

The Humboldt Schools.  
*Motivating achievement since 1906.*

## GOVERNING BOARD MEETING

Tuesday, March 4, 2014

Bradshaw Mountain Middle School  
12255 Turquoise Drive  
Dewey, AZ

**Regular Session @ 6:30**

Dr. Paul H. Stanton, Superintendent

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

## HUMBOLDT UNIFIED SCHOOL DISTRICT #22

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

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **March 4, 2014** at **Bradshaw Mountain Middle School**, located at **12255 Turquoise Circle, Dewey, Arizona**.

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

### AGENDA

#### 6:30 PM REGULAR SESSION

1. WELCOME AND CALL TO ORDER
2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY
3. ROLL CALL
4. AGENDA REVIEW/ACCEPT
5. REPORTS
  - A. Board
  - B. Superintendent
6. CELEBRATING SUCCESSES
  - A. BMMS Drama Performance – Selections from *Annie* – Directed by Mary Supergan
  - (Pages 1-3) B. HUSD VIP – Jessica Bennett, BMMS Principal
    1. Cathy Alger – Certified
    2. Angie Castaneda – Classified
  - (Page 4) C. HUSD VOLUNTEER OF THE MONTH – Jessica Bennett, BMMS Principal
    1. Amber Schaffer – BMMS

#### 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 5-7) A. Personnel Recommendations
- (Pages 8-14) B. Governing Board Meeting Minutes of February 11, 2014
- (Page 15-173) C. Financial/Business
  - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 498,312.12
  - 2. Approval of Payroll voucher(s) in the amount of \$ 1,196,571.09
- (Pages 174-181) D. Monthly Budget Report
- (Pages 182-186) E. Monthly Student Activities Report
- (Pages 187-197) F. Request for renewal of Northern Arizona Council of Governments (NACOG) / Head Start food service agreement for fiscal year 2014-15
- (Pages 198-198a) G. Gifts and Donations

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

- (Pages 199-200) A. Bradshaw Mountain Middle School update including: Breakfast program, Positive Behavior Intervention System (PBIS), AVID, parent-switch day, Teen Court, teacher accomplishments, / Choose, athletics and clubs, drama production (*Annie*), and the BMMS proposed signature program.
- (Pages 201-204) B. Educational Services Department update including: Gear Up Program and Coordinators, EXPLORE assessments and Pre-ECAPS
- (Pages 205-221) C. Board Goal Update: Progress report of District Goals 1,2,3,4
- (Pages 222-223) D. Tax Credit Report for calendar year 2013

**10. ACTION**

- (Pages 225-231) A. Request for approval of proposed Signature Program for Bradshaw Mountain Middle School for school year 2014-15
- (Pages 232-246) B. Second Reading of Policy Advisories 497 - 498 as presented by Arizona School Boards Association
  - 497 JKE Expulsion of Students
  - 498 JLF Reporting Child Abuse/Child Protection
- (Pages 247-249) C. Second Reading of proposed changes to Policy GDO – Evaluation of Staff Members as recommended by HUSD administration

**11. PERSONNEL**

- (Pages 250-251) A. Request for approval to hire a Director of Educational Services for the 2014-15 fiscal year

**12. ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

April 8, 2014	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary
April 22, 2014	6:30 p.m.	Special Meeting	@ Transportation Facility
May 13, 2014	6:30 p.m.	Regular Meeting	@ Transportation Facility

Note: There will most likely be a second (special meeting) in May to be held Tuesday, May 27, 2014.

**13. ADJOURNMENT**

---

Copies of agendas and supporting documentation relative to public meetings are available on the District website [www.humboldtunified.com](http://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. Drama Performance – *Annie*
- B. HUSD VIPs - BMMS
  - 1. Cathy Alger – Certified
  - 2. Angie Castaneda – Classified
- C. Volunteer of the Month - BMHS
  - 1. Amber Schaffer

# BRADSHAW MOUNTAIN MIDDLE SCHOOL

*Jessica Bennett, Principal*  
12255 Turquoise Circle, Dewey, Az 86327  
ph. (928) 759-4900 • fax (928) 759-4920



  
The Humboldt Schools.  
*Celebrating achievement since 1900.*

**March 4, 2014**

**To: HUSD Governing Board**

**Subject: Nomination Letter for Classified Employee of the Month**

**Bradshaw Mountain Middle School Science Teacher — Cathy Alger**

Bradshaw Mountain Middle School is thrilled to recognize Cathy Alger as the HUSD Certified Employee of the Month for March. Ms. Alger has taught science at BMMS for six years and she has made a lasting impression on each of her students, the teachers she works with, and the new principal.

Ms. Alger is a master teacher who is able to skillfully work with students of all ability levels. When observing in her room, one will often find a magical chaos that is present when each child is engaged and actively participating in the lesson and sharing their ideas with one another. As a classroom teacher, one of her greatest talents is being able to ask questions at a variety of levels which gives all students a chance to be successful, and they all know that at any time, anyone could be called on. Her students respect and love her as they know how much she cares about each one of them individually.

Cathy cares deeply about all the students at BMMS, and she has met with me several times asking for advice on how to discreetly help students out in a variety of needs. She knows the struggles that each of her kids go through and she always looks for little ways to provide them encouragement and support.

Cathy is also a great support for whatever we need done here on our campus. Over the past two months, she willingly gave up her prep time to cover a class when one of our teachers was out ill, so the students would have the consistency of the same teacher. Mrs. Alger also saw our 7<sup>th</sup> graders benefit last year from a campus tour and visit to NAU sponsored by Gear-Up, so she has been working this year to raise funds and organize the same trip for our current 7<sup>th</sup> graders to attend. If I ever need extra coverage during lunch or help on a project, Cathy is there to help, always smiling and encouraging me and all around her along the way.

