



The Humboldt Schools.
Motivating achievement since 1906.

GOVERNING BOARD MEETING

Tuesday, January 14, 2014

Liberty Traditional School
3300 N. Lake Valley Road
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

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 14, 2014** at **Liberty Traditional School**, located at **3300 N. Lake Valley Road, Prescott Valley, Arizona**.

- If authorized by a majority vote of the members of the Governing Board, any matter on the Open Meeting Agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The Board may also vote to convene in executive session to review and discuss issues marked with an asterisk (*). These sessions are not open to the public; however, Board decisions will be made in open public assembly.
- Members of the HUSD Governing Board who are not able to attend in person may participate via an electronic medium.
- The Agenda may be revised up to twenty-four (24) hours prior to the meeting. Revisions will be posted at the HUSD District Office located at 6411 N. Robert Road, Prescott Valley, Arizona.
- Arrangements to accommodate disabilities may be made by contacting Mary Diaz at (928)759-4000 or mary.diaz@humboldtunified.com prior to the meeting.
- Members of the public wishing to address the Board are requested to complete a Public Participation Form provided at the entrance of the meeting area.
- Discussion by the Board is limited to items posted on the agenda.

AGENDA

6:30 PM REGULAR SESSION

1. **WELCOME AND CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
3. **ROLL CALL**
4. **AGENDA REVIEW/ACCEPT**
5. **REPORTS**
 - A. Board
 - B. Superintendent
6. **BOARD ORGANIZATIONAL MEETING PURSUANT TO A.R.S. § 15-321**
 - A. Election of Governing Board Vice-President
 - (Pages 1-3) B. Establish regular board meeting dates, times, and location(s)
 - C. Establish official location(s) for posting of board notices/agendas
 - D. Possible action regarding choice of options for student expulsion hearings
7. **CELEBRATING SUCCESSES**
 - A. Songs by Emma Steverson, Liberty Traditional School Student (7th Grade)
 - (Page 4-6) B. HUSD VIP – Michael DeRois, Liberty Traditional School Principal
 1. Sara Dawson – Certified
 2. BobbiJo DesJarlais – Classified
 - (Page 7) C. HUSD VOLUNTEER OF THE MONTH – Noreen Juarez-Alexander, Volunteer Coordinator
 1. Yvonne Allen – Liberty Traditional School

8. 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.

9. 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 8-10) A. Personnel Recommendations

(Pages 11-17) B. Governing Board Meeting Minutes of December 10, 2013

(Page 18-191) C. Financial/Business

1. Approval of Accounts Payable voucher(s) in the amount of \$ 810,656.10
2. Approval of Payroll voucher(s) in the amount of \$ 2,881,920.07

(Pages 192-199) D. Monthly Budget Report

(Pages 200-204) E. Monthly Student Activities Report

(Pages 205-251) F. Request for out-of-state travel for Glassford Hill Middle School students to Anaheim, California to participate in the Youth Education Series at Disneyland Resort May 14 – 16, 2014

(Pages 252-253) G. Gifts and Donations

10. DISCUSSION ITEMS (no action will be taken)

(Pages 254-255) A. Liberty Traditional School Update including: Learning environment, goals, parental/community involvement, and student projects

(Pages 256-257) B. Educational Services Update including: AZ K-12 Center's Master Teacher Program

(Pages 258-260) C. Report and discussion of how Glassford Hill Middle School uses district assessment data and Galileo data

11. ACTION

(Pages 261-262) A. Request for approval of stipends for four district instructional specialists to mentor district Master Teacher candidates

(Pages 263-274) B. Request for annual approval of the Teacher Evaluation System for school year 2013-14

(Pages 275-280) C. Request for approval of the proposed signature program for Bradshaw Mountain High School for school year 2014-15

(Pages 281-282) D. Request for approval of an additional eight-hour bus driver position

(Pages 283-298) E. Second Reading and possible approval of Policy Advisories 493 - 496 as presented by Arizona School Boards Association

493	BCB	Board Member Conflict of Interest
494	CBI	Evaluation of the Superintendent
495	DJE	Bidding/Purchasing Procedures
496	JICH	Drug and Alcohol Use by Students

12. PERSONNEL

(Page 299-300) A. *Discussion and possible action to accept report and evaluation of the Superintendent for the 2013-2014 school year
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel)]

(Page 301-302) B. *Discussion and possible action regarding the second half of the Superintendent's performance pay for the 2013-2014 school year
[Possible executive session pursuant to A.R.S. § 38- 431.03 (A)(1) (Personnel)]

13. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

January 28, 2014	6:30 p.m.	Special Meeting (Annual Board Training)	@ District Office Conference Room
February 11, 2014	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain High
March 4, 2014	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle
April 8, 2014	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary

Note: March's meeting is the first Tuesday of the month; the second Tuesday is during spring break.

14. 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.

BOARD ORGANIZATIONAL MEETING Item 6

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

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	6 A-D
FROM:	Dr. Paul Stanton, Superintendent	Reading	
DATE:	January 14, 2013	Discuss	X
SUBJECT:	Organizational Meeting of the Board for 2014	Action	X

OBJECTIVE: Board Governance

SUPPORTING DATA:

The Arizona Revised Statute 15-321 and Board Policy BDA require the Board to hold an organizational meeting between January 1 and January 15 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 agendas.

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. Richard Adler currently holds the office of president; his two-year term expires January 2015.

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. The Board previously approved a list of hearing officers and may, if they desire, vote at this time to accept Option B for the 2014 calendar year, as was done for the 2013 calendar year.

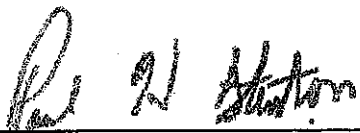
SUMMARY & RECOMMENDATION:

It is recommended the Governing Board 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.

Sample Motions:

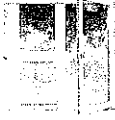
- A) I move to nominate _____ for the office of vice president for a one-year term.
- B) I move to approve the regular meeting to be held the second Tuesday of each month at 6:30 p.m. at various district locations.
- C) I move to keep the posting locations at the District Office and on the district website.
- D) I move to approve Option B as indicated in House Bill 2011 to use a Hearing Officer for student expulsion hearings.

Approved for transmittal to the Governing Board:



Dr. Paul H. Stanton, Superintendent

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



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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: **2nd 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

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

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 14th day of January, 2014.

Humboldt Unified School District

By _____, Board President
Richard Adler

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 14, 2014, 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: _____

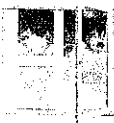
Post: One copy (permanently) at the posting place.



CELEBRATING SUCSESSES

Item 7

- A. Songs by Emma Steverson – LTS Student
- B. HUSD VIPs - LTS
 - 1. Sara Dawson – Certified
 - 2. BobbiJo DesJarlais – Classified
- C. Volunteer of the Month - CSES
 - 1. Yvonne Allen



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January 2014

To: HUSD Board

Subject: Nomination letter for Certified Employee of the Month

This letter is in regards to Mrs. Sara Dawson. Mrs. Dawson is the seventh grade Language Arts teacher here at Liberty Traditional School.

Believing that every child can be successful, Mrs. Dawson takes pride in her profession with the philosophy, I don't just teach, I teach future leaders. The children thrive and enjoy their classroom environment. This to me is the strongest evidence of her teaching talent.

Sara is a craftsman in all she does, be it leading other educators in professional development, or just simply taking her lunch time to tutor a student in need. She has a willingness to do what it takes to help children learn, and will find the time, resources, material, and personnel to accomplish it. She has proven leadership skills, and as her administrator, I need to make sure her plate is not too full.

In gaining professional enrichment, Mrs. Dawson has always shown the interest needed to succeed beyond and above in any area, including opportunities to further her own education and thus enhancing the education of her students. She has a classic or should I say unique classroom management style that promotes student interest and engagement and also promotes the appropriate classroom behavior. Once in her class you don't want to leave. Mrs. Dawson has completed numerous programs and seminars, but what makes her exemplary is that she not only uses this information, but shares it and sees that it is developed at her site.

Mrs. Dawson is very creative, enthusiastic, and can be very entertaining. In my observations I have noticed she encourages much creativity and originality in her students. She also strives to succeed in improving communication between the classroom, home, and office. She seeks to create a "classroom of excited learners," continually challenging her students to thrive, and is a tireless and dedicated teacher who is making a positive difference in her students' lives.

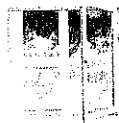
I cannot even begin to say what an asset she is outside of the classroom as well. She is currently serving on our Liberty AdvancED Committee, RTI Committee, and Enrichment Committee. She is also a member of our teacher selection committee. Her commitment to this school is recognized and respected by the staff and parents alike. She is exceptionally supportive of the other staff members and our school.

In choosing Sara, I know that she fully embraces her job as an educator and challenges her students to learn to think, and for the privilege of seeing the remarkable transformation of students as they learn not only the subject, and the world around them, but most importantly about themselves.

It is my privilege to nominate Mrs. Sara Dawson as the certified employee of the Month.

Sincerely,

Michael DeRois, Principal



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January 2014

To: HUSD Board

Subject: Nomination letter for Classified Employee of the Month

This letter is my personal recommendation for Mrs. BobbiJo DesJarlais, one of our Title 1 Aides here at Liberty. I have had the pleasure of knowing and working with BobbiJo for the past five years. Mrs. DesJarlais is an extraordinary woman, and I have seen many examples of her talent and abilities, and have long been impressed by her diligence and work ethic. I found her to be consistently pleasant, tackling all assignments and duties with dedication. She has been a tremendous asset to our school and our school district. I would like to take this opportunity to recommend BobbiJo to you.

Besides being a joy to work with, Mrs. DesJarlais is a take-charge person who is dedicated and able to present creative solutions when we are in desperate need for a way to cover personnel. When we find ourselves short of people for different coverage needs, be it on the playground, office, cafeteria, or the classroom, she has consistently demonstrated an ability to rise to any challenge that she must face. She is inspiring and motivating with her pleasant and encouraging attitude.

To conclude, it is for these reasons that I offer high recommendations for BobbiJo as Classified Employee of the Month. Her drive and abilities are truly an asset to us, and we are very grateful that she is a Liberty Eagle!

Sincerely,

Michael DeRois
Principal of Liberty Traditional School

CELEBRATING SUCCESSES

The January 2014 "HUSD Volunteer of the Month" is Liberty Traditional School's volunteer, Yvonne Allen.

Yvonne Allen is the volunteer of the month for Liberty Traditional School. She was chosen because of her involvement with the PTO, After School Club, and the help she gives during picture day.

Yvonne is a stay at home mom. Her husband of 22 years works for Lockheed Martin. They have two girls, a fourth grader here at Liberty, and a sophomore at Tri-City Prep. They have lived in Prescott Valley since 2008, but have resided in many states because of her husband's career.

Yvonne volunteers because she likes being involved in her children's life. The more she is involved it helps her understand what is expected of her children. Because she knows what is happening, it helps her to give support to her children. She started volunteering when her oldest was in fifth grade and has increased the number of hours she helps as her children have grown.

She was asked to be the treasurer for Liberty's PTO because of her background in accounting; she enjoys her time in the PTO. She has seen how as more parents get involved, the more fun it is to be doing things to help out the school. The walk-a-thon that the PTO organizes has raised funds for technology needs at the school.

CONSENT

Item 9A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on January 14, 2014

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

Certified Staff

1. Rhonda Choudhary – 3rd Grade Teacher @ CSES (resign effective 12/20/13) (\$500 Recruitment Fee Assessed)
2. Joseph Dudek – 6th Grade Teacher @ LTS (resign effective 12/20/13)(\$500 Recruitment Fee Assessed)
3. Lisa Foss – Speech Pathologist @ LVES (resign effective 12/20/13)(\$500 Recruitment Fee Assessed)
4. Katie Jones – 5th Grade Teacher @ HES (resign effective 12/20/13) (\$500 Recruitment Fee Assessed)

Classified Staff

1. Lisa Cuthbertson – 3.9 Hr/Day Preschool Aide @ BFPS (resign effective 12/20/13)
2. Kelcie Kuhnke – 7 Hr/Day Mod/Sev/Prof Aide @ LVES (resign effective 12/20/13)
3. Stacy Morgan – 5.75 Hr/Day Title One Aide @ HES (resign effective 12/13/13)
4. Tina Wadsworth – Accounting Clerk @ BMHS (resign effective 1/17/14)

Substitute+ Staff

1. Nichole Jones – F & N Worker
2. Christopher Mays – F & N Worker
3. David Mompher - Custodian
4. Ian Snider – Teacher
5. Jeremiah Wallin – Bus Driver
6. Kathryn Wood – Bus Driver

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

Certified Staff

1. Mark Feeney – 6th Grade Teacher @ MVES (replaces Lance Barnes)
2. Moriah Hart – Speech Pathologist @ HES (replaces Vendor)
3. Anna Hust – 2nd Grade Teacher @ HES (replaces Michael Ingerson)
4. Jared Smith – Math Teacher @ BMHS (replaces William Blasczyk)

Classified Staff

1. Nana Clark – 7 Hr/Day Mod/Sev/Prof Aide @ GHMS (replaces Kelsie Kuhnke)
2. Mary Hill – 3.9 Hr/Day Preschool Aide @ BFPS (replaces Lisa Cuthbertson)

Substitute+ Staff

1. Sarah Collins – Teacher
2. Raymond Cook – Custodian
3. Opal Curtis – Bus Driver
4. Edward Fuentes – F & N Worker
5. Ralph Harris – Bus Driver
6. Sharron Howard – Aide
7. Randall McCreight – Bus Driver
8. Marvin McKeown – Bus Driver
9. Richard Marshall – Bus Driver
10. Elaine Nielson – Teacher
11. Lindsey Polley – Bus Aide
12. Thomas Sheets – Teacher
13. Jared Smith – Teacher
14. Carissa Wooten – Nurse Aide

C. SUPPLEMENTAL CONTRACTS

Overloads

1. None

Stipends Specifically Listed on Board-approved 2013-2014 Stipend Schedule

(\$29,779.75 M&O...\$7,166.75 Tax Credit...\$00.00 General Tax Credit...\$0.00 SPED)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on December 10, 2013

1. Brittany Bays – Elementary Basketball Coach stipend @ HES
2. Marty Boles – Middle School Track Coach stipend @ GHMS
3. Joe Borzello – Head Boys Tennis Coach stipend @ BMHS
4. Joe Borzello – Head Girls Tennis Coach stipend @ BMHS
5. Diane Cardell – Middle School Boys Soccer Coach stipend @ GHMS
6. Randy Clifford – Head Baseball Coach stipend @ BMHS
7. Jennifer Cooper - .5 Counseling Department Chair stipend @ BMHS
8. Nicole DeGrouchy – JV Softball Coach stipend @ BMHS
9. Keri DeHerrera - .5 Foreign Language Department Chair stipend @ BMHS
10. Sharon Haese – Head Softball Coach stipend @ BMHS
11. Blair Hillig – Freshmen Baseball Coach stipend @ BMHS
12. Jason Howard – Assistant Track Coach stipend @ BMHS
13. Nick Malise – JV Baseball Coach stipend @ BMHS
14. Dave Moran – Assistant Track Coach stipend @ BMHS
15. Nathan Roberts – Middle School Girls Basketball Coach stipend @ GHMS
16. Randy Salas – Assistant Track Coach stipend @ BMHS (Paid w/ Tax Credit)
17. Michael Simon – Head Track Coach stipend @ BMHS
18. Sarah Straus – Elementary Volleyball Coach stipend @ LVES
19. Sarah Straus – Assistant Middle School Track Coach stipend @ GHMS

Other Stipends

(\$0.00 M&O...\$1,224.00 Tax Credit...\$0.00 F&N...\$0.00 Special Education...\$500.00 Other)

1. Holly Anthony – After School Art Coordinator stipend @ CSES (Paid w/ Tax Credit)
2. Jane Gentzen – Extended Math Tutor stipend @ LTS (Paid w/ GEAR UP)
3. Brent Welsh – Before School Math Tutoring Coordinator stipend (Paid w/ Tax Credit)

D. IN-DISTRICT TRANSFERS

Certified

1. Lance Barnes – from 6th Grade Teacher @ MVES to Gifted Teacher @ HES (replaces Barbarita Lohman)
2. Michael Ingerson – from 2nd Grade Teacher @ HES to 5th Grade Teacher @ HES (replaces Katie Jones)

Classified

1. None

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

Certified

1. Jayne McManigal – from a 1.0 FTE Speech Therapist @ CSES to a .8 FTE Speech Therapist @ CSES

Classified

1. None



CONSENT
Item 9B.

Meeting Minutes

December 10, 2013

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

A regular meeting of the Humboldt Unified School District Board of Education was held at Coyote Springs Elementary School on Tuesday, December 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 Gary Hicks. Suzie Roth arrived at 7:56 p.m.

4. AGENDA REVIEW/ACCEPT

There were no changes to the agenda.

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

~ Coyote Springs Elementary School Choir - Directed by Mr. David Johnson ~

5. REPORTS

A. Board

Gary Hicks

- Served on the Arizona School Boards Association's scholarship committee

Brian Letendre

- Attended the JTED Culinary Arts Open House at their new location (previously Fuddrucker's Restaurant)
- Announced the holiday open house he is hosting later this week

Carm Staker

- Attended an ecumenical meeting with Dr. Stanton
- Announced the church she attends (Prescott Valley Methodist Church) has adopted Bradshaw Mountain Middle School

B. Superintendent

Dr. Stanton

- Mentioned that HUSD was spotlighted in a recent YCESA newsletter
- Thanked Prescott Valley Methodist Church for adopting BMMS
- Thanked Kooiman Realty for adopting HES
- We will be notified soon if we will receive the Innovations Award from ADE
- Judged gingerbread houses at Prescott Resort
- Announced two new teachers certified by the National Board (Pam Clark and Diane Lerette)
- Attended a recent Town Smorgasbord meeting with Town of Prescott Valley officials
- Attended a recent ABEC meeting where HES, MVES, GES received highly performing awards

6. CELEBRATING SUCCESSES

A. HUSD VIP – Candice Blakely-Stump, CSES Principal

1. Pam Clark – Certified

Mrs. Clark has been at CSES for three years. The contributions that she makes to the school are limitless; she has single-handedly changed the culture of Coyote Springs from that of operating under independent silos to a culture of collaboration and sharing. Mrs. Clark is also one of the HUSD teachers to receive national certification!

2. Bronte Casperson – Classified

Mrs. Casperson has been with Humboldt Schools for seven years and currently serves as librarian at CSES. She is devoted to students' reading success and building relationships with them. Her enthusiasm ignites their passion for reading!

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

1. Betty Hostettler – Coyote Springs Elementary School

Mrs. Hostettler has volunteered at CSES for 16 years and is at the school daily from 8:30 to 2:30! She works with small groups of students helping them with assignments and tutoring. Betty is part of the Foster Grandparents Program.

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, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Brian Letendre read the donations.

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

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

A. Coyote Springs Elementary School Update including: Coyote Intervention Team, Response to Intervention (RTI) and Positive Behavior Interventions and Support (PBIS), and Coyote Partners

The following is a summary of Ms. Blakely-Stump's report:

Coyote Intervention Team

- Modeled after Granville's intervention team
- Reviewed student data over six to eight weeks
- Tier two interventions were implemented and tier three referrals issued
- Focused on math fluency
- With intervention the average growth is ten percent

RTI/PBIS

- A team of CSES teachers attended training last year through the AZK12 Center and shared what they learned with school staff
- When any staff member observes positive behavior in a student, that positive behavior is rewarded
- So far this year discipline referrals are down by 33%

Coyote Partners

- Teachers and parents work together to focus on the academic success of students
- Parents are supporting at home the skills that students learn in the classroom
- The program was piloted last year with two grade levels; all grades participate this year
- Overall growth for participants in the pilot program was up to eight percent

B. Educational Services Update including: Professional development update, Title I

The following is a summary of Mr. Brown's report:

Professional development

- A district-wide professional development committee is being established (principals/teachers)
- The committee's first priority will be to conduct a needs assessment

- Next year's professional development calendar is in the planning stage
- Professional development related to state mandates is happening now
- In partnership with the Arizona Science Center, two weekend trainings are planned; teachers will receive a stipend for attending this training outside of their contract days
- We have nine master teacher candidates being mentored by other HUSD certified master teachers
- Sue Larson training continues for grade levels four through eight (Inductive Math)

Title I

- Mr. Brown is meeting regularly with Title I teachers regarding Cycle 1 – Parental Involvement. Title I funds are set aside to be used for parental involvement at the elementary level.

C. Human Resources Update including: Job description updates, Meet and Confer Committee, Calendar Committee, staffing visits

The following is a summary of Mr. Streeter's report:

Job descriptions

- Job descriptions are being updated
- All positions are being reviewed and adjusted (consistency across the district / legal requirements)
- A market analysis will be conducted

Meet & Confer Committee

- The committee has been meeting since September
- Topics include:
 - Fair Labor and Standards Act
 - FMLA
 - Finances
- Subcommittees have been established
 - Office and staffing ratios
 - Stipend schedules
 - Classified horizontal movement
 - Work calendars for administrative secretaries
 - Staff morale

Calendar Committee

- Consists of 19 members (staff/parents/administrators)
- Working on the next three-year calendar cycle (2014-15, 2015-16, 2016-17)
- Takes into consideration the calendars of neighboring districts
- Final recommendation of the committee will go to Dr. Stanton and to the board for possible approval in February or March

Staffing visits (semester one)

- Mr. Streeter visits each school
 - Determine staffing needs
 - Review evaluation process
 - Identify potential educational leaders from within HUSD
 - Visit classrooms
 - Review staffing timeline for next spring
- He will return to each campus during second semester

D. First Reading of Policy Advisories 493 - 496 as presented by Arizona School Boards Association

To insure compliance with State Statutes the attached Policy Advisories (493 - 496) have been submitted by the Arizona School Boards Association (ASBA) relating to Section B – Board Governance, Section C – General School Administration, Section D – Fiscal Management, and Section J – Students for Board review.

493 BCB Board Member Conflict of Interest

A new procurement bid threshold for school districts has been adopted by the State Board of Education from \$50,000 to \$100,000. These dollar amounts are included in Policy BCB (in the section labeled *Purchases from Governing Board Members for Districts with Fewer than 3,000 Students*). This updated policy includes the new dollar amounts.

494 CBI Evaluation of the Superintendent

The language conflict pertaining to the issuance of a contract to a superintendent who has a multi-year contract is eliminated.

495 DJE Bidding/Purchasing Procedures

Policy DJE has been updated due to the adoption by the State Board of Education on October 28, 2013, of the proposed rule for R7-2-1002, regarding the school district procurement bid threshold which is now one hundred thousand (\$100,000) dollars. (This is following the statutory change brought by Laws 2013, Chapter 190 (HB2599).) The Auditor General has also released new ranges for oral and written price quotations for purchases below the one hundred thousand (\$100,000) dollars threshold. (Three written quotes for \$50,000 to \$100,000; three oral quotes for \$10,000 to \$50,000, and; no competitive bidding below \$10,000.) The new ranges have been placed in the Uniform System of Financial Records (USFR, VI-G-9 and 10) and the Uniform System of Financial Records – Charter Schools (USFR-CS, VI-G-1 and VI-G-6 and 7).

496 JICH Drug and Alcohol Use by Students

Policy JICH is adjusted to eliminate the phrase "to a person under eighteen (18) years of age" in order to avoid inconsistencies or confusion in interpretation and the possible application of disciplinary consequences.

There were no questions from the board. First Reading complete. A Second Reading will be held at a future meeting of the board.

10. ACTION

A. Request for approval of bid award to VIG Solutions for refurbished desktop computers

Director of Information Services Patrick Keeling reported that on October 18, 2013 invitations for IFB 13-000-14 were sent to multiple vendors and three responded; VIG Solutions, School Tech Supply, and Rama Computer Technology. VIG Solutions presented the lowest cost per unit while meeting the specifications outlined in the bid packet. The district will be able to replace the bulk of its aging systems (six to nine years old) and will increase computer lab capacity to accommodate increased class sizes. These machines (800 units and 200 monitors) will be deployed to computer labs, libraries, and administrative users. Completion of these upgrades will ensure the district is ready for the PARCC field test to be taken in spring of 2014.

The value of the old systems is so low that auctioning the equipment may not be worth the cost. Other options are recycling, moving to state surplus, or donating to a non-profit organization. The benefit of recycling is that the cost is offset by the vendor destroying/disposing the hard drive. Procurement requirements will be followed in any option selected.

Brian Letendre moved to approve the award of IFB 13-000-14 to VIB Solutions for 800 refurbished desktop computers and 200 monitors not to exceed \$133,000. Gary Hicks seconded and the motion carried unanimously.

