrators and teachers are still learning all that it is capable of
- The system offers common, formative assessments
- All students take the same test at their grade level
- Grades are not given
- Test results are used to determine gaps and then go back for remediation or advancement
- Galileo results are a predictor of the AIMS test
- Data is valuable to principals in attaining an A or B school label
- This is preparing us for Common Core (PARCC that will replace AIMS)
- Charts (included in the Board packet) show growth between the first and second test; the third test will be given in March
- An aggregate report for the district was included in the packet as well as individual school reports

There was a brief question and answer session for the Board. Mr. Letendre suggested that Galileo scores be made available to parents through the District's PASS system (through the HUSD website); Ms. Green will follow up on his suggestion with Data Coordinator Paul Leon.

**12. PERSONNEL**

**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)]**

**Gary Hicks moved to meet in executive session pursuant to A.R.S. § 38-431.03 (A) (1) for Personnel Item 12A as stated on the agenda. Brian Letendre 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.***

**Carm Staker 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 8:10 p.m.

**Brian Letendre moved to approve an unpaid leave of absence for employee Patricia Sill LaValley from December 19, 2012 through and including March 8, 2013. Carm Staker seconded and the motion carried unanimously.**

**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~~ |
| March 19, 2013 | 6:30 p.m | Regular Meeting | @ Bradshaw Mountain High |

**Spring Break (The March 12 meeting was rescheduled to March 19 and will be held at Bradshaw Mountain High School)*

Carm Staker announced two upcoming events:

- January 26 @ 4:00 p.m. – Russian student dancers performing at the Prescott Valley Methodist Church – this is a free event sponsored by the Prescott Valley Rotary Club
- January 26 @ 7:00 p.m. – Prescott Pops Symphony performing at the Yavapai College Performing Arts Center to benefit the Hungry Kids Programs at HUSD, PUSD, CVUSD – tickets are $24 and ALL proceeds are donated to the program

### 14. ADJOURNMENT

**Brian Letendre moved to adjourn. Carm Staker seconded and the motion carried unanimously.** The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Mary Diaz,
Board Secretary

## APPROVAL

Richard Adler, President

Carm Staker, Vice President

Gary Hicks, Member

Brian Letendre, Member

Suzie Roth, Member

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Work Study Session Meeting Minutes
Tuesday, January 22, 2013

A **work study session** of the Humboldt Unified School District Board of Education was held in the District Office Conference Room on Tuesday, January 22, 2013, in Prescott Valley, Arizona.

**6:30 PM WORK STUDY SESSION**

**1. WELCOME AND CALL TO ORDER**

Mr. Adler called the meeting to order at 6:38 p.m.

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

Mr. Adler led in the Pledge of Allegiance.

**3. ROLL CALL**

Present were members Richard Adler, Carm Staker, Brian Letendre, Suzie Roth, and Gary Hicks.

**4. AGENDA REVIEW/ACCEPT**

**Carm Staker moved to approve the agenda as presented. Gary Hicks seconded and the motion carried unanimously.**

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

This work study session was dedicated to the training of Governing Board members and included discussion of Governing Board procedures and policy led by Governing Board President Richard Adler, Superintendent Dr. Paul Stanton, and Governing Board Secretary Mary Diaz.

The Board packet detailing each discussion item is available for public review at the District Office or by visiting the District website www.humboldtunified.com (Governing Board tab).

**A. Duties of the Governing Board and Superintendent and their relationship**

Points of discussion:

- Governing Board Policy A – District Mission and Belief Statement (Shared Purpose)
- Board Goals
- Duties of the Board and Superintendent in the following areas:
  - Administration
  - Policy Making
  - Hiring and Evaluating Personnel
  - Program Evaluation
  - Planning Goals
  - Budget
  - Facilities Planning
  - Community Relations
- Code of Ethics for School Board Members
- School Board Code of Conduct
- Arizona School Boards Association Code of Conduct
  - Board Governance
  - Board-Administration Relations
  - Board Member Relations
  - Personnel Relations
  - Community Relations
  - Conflict of Interest
  - Board Preparation and Training
  - School Board Operating Protocol
- Evaluation of the Superintendent
  - Governing Board Policy CBI – Evaluation of Superintendent

### B. Governing Board Policy Section B – School Board Governance and Operations

Section B was provided in the Board packet. The Board was encouraged to read Section B in its entirety when time allowed. Attention was focused on the following policies:

- BAA – Evaluation of School Board / Board Self-Evaluation
- BBA – Board Powers and Responsibilities
- BE – School Board Meetings
- BEDB – Agenda
- BEDBA – Agenda Preparation and Dissemination
- BHC – Board Communications with Staff Members
- BHD - Board Communications with the Public
- BHE – Board Member Electronic Mail and Messaging

*Note: Carm Staker stepped away from the meeting at 8:02 and returned at 8:05.*

### C. Arizona Open Meeting Law

The publication The Arizona Open Meeting Law: A Pocket Reference for School Boards, Committees and Councils was provided for each Board member. A copy of the publication is available for public review in the District Office or by visiting the Arizona School Boards Association website www.azsba.org

*Note: Suzie Roth left the meeting at 8:17.*

### D. Arizona School Boards Association (ASBA)

- School Board Member Handbook

The publication Arizona School Boards Association School Board Member Handbook was provided for each Board member. Board members were encouraged to read the publication when time allowed, and to use it as a reference and guide to boardsmanship.

- Becoming a Better Board Member

The publication Becoming a Better Board Member was also provided for each Board member. Board members were encouraged to use the book as a reference and guide to boardsmanship.

## 6. ADJOURNMENT

**Brian Letendre moved to adjourn. Gary Hicks seconded and the motion carried unanimously.** The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Mary Diaz,
Board Secretary

# APPROVAL

| | |
|---|---|
| Richard Adler, President | Carm Staker, Vice President |
| Gary Hicks, Member | Brian Letendre, Member |
| Suzie Roth, Member | |