Cathy is a blessing to BMMS and we wish her the best in all of her future endeavors. She is a go-getter who will be moving to Montana to be closer to her family, and because she needs a larger state that she can fill with her energy and love.

Sincerely,

Jessica Bennett  
Principal  
Bradshaw Mountain Middle School

# BRADSHAW MOUNTAIN MIDDLE SCHOOL

*Jessica Bennett, Principal*  
12255 Turquoise Circle, Dewey, Az 86327  
ph. (928) 759-4900 • fax (928) 759-4920



  
The Humboldt Schools.  
*• Motivating achievement since 1906*

**March 4, 2014**

**To: HUSD Governing Board**

**Subject: Nomination Letter for Classified Employee of the Month**

**Bradshaw Mountain Middle Classified Employee — Angie Castaneda**

At Bradshaw Mountain Middle School we are blessed to have an amazing team. Our classified employees are all integral to our success, and Angie Castaneda daily exceeds our expectations as she fills a variety of roles to keep our campus running. Angie deserves to be recognized as the HUSD Classified Employee of the Month for March.

Angie has worked at BMMS for two years as a special education aide. As I have worked with Angie and watched her over the past eight months, I get nervous at the thought of having to replace someone who selflessly serves the teachers and students each day. I have never seen Angie without a smile on her face, and although small in stature, she has garnered much respect from all she works with.

Because our needs our great, we have Angie doing a variety of tasks each day, and although she is spread thin, one would never know it. Angie helps with all special education documentation and testing for the students, she works with a small group for reading intervention, she serves in three different classes depending on students and teacher needs, covers lunch duty each day, and she also runs a small group counseling session each week. The students trust her and know that she cares about each of them.

Angie does all this while studying full-time to be a counselor. Angie will be moving on next year as she will be completing her internship in counseling at a high school. We are super lucky that we have her for a few more months, but we all know that she is one of a kind and she has made an impact here at BMMS.

Angie—thanks for being willing to cover any job, big or small, and for excelling in all you do. We have been blessed to have you on our team.

Sincerely,

Jessica Bennett  
Principal  
Bradshaw Mountain Middle School

# BRADSHAW MOUNTAIN MIDDLE SCHOOL

*Jessica Bennett, Principal*  
12255 Turquoise Circle, Dewey, Az 86327  
ph. (928) 759-4900 • fax (928) 759-4920



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

**March 4, 2014**

**To: HUSD Governing Board**

**Subject: Nomination Letter for Volunteer of the Month**

**Bradshaw Mountain Middle School Parent Volunteer, PTSO — Amber Schaffer**

Bradshaw Mountain Middle School is pleased to honor Amber Schaffer, as the HUSD Volunteer of the Month for March. Amber has two children, and her son is currently a 7<sup>th</sup> grader at BMMS.

As a new principal at BMMS, I was thrilled to have a small group of parents who were present and willing to help out at our first PTSO meeting. Amber immediately started brainstorming ideas to help with fundraising at our school, but soon found that many opportunities were not available to us because we did not have the 501c3.

Amber didn't waste time, and she quickly began researching what we would need to do to receive this non-profit tax status. Amber keeps busy with two kids and working full-time as a bookkeeper, but she felt that it was important to see if she could help us out. She spent hours on the phone with the IRS to get each of her questions answered and then presented the plan to the PTSO.

Once Amber had the approval to move forward, she then proceeded to spend countless hours completing the many forms that needed to be approved. She was also patient with all of us as she would have to review each step in the process and answer any questions. Amber also got the articles of incorporation published for us and the final documents were submitted to the IRS the first week of February.

Many organizations and schools do not have a 501c3 and this tax-exempt status because this process takes months, if not years, to complete. Amber's diligence enabled us to get everything submitted this year, and we are now in the process of working with foundations and businesses that provide service work and donations to schools and non-profits. We also look forward to being able to apply for more grants that can provide materials and trainings for our programs, all thanks to Amber Schaffer and her willingness to share her time, talents, and expertise with our school.

Sincerely,

Jessica Bennett  
Principal  
Bradshaw Mountain Middle School



# **CONSENT**

## **Item 8A.**

### **Personnel Recommendations**

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on March 4, 2014

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

Certified Staff

1. Cathy Alger – Science Teacher @ BMMS (retire effective 5/24/14)

Classified Staff

1. Charles Baldwin – Lead Maintenance Custodian @ GES (retire effective 6/30/14)
2. LeOra Budin – 7 Hr/Day Receiving Clerk @ LVES (retire effective 6/30/14)
3. John Carino – 5.75 Hr/Day Title One Aide @ HES (resign effective 2/10/14)
4. Marie Fiedler – 3.5 Hr/Day Title One Aide @ LVES (resign effective 2/21/14)
5. Leah Matheny – 6.5 Hr/Day Mod/Sev/Prof Aide @ MVES (resign effective 2/28/14)
6. Lynn McNeill – High School Library Coordinator @ BMHS (resign effective 3/6/14)

Substitute+ Staff

1. Tanya Kolack – Nurse Aide
2. Lynette McCall - Tutor
3. Carissa Wooten – Nurse Aide

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

Certified Staff

1. Trudy Gruver – Middle School Band Teacher @ BMMS/GHMS/LTS (replaces Amie Cobb)

Classified Staff

1. Melissa Babcock- 3 Hr/Day Title One Aide @ LVES (New Position approved 2/11/14)
2. Patricia Harris – 6.5 Hr/Day Title One Aide @ CSES (replaces Amber Pugliese)
3. Lynette Meunier – 5 Hr/Day Bus Driver @ DO (replaces Deborah Olivares)
4. Marissa Onsaga – F & