The Humboldt Schools.
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GOVERNING BOARD MEETING

Tuesday, October 1, 2013

Humboldt Elementary School
2750 S. Corral Street
Humboldt, 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
9-27-2013
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 **October 1, 2013** at **Humboldt Elementary School,** located at **2750 S. Corral, 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 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.

~Mr. Brush and the African Drum Corp will perform as guests arrive ~

AGENDA

6:30 PM REGULAR SESSION

1. WELCOME AND CALL TO ORDER

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

3. **ROLL CALL**

4. AGENDA REVIEW/ACCEPT

5. REPORTS
A. Board
B. Superintendent

6. CELEBRATING SUCCESSES
A. Musical Presentation – HES Drum Corp – Directed by Mr. Bart Brush

(Page 1-3) B. HUSD VIP – Dan Streeter, Director of Human Resources
1. Gwen Walton – Certified
2. Mindy Chavez – Classified

(Page 4) C. HUSD VOLUNTEER OF THE MONTH – Noreen Juarez-Alexander, Volunteer Coordinator
1. Debby Lietz – Humboldt Elementary School

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 September 10, 2013

(Page 17-293) C. Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of $ 1,306,241.18
2. Approval of Payroll voucher(s) in the amount of $ 2,342,784.24

(Pages 294-300) D. Monthly Budget Report

(Pages 301-303) E. Monthly Student Activities Report

(Pages 304-320) F. Request for renewal of agreement with ESI, Inc. for retiree return-to-work contracted services for the 2013-14 fiscal year

(Pages 321-323). G. Gifts and Donations

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

(Pages 324-325) A. Educational Services Update including: Professional Development, Partnerships with the AZ K-12 Center and AZ Science Center, and the AdvancED accreditation process

(Pages 326-336) B. Update of the District's bond and capital projects

(Pages 337-455) C. First reading of Policy Advisories 476 – 489 as presented by Arizona School Boards Association

-E = Exhibit, -R = Regulation

Governing Board adoption is not required for exhibits and regulations but is provided in the packet for information purposes.

476	BEDB	Agenda
477	CBCA	Delegated Authority
478	CBI	Evaluation of Superintendent
479	CM	School District Annual Report
480	DJE	Bidding/Purchasing Procedures
	DJE-R	√
	DJE-E	√
481	EBBA	Reporting of Hazards/Warning Systems
482	EBBB	Accident Reports
483	EBC	Emergencies
484	GBI	Staff Participation in Political Activities
485	GCFC	Professional Staff Certification & Credentialing Requirements
486	IHB-R	Special Instructional Programs
487	IMG	Animals in Schools
488	JLCB	Immunization of Students
489	JLCD	Medicines/Administering Medicines to Students

	JLCD-R	√
490	JLF	Reporting Child Abuse/Child Protection
	JLF-R	√
491	KHA	Public Solicitations in Schools
492	GBED	Smoking by Staff Members
	JICG	Tobacco Use by Students
	KFAA	Smoking on School Premises at Public Functions

10. ACTION

(Pages 456-460) A. Discussion and possible action to increase a Special Education (Self-Contained ED-P) teaching position at Humboldt Elementary School from .6 FTE to 1.0 FTE

(Pages 461-466) B. Request for renewal of a contract agreement with ASCEND (Autism Spectrum Center for Education and Neurological Development) for private day school services for fiscal year 2013-14

11. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

October 21, 2013	8:00 a.m.	Annual Board Retreat	@ Transportation Facility
*November 7, 2013	6:30 p.m.	Regular Meeting	@ Granville Elementary
November 20, 2013	tbd	Special Meeting	@ Transportation Facility
November 26, 2013	6:30	Special Meeting	@ Transportation Facility
December 10, 2013	6:30 p.m.	Regular Meeting	@ Coyote Springs

Please note: The November meeting has been rescheduled from November 12 to November 7.

12. ADJOURNMENT

Copies of agendas and supporting documentation relative to public meetings are available on the District website www.humboldtunified.com and 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. HES Musical Performance

B. HUSD VIPs - HES
   1. Gwen Walton – Certified
   2. Mindy Chavez – Classified

C. Volunteer of the Month - HES
   1. Debby Lietz

EMPLOYEE OF THE MONTH
NOMINATION FORM

Date: 10/1/13

Nomination submitted by:

Cole Young	Principal
Administrator/Director/Supervisor	Title

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

I recommend this nomination for the following reasons:

It is my pleasure to nominate Mrs. Gwen Walton for Certified Employee of the Month. Mrs. Walton has the passion, fortitude, and integrity needed to be a great teacher in today's high-stakes environment. Mrs. Walton has demonstrated, time and time again, a natural gift for teaching to all children, regardless of ability, and a willingness to step up to help out with whatever is needed by the Humboldt educational community. Mrs. Walton was one of the first turnaround teachers at Humboldt Elementary. She has made a tremendous impact at HES and deserves a lot of the credit for setting the academic standard and expectation when it came to improving our school nine years ago. With her help, HES has become the place it is today.

Mrs. Walton demonstrates an ability to reach children that most educators would allow to blend into the background and fall between the cracks. Her teaching techniques and classroom presence characterizes that of a master teacher. Teaching to the different modalities of learners, highlights her skills and competency when working with children. Mrs. Walton instructs her fourth graders using creative lessons and thought provoking methodologies, questioning strategies and rigor. She has brought the curriculum to life by creating an environment that embeds the objectives in ways that allow students to experience them because they have to discover them through interest and curiosity. Lessons are meaningful on purpose. Her lessons provide all students the opportunity to succeed. Mrs. Walton refuses to allow her children to fail. She is in constant communication with parents, discussing their child's progress and what methods they need to instill in order to gain success for their child in school.

Mrs. Walton provides high-quality instruction that is conscientiously and concisely matched to that of the Common Core standards in a way that ensures students will understand and assimilate skills needed in fourth grade. She assists me all the time through her superb organizational skills and forward thinking.

Mrs. Walton has a positive demeanor and a true love for kids. She prides herself on the successful completion of any challenge put in front of her. Mrs. Walton is always willing to make herself available to assist with any extra-curricular activities, if it is in the best interest of kids. She has assisted in coaching track, sponsored sewing club, assisted Booster Club, worked on the social committee, and picked up any slack where she was needed campus-wide. Mrs. Walton is a true team player and an asset to our students, community and staff.

Mrs. Walton exudes the high qualities we look for in a teacher at HES. Mrs. Walton's professionalism and ability to make a difference in children's lives, on a daily basis is exemplary. Mrs. Walton is my partner in crime when it comes to lengthy, in-depth conversations concerning education, data analysis and all that is great for kids, when it comes to change, at HES.

It is an incredible understatement to say Mrs. Walton goes above and beyond. Mrs. Walton simply redefines the term we know as 'Teacher.' Mrs. Walton, thank you for choosing HES to share your gifts, love of instruction, and tireless efforts for perfection. 'Once a Panda, Always a PANDA!'

EMPLOYEE OF THE MONTH
NOMINATION FORM

Date: 10/1/13

Nomination submitted by:

Cole Young	Principal
Administrator/Director/Supervisor	Title

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

To Whom It May Concern:

I am pleased to nominate Mindy Chavez for October Employee of the Month for the Humboldt Unified School District. Ms. Chavez has been part of our school community for six years. She is a parent of four wonderfully raised children that contribute positively to HES every day. She has three children attending HES and one coming up through the minor leagues that will be enrolling soon. Ms. Chavez works in our district-wide Emotionally Disabled classroom. The average career for an aide in this very restrictive educational setting is a maximum of one to two years. Mindy has far exceeded that. Her patience and ability to meet a child at the required expectation is second to none. Ms. Chavez has a very calming presence and this is essential in being successful when working with her students.

Ms. Chavez has fallen in love with her daily interactions with our most needy of students. She has a way about her that creates a calmness and understanding during those moments that are anything but calm. Her experience as an aide has her working closely with the lead teacher, Ms. Brown, communicating about curriculum, behavior management programs, finding root cause, and implementing ideas that in most conventional classrooms may seem absurd. Ms. Chavez is a keen observer and one that takes in all that she sees. These strengths have found her to be a rock in our programs and student success. Because of her dedication, passion and need to make a difference with children, Mindy has decided to pursue a career in teaching by going back to school. Even with the responsibility of being a parent, full-time employee, and student, Ms. Chavez contributes to our school with any time she has available.

Ms. Chavez exudes the passion, interest and motivation to be a classroom teacher. With all that she does to support students, I wanted to make sure to acknowledge all that she does in the short 24 hours we are all given each day. We appreciate her efforts and recognize her as our Classified Employee of the Month.

CELEBRATING SUCCESSES

The **October 2013 "HUSD Volunteer of the Month" is Humboldt Elementary communities volunteer Debby Lietz.**

Debby began volunteering at Humboldt Elementary School last year. She had been volunteering in her grandson's class in Phoenix. She decided that was a bit far to go and decided to explore the possibility of volunteering in a classroom here. She went to the Humboldt Unified School District website and saw the volunteer information and called last year's AmeriCorps Vista Volunteer Coordinator, Lisa Garnes. With Lisa's help, she was able to find a place to volunteer at Humboldt Elementary and has enjoyed her experience with Ms. Liberty's class and the children.

When asked about who should be the Volunteer of the Month, the office staff immediately identified Debby as their choice. Ms. Liberty, the third grade teacher that Debby volunteers for, said that she is so grateful to have Debby coming into the classroom and that the children love her.

Debby has retired here in Prescott Valley along with her husband. She has a son in Prescott and a couple of daughters in Phoenix, as well as her grandchildren. Debby says she volunteers at a school so she will have something in common to talk to her third grade grandson about.

CONSENT
Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT
Personnel Consent Agenda for Board Meeting on October 1, 2013

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

Certified Staff
1. Joyce Cherhoniak – Nurse @ LVES (resign effective 9/20/13)

Classified Staff
1. Alberta Cook – F & N Manager @ CSES (resign effective 9/12/13)
2. James Dyer-Hurdon – 5.75 Hr/Day F & N Worker @ MVES (resign effective 9/6/13)
3. Chelsea Echerman – 6.5 Hr/Day Title One Aide @ LTS (resign effective 9/3/13)
4. Jon Jensen – 7 Hr/Day Computer Lab Aide @ LTS (resign effective 9/17/13)
5. Nichole Jones – 4.75 Hr/Day F & N Worker @ MVES (resign effective 8/30/13)
6. Lisa Nicholson – 5.5 Hr/Day Bus Driver @ DO (resign effective 8/24/13)
7. James Wameling – 7 Hr/Day Custodian @ BMMS (resign effective 9/17/13)

Substitute+ Staff
1. None

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

Certified Staff
1. Rhonda Choudhary – 3rd Grade Teacher @ CSES (replaces Anne Mayes)
2. Kristoffer Damko – Geoscience Teacher @ BMHS (replaces Kenna Anduha)
3. Valtie Riddle - .5 Kindergarten Teacher @ LVES (replaces Marilyn Carney)

Classified Staff
1. John Carino – 5.75 Hr/Day Title One Aide @ HES (replaces Sharon Gross)
2. Louis Corona – 6.5 Hr/Day Resource Aide @ BMHS (replaces Cindy Oxford)
3. Alejandro DeHerrera – 2 Hr/Day Security Guard @ BMHS (New Position Approved 8/13/13)
4. Michele Gerber – 7 Hr/Day Resource Aide @ LTS (replaces Kathy Davis)
5. Tammy Lewis – 5 Hr/Day Bus Driver @ DO (replaces Lucas Cilano)
6. Elizabeth Long – 2 Hr/Day Homework Club Aide @ CSES (replaces Carol Albright)
7. Sylvia Torres - 6.5 Hr/Day Title One Aide @ LTS (replaces Chelsea Eckerman)

Substitute+ Staff
1. Christina Bardon – Aide
2. Dr. Will Fisher – Teacher
3. Jonathan Habern – AVID Tutor
4. David Holland – Bus Driver
5. Jon Jensen - Aide
6. Nichole Jones – F & N Worker
7. Lisa Krietenstein – Aide
8. Cynthia Lane – Aide
9. Shauna Morning – Nurse
10. Noelene Patterson – Teacher
11. Craig Polley – Bus Driver
12. Joseph Porter – Bus Driver
13. Michael Pratt – Aide
14. Mark Putman – Bus Driver
15. Gayan Ratzlaff – Aide
16. Tony Reed – Aide
17. Kimberly Reynolds – Aide
18. Anthony Rubi – Aide (AVID)
19. Michele Simmons – Aide
20. Staci Taylor – Nurse
21. Jeremiah Wallen – Bus Driver
22. Shawn Walton – Custodian
23. Jennette Wells – Aide
24. Shelley White – Bus Driver

C. SUPPLEMENTAL CONTRACTS

Overloads
1. Chris Tenney – Marching Band Overload @ BMHS (1st Semester)

Stipends Specifically Listed on Board-approved 2013-2014 Stipend Schedule
($35,158.89 M&O...$13,107.50 Tax Credit...$612.50 General Tax Credit...$0.00 SPED)

1. Lance Barnes – Co-Elementary Student Council Advisor stipend @ MVES
2. Doug Beilfuss – Head Boys Basketball Coach stipend @ BMHS
3. Marty Boles – 8th Grade Girls Basketball Coach stipend @ GHMS
4. Marty Boles – Middle School Assistant Volleyball Coach stipend @ GHMS
5. Jeff Brown - Head JV Wrestling Coach stipend @ BMHS
6. Bart Brush – Elementary Music Director stipend @ HES
7. Anthony Burris – Assistant Girls Basketball Coach stipend @ BMHS (Paid w/ Tax Credit)
8. Diana Campbell – Middle School Girls Soccer Coach stipend @ GHMS
9. Mark Campbell – Head JV Boys Soccer Coach stipend @ BMHS
10. Diane Cardell – Middle School Girls Track Coach stipend @ GHMS
11. Amie Cobb – Middle School Band Director stipend @ GHMS
12. John Colgan – 7th Grade Boys Basketball Coach stipend @ GHMS
13. Bruce Giles – Head JV Girls Soccer Coach stipend @ BMHS
14. William Grauberger – Elementary Flag Football Coach stipend @ HES (Paid w/ Tax Credit)
15. Curtis Gruver – Marching Band Assistant Coach stipend @ BMHS (Paid w/ Tax Credit)
16. Rick Haltom – Head JV Girls Basketball Coach stipend @ BMHS
17. Lisa Haywood – Middle School Reading Counts Coordinator stipend @ LTS
18. Deanna Hendrix – Head Girls Basketball Coach stipend @ BMHS
19. Blair Hillig – Head Freshmen Boys Basketball Coach @ BMHS
20. Maureen Holt – Elementary Child Study Coordinator stipend @ HES
21. Maureen Holt – Elementary Reading Counts Coordinator stipend @ HES
22. Jason Howard – Head Wrestling Coach stipend @ BMHS
23. Liberty Hubbard - .33 Elementary Student Council Advisor stipend @ HES
24. Jon Jensen – Elementary Flag Football Coach stipend @ LTS
25. Billy Lamb – Head JV Boys basketball Coach stipend @ BMHS
26. Karen Levosky - .33 Elementary Student Council Advisor stipend @ HES
27. Rick Morris – 7th Grade Girls Basketball Coach stipend @ GHMS
28. Terri Pemberton – .33 Elementary Student Council Advisor stipend @ HES
29. Phillip Reid – Head Boys Soccer Coach stipend @ BMHS
30. Nathan Roberts – 8th Grade Boys Basketball Coach stipend @ GHMS
31. Robert Shegog – Middle School Wrestling Coach stipend @ GHMS
32. Scott Woolley – Head Freshmen Girls Basketball Coach stipend @ BMHS

Other Stipends
($0.00 M&O...$0.00 Tax Credit...$1,250.00 F&N...$0.00 Special Education...$4,000.00 Other)

1. John Colgan – Math Extended Day Sponsor stipend @ GHMS (Paid w/ GEAR UP)
2. Kim Range Glenn – NJHS Sponsor stipend @ GHMS (Paid w/ Tax Credit)
3. Marda Magdaleno - ELA Extended Day Sponsor stipend @ LTS (Paid w/ GEAR UP)
4. Thomas Nardo - Math Extended Day Sponsor stipend @ LTS (Paid w/ GEAR UP)
5. Wendy Swanner – ELA Extended Day Sponsor stipend @ GHMS (Paid w/ GEAR UP)

D. IN-DISTRICT TRANSFERS

Certified
1. None

Classified
1. Yadira Garcia – from 5 Hr/Day Bus Driver @ DO to a 6 Hr/Day Bus Driver @ DO (replaces Robert Hjelmstrom)
2. Edward Orr – from 5.5 Hr/Day Bus Driver @ DO to a 6.75 Hr/Day Bus Driver @ DO (replaces William Bledsoe)

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

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on October 1, 2013

Certified

1. None

Classified

1. Yadira Garcia – from 6 Hr/Day Bus Driver @ DO to a 6.75 Hr/Day Bus Driver @ DO (Add'l Route)
2. Kelsie Kuhnke – from 6.5 Hr/Day Mod/Sev/Prof Aide @ LVES to a 7 Hr/Day Mod/Sev/Prof Aide @ GHMS (IEP)

CONSENT
Item 8B.

Meeting Minutes

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Meeting Minutes
Tuesday, September 10, 2013

A **regular** meeting of the Humboldt Unified School District Board of Education was held at Glassford Hill Middle School on Tuesday, September 10, 2013 in Prescott Valley, Arizona.

6:30 PM REGULAR SESSION

1. WELCOME AND CALL TO ORDER

President Adler called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY

President Adler led in the Pledge of Allegiance.

3. ROLL CALL

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

4. AGENDA REVIEW/ACCEPT

There were no changes to the agenda.

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

5. REPORTS

A. Board

Suzie Roth

- Attended Open House events at Glassford Hill Middle School and Bradshaw Mountain High School

Carm Staker

- Attended the Open House event at Glassford Hill Middle School
- Attended the League of Women Voters event where Dr. Stanton was a speaker
- Took part in the organization of this year's Healing Field at the Prescott Valley Civic Center and encouraged everyone to visit the memorial

Brian Letendre

- Participated in a meeting with Dr. Stanton, Carm Staker and local newspaper representatives to open communication lines
- Volunteers as a tutor for second grade Granville Elementary School students
- Attended the Arizona School Boards Association's (ASBA) Annual Law Conference where he represented the District as a delegate

Rich Adler

- Attended the Prescott Valley Chamber of Commerce Quarterly Breakfast Meeting where Dr. Stanton and Jeri Ann Kooiman answered questions about the upcoming override election
- Attended the ASBA Law Conference and participated in the ASBA Delegate Assembly
- Reported that a local Multi-District Governing Board Meeting is in the planning stages; a pre-meeting with Board Presidents and Superintendents will be held in December

B. Superintendent

Dr. Stanton

- Presented the APS Science Award/Arizona Science Center awarded to the District
- Attended the Prescott Valley Chamber of Commerce Quarterly Breakfast Meeting where he was a speaker
- Attended the Annual ASBA Law Conference
- Hosted a Superintendent's Steering Committee Meeting
- Will attend the Early Bird Lions meeting tomorrow morning where HUSD nurses will be honored

- Met with State School Superintendent Huppenthal last Friday to discuss retaining and attracting staff
- Reported that the District was awarded two United Way grants, both in the amount of $20,000
- Attended the Yavapai County-Wide Administrators Meeting where Chuck Essigs and the Honorable Chester Crandall spoke of financial challenges faced by Arizona educators

6. CELEBRATING SUCCESSES

A. Glassford Hill Middle School Choral Performance – Directed by Mary Supergan

The choir performed two selections for the Board and audience. Mrs. Supergan announced that the combined HUSD Middle School Choir will perform at Bradshaw Mountain Middle School and the Yavapai County Fair in the near future.

B. HUSD VIP – Dr. Terri Matteson, Glassford Hill Middle School Principal

1. Dave Kreutter – Certified

Mr. Kreutter was selected by Dr. Matteson because he is critical to the success of the school. He teaches seventh grade Science and Environmental Studies and is actively involved with his students in the design and construction of the outdoor habitat; he also sponsors the after-school Garden Club. As a part of the leadership team he will be involved in several professional development opportunities for staff. Dr. Matteson believes he is an example for all students on what it means to be *Stalking Success*!

2. Juanita Apolinar – Classified

Ms. Apolinar has been at the middle school for 12 years and currently serves as the Lead Custodian. She does an outstanding job managing her team, and the night staff looks to her for leadership on jobs that need to be completed to keep the school running smoothly. As a community member, she serves on the school's Site Council. Juanita cares deeply for the students and recognizes each student on their birthday during their lunch hour.

C. HUSD VOLUNTEER OF THE MONTH – Noreen Juarez-Alexander, Volunteer Coordinator

1. Denice Keating – Glassford Hill Middle School

Mrs. Keating has volunteered within the District for several years and is currently active at the middle school as a volunteer and the President of the PTO; she has served for many years as a member on the PTO at both the middle school and Coyote Springs Elementary. Fundraising efforts of the organization have produced many improvements on the playground at Coyote Springs Elementary and purchased workout equipment for Glassford Hill Middle School.

7. PUBLIC PARTICIPATION

None.

8. CONSENT ITEMS

This section included approval of items such as agreement renewals, employee leave requests, employee transfer requests and resignations, agreements, and financial reports. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Suzie Roth read the gifts and donations.

Brian Letendre moved to accept the consent agenda as presented. Suzie Roth seconded and the motion carried unanimously.

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

A. Glassford Hill Middle School Update including: iChoose Success program, Student Advisory Groups, and Respect for Learning

Dr. Matteson was proud to report on the success of the school's *iChoose Success* program. Through their enrichment seminars and Response to Intervention tutorials, students receive the supports they need to grow academically. A new addition to the *iChoose Success* program is Student Advisory Groups. In response to concerns from parents, students and staff about the lack of a school counselor, the GHMS staff created Student Advisory Groups. Each student on campus has been assigned to one staff member, in groups of 13 to 15 students, called a "House." House meetings occur when progress or quarterly grades, or district assessment results are released. In their House meetings, students work with the other members of their House and with their Advisor to analyze their grades and assessment results and to set goals for improvement.

The staff put together a team of certified and classified members who developed their Respect for Learning program. Students who choose to disrupt the learning process are referred to the Respect for Learning Center for a series of

consequences and interventions, and those students who choose to be contributing members of the learning community are rewarded with Panther Paws, monthly rewards, and semester celebrations.

B. Educational Services Update including:

Mr. Brown's update included:

- Introduction of Dave Capka, Director of Career and Technical Education

Mr. Capka is the new Coordinator of Special Projects and continues in his fifteenth year as the high school's CTE Director. He is currently working with principals in the collection of artifacts for the District's AdvancED Accreditation visit this November. President Adler thanked Dave for stepping up to fill this position and for his loyalty to the District.

- AdvancED accreditation progress update

AdvancED has announced their leadership team members for our external review that is scheduled for November 17 – 20. The team will start at the District Office, and will then meet with principals, community members, and Board members for interviews. A special Board meeting will be held the afternoon of November 20 to discuss the findings of the team.

- Title I Continuous Improvement Plan

Mr. Brown attended a workshop this morning to learn about the ALEAT system; the system tracks the continuous improvement plan for the District. The plan is to be reviewed and submitted by October 1 of each year. The plan will include the Needs Assessment for Title I that was conducted last spring.

- Move on When Reading (MOWR) Update

Mr. Brown is working with Cindy Daniels from Arizona Department of Education; plans and processes are in place. Letters were sent home earlier this year to parents of students in grades kindergarten through third. Another letter will be distributed during parent/teacher conferences; specific to those students who may be on the cusp. Students are identified by teachers and interventions are applied. Mr. Brown feels confident that the District is doing well in meeting the mandates of MOWR.

Dr. Stanton complimented Mr. Brown on the work he is doing. Mr. Brown "jumped in feet first" and is finding out additional duties and more deadlines to be met. Principals have noticed his organizational skills.

C. Human Resources Update including: Budget Presentations, the New Teacher Evaluation, and Staffing

Reported by Dan Streeter, currently the HR Department is working with administrators at the school sites and District Office on the following activities:

- Budget Presentations

During the first few weeks of the school year the District administration has provided budget updates at each campus to review the state and local economies, as well as the impact on HUSD. These meeting have included staff meetings in addition to meetings with individual PTOs at each site.

- New Teacher Evaluation

The District is implementing the New Teacher Evaluation System for the 2013-2014 school year. To meet the requirements of the state, the District is using a web based teacher evaluation system. This product is allowing our administrators and teachers to increase communication throughout the evaluation process while creating an opportunity for efficiencies for our employees.

- Staffing

HUSD welcomed fifty-three new teachers to the District. There are currently one and one-half teaching positions that remain unfilled. All new teachers to HUSD were invited to a county-wide induction program sponsored by the YCESA. During this training, new teachers were introduced to the work of Dr. Harry Wong who emphasized the skill of classroom management.

As we move into the 2013-2014 school year, the Human Resources Department is looking forward to:

- Reviewing Job Descriptions
- Conducting a Market Analysis for Positions and Salaries
- Continuing Progress Towards a Paperless System
- Establishing an Induction Program for New Hires

Each activity is based on the strategic priorities identified to assist in the achievement of Board Goal #4:

- Attract highly effective employees to the District
- Retain highly effective employees in the organization
- Identify and increase the ways in which we can support our employees

Board Member Brian Letendre mentioned that one of the District's biggest challenges is retaining staff and being able to show appreciation; the District does not have the budget to increase salaries, but there are other things we can do to show appreciation.

D. Discussion of HUSD's tax rates for fiscal year 2013-14

Finance Director Cynthia Windham reported that the Humboldt Unified School District's tax rates for fiscal year 2013-14 have been calculated and submitted to the Yavapai County Board of Supervisors for adoption. The rates for the upcoming year are as follows:

	FY 12-13	FY 13-14	Difference
Primary	$4.0429	$4.4131	.3702
Secondary	$1.0951	$1.0915	-.0036
	$5.1380	$5.5046	.3738

The rate of $5.5046 represents a combined increase of .3738 cents over last year; or an approximate increase of $37.38 per $100,000 of assessed valuation per year, or $3.12 per month.

The primary tax rate averaged over the past five years has been $3.607.

In addition to the report included in the Board packet, Ms. Windham presented a PowerPoint. A summary of the presentation follows:

Four Basic Elements That Affect Primary Tax Rates:

1. Budget Allocation
2. Assessed Valuation of the District
3. Qualifying Tax Rate (QTR)
4. Collection of Tax Levies

Element 1 – Budget Allocation

- School districts are allowed to calculate its annual budget based on:
  - Average number of students in attendance
  - Amount per pupil (set by the State)
  - Transportation route miles (formula set by the State)

Element 2 – Assessed Valuation (AV)

- Property values are set by the Yavapai County Assessor's Office (adjusted annually)
- Assessor uses a variety of methods for valuation (market value is the basic measuring tool)
- Assessments spread the tax responsibility over all taxable properties located within the taxing jurisdiction
- Department of Revenue verifies County assessments and makes adjustments (if necessary)

Element 3 – Qualifying Tax Rate (QTR)

- QTR is the mechanism used to determine the mix of state and local funding for the school district funding level
- Floating QTR (adjusted every year)
- Calculation based on Statewide Assessed Valuation
- Based on change in primary property value of properties that existed in the prior year (assessed valuation)
- Correlation between QTR/AV
  - FY 13-14 QTR went up 8.6% (based on state-wide calculation)
  - FY 13-14 HUSD Primary Assessed Valuation went down 7% (based on county calculation)
  - *In a perfect world . . . . .they would off-set each other*

Element 4 – Collection of Tax Levies
- HUSD taxpayer levy collection rate (approximately 95%)
- Uncollected levy amounts (factored in to off-set the loss)
- Paid back-taxes/levies (factored in to lower the rate for the following year)

As district's budgets grow (due to an increase in student growth):
- The calculated budget capacity would increase
- The amount of money the taxpayers would be required to contribute would remain constant (assuming the AV/QTR remain constant each year)
- The additional funding would come from the state as Equalization Assistance

Three Basic Elements That Affect Secondary Tax Rates:
1. Assessed Valuation of the District (secondary)
2. Bond Payment
3. Collection of Tax Levies

Element 1 – Assessed Valuation of the District (secondary)
- Same as for primary assessed valuation

FY 2013-14 HUSD's secondary assessed valuation went down by 7% (based on county calculation)

Element 2 – Bond Payment
- Based on bond repayment schedule and estimated secondary assessed valuation

Element 3 – Collection of Tax Levies
- Same as for primary assessed valuation

Note: To provide relief to local taxpayers, the Governing Board recently restructured the current scheduled bond payments. The result was a level rate versus an 18 cent projected increase. The average secondary tax rate since fiscal year 2007-08 to present is 97 cents.

Various financial illustrations were presented by Ms. Windham and are available to the public at the District Office.

10. ACTION

A. Request for approval of stipends for a K-8 Lead Librarian, and high school Lead Librarian

Mr. Streeter reported that at the March 23, 2010 Governing Board meeting, the Board approved an administrative recommendation to eliminate certified librarian positions to address significant budget reductions and to realize a savings of approximately $200,000. Included in the recommendation was a staffing model that included one Lead Librarian to be placed at the high school. This model was designed to meet accreditation requirements while providing oversight of all Librarian Assistants in the District.

Upon the Lead Librarian's retirement this past spring, administration met with Principals and Librarian Assistants to discuss the District's best position for moving forward. Additionally, due to increased budget concerns across the country, AdvancED has removed the accreditation requirement for having a certified Librarian at the secondary level. With this requirement removed, and in collaboration with the different stakeholders, administration feels that school library leadership can best be supported by providing two new Library Coordinator positions and increasing the number of work days for existing Librarian Assistants by five days. One Library Coordinator position would be for the K-8 schools and one Library Coordinator position would be for the high school. The Library Coordinator positions would replace existing Librarian Assistant positions.

It was recommended that Library Coordinator positions be placed on the classified wage schedule at Classification 7. This increased classification would provide compensation for additional duties. This change is supported by the current assistants and school administration; saving $37,919.20 to the M&O budget.

President Adler recalled the 2010 meeting where the decision to eliminate Librarian positions was one of the most difficult the Board has made. Current Board members were in agreement that this important issue be reevaluated when there is a change in the economy. Mr. Streeter reassured the Board that our students will not suffer with this new model, and commented that all programs will be reevaluated when the District is in a better financial position.

Carm Staker moved to approve two new Library Coordinator positions as Classification 7 employees on the Classified Wage Schedule and increase the number of work days for Librarian Assistants from 195 days to 200 days. Suzie Roth seconded and the motion carried unanimously.

B. Request for approval of an elementary wrestling program and coaching stipend

Dan Streeter and Principal Cole Young reported that the District has the opportunity to add wrestling for elementary students in grades fourth through sixth. The program will teach wrestling fundamentals and not be overly competitive. This sport would be directly funded from tax credits and participation fees with no impact to the M&O budget. The elementary pay-to-play fee is $50 per sport ($25 if the student qualifies for free/reduced meals). The season would start after flag football (October 14th) and end November 21st. This year, Granville and Humboldt Elementary would host the wrestling program. Both of these sites would be open to District elementary students. Mr. Young indicated that 50 Humboldt Elementary students have already expressed interest in joining. A current teacher at Humboldt Elementary, Mr. Brad Grauberger, will head-up the program. Two coaching stipends are necessary to start the program; these stipends would be in accordance with the Elementary Athletic Stipend Schedule.

Mr. Streeter emphasized that upon advice from the District's liability insurance carrier, mats must be sanitized; girls are to wrestle girls, and boys are to wrestle boys. Mr. Young added that according to Big Bug Wrestling Program coaches, at this primary level, headgear is not required.

President Adler does not support an elementary wrestling program, and expressed concern over liability issues. His preference, especially in these economic times, is to add more academic programs and clubs.

Carm Staker moved to approve the addition of the elementary wrestling program with placement on the 2013-14 elementary stipend schedule. Brian Letendre seconded. Rich Adler opposed. The motion carried.

C. 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

The Board Self-Evaluation Instrument is under revision. It was recommended that the Board Self-Evaluation take place once there is a new instrument. Time is needed to gather information and recommendations from current Board members. Mrs. Roth will research evaluation instruments of other districts. President Adler recommended the policy be temporarily suspended until the end of January; however, the evaluation could take place prior to then.

Carm Staker moved to suspend Board Policy BAA – Evaluation of School Board / Board Self-Evaluation until the new instrument is in place, but not later than the end of January, 2013. Suzie Roth seconded and the motion carried unanimously.

11. PERSONNEL

A. Discussion and possible action regarding the Superintendent's performance based pay

President Adler reported that legislation mandates that pay for performance be added to Superintendents' contracts, and that the HUSD Governing Board approved the Superintendent's Performance Pay Plan at their regular scheduled meeting held on November 13, 2012.

There are two parts to the performance pay plan. Part one (50%) will be addressed in December when the Superintendent's evaluation takes place. Requirements of part two (50%) were met when the District received a B rating from the Arizona Department of Education and seven of the nine schools within the District were rated by the Department of Education as B or better. The Board set a goal, and the goal was met; 50% of the performance pay is due to be paid to the superintendent. The total amount of the performance pay is six percent of Dr. Stanton's annual salary.

Dr. Stanton thanked the Board, but as a member of a team that includes school principals, respectfully declined the pay and requested that the amount be divided amongst the ten schools.

Suzie Roth moved to approve payment of the superintendent's performance pay plan as Dr. Stanton has requested to be dispersed amongst the ten schools. Brian Letendre seconded and the motion carried unanimously.

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

October 1, 2013	6:30 p.m.	Regular Meeting	@ Humboldt Elementary
October 21, 2013	8:00 a.m.	Annual Board Retreat	@ Transportation Facility
November 12, 2013	6:30 p.m.	Regular Meeting	@ Granville Elementary
December 10, 2013	6:30 p.m.	Regular Meeting	@ Coyote Springs

13. ADJOURNMENT

Carm Staker moved to adjourn. Brian Letendre seconded and the motion carried unanimously. The meeting adjourned at 8:42 p.m.

Respectfully submitted,

Mary Diaz,
Board Secretary

APPROVAL

Richard Adler, President

Carm Staker, Vice President

ABSENT

Gary Hicks, Member

Brian Letendre, Member

Suzie Roth, Member