B. Request for approval of third party solar/power purchase agreement with Sky Engineering, Inc.

Ken Johnson, Project Manager, reported that for the past several years, the district has participated in the Arizona Public Service (APS) Solar Program known as SGSP (Schools and Government Solar Program). These systems have a combined maximum solar capacity equal to 40% of the total power consumption of the district and have been installed at eight campus locations. Not all district sites met the selection standards for the APS owned SGSP systems. The largest campus, Bradshaw Mountain High School West, did not meet the "free & reduced" meal participation qualifier of 60%; currently at approximately 52%. The BMHS-W site did meet the standards for an alternative APS solar program known as PBI (Production Based Incentive) through which APS funds 40% of the upfront project cost. The district applied for and has received a PBI award for the high school, to install a third-party owned system consisting of 2,200 ground mounted solar panels.

The Purchase Power Agreement (PPA) proposal is from Sky Engineering, who has installed similar solar systems for the district in the past. This contract proposal offers \$0.065 kW for 20 years, without an escalation clause. This system will be third-party owned and operated, including insurance and maintenance. The installation of this solar system is projected to provide meaningful savings over the term of the contract; a total savings of approximately

\$141,757 is expected by 2021, based on maximum output. The proposal has been reviewed and approved by district legal counsel (with minor changes). There is no cost to the district; the project is fully funded by Sky Engineering and their partner.

The agreement and supporting documentation was included in the board packet and is available on the district website (www.humboldtunified.com) and at the district office for public review.

Gary Hicks moved to approve the Purchase Power Agreement (contract) with Sky Engineering with the recommended changes incorporated from the district's legal counsel. Carm Staker seconded and the motion carried unanimously.

C. Request for approval of Memorandum of Understanding with Yavapai County Education Service Agency for post-vention counseling services

With approval of the agreement YCESA will provide, on a short-term basis (usually no longer than five days) health services that include: crisis counseling, supportive counseling, specialized risk assessment, and staff consultation as appropriate in the aftermath of a tragic event involving students and staff members. The YCESA will assign a team of licensed behavioral specialists to work under the direction of school principals. With no district counselors at the elementary and middle schools, this partnership will be invaluable. There is no cost to the district for these services.

Brian Letendre moved to approve the Memorandum of Understanding with YCESA for post-vention counseling services as presented. Carm Staker seconded and the motion carried unanimously.

D. Request for approval of the district's Prop 301 Certified Performance Plan for school year 2013-14

The performance pay plan is required to be annually approved by the board. The plan is to be submitted to the Arizona Department of Education prior to December 31, 2013. The plan has been consistent the past four years with emphasis on benchmark assessments and comprehensive data reflection. As requirements have changed going into the 2014-15 school year, district administration will be convening a new committee to address these changes for approval later in the spring.

Brian Letendre moved to approve the 2013-14 Certified Performance Plan as presented. Gary Hicks seconded and the motion carried unanimously.

(Announcements were made prior to agenda item 11 – Personnel)

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

January 14, 2013	6:30 p.m.	Organizational & Regular Meeting	@ Liberty Traditional
February 11, 2013	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain High
March 4, 2013	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle

Note: March's meeting is the first Tuesday of the month; the second Tuesday is during spring break.

Dr. Stanton reminded the audience of the December 31 deadline for tax credit donations.

11. PERSONNEL

Brian Letendre motioned to move to executive session pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel) for Items 11A and 11B pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel) as presented on the agenda. Suzie Roth 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.

The Board reconvened in regular session at 9:30 p.m.

Brian Letendre moved to adjourn executive session. Gary Hicks seconded and the motion carried unanimously.

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

Brian Letendre moved to approve an unpaid leave of absence for employee Terry Thomas from December 7, 2013 through and including January 17, 2014. Suzie Roth seconded and the motion carried unanimously.

B. *Annual evaluation of the Superintendent, Dr. Paul H. Stanton
[Possible executive session pursuant to A.R.S. § 38-431.03 (A)(1) (Personnel)]

No action was taken. A statement will be made at a future open meeting of the board.

13. ADJOURNMENT

Suzie Roth moved to adjourn. Gary Hicks seconded and the motion carried unanimously. The meeting adjourned at 9:34 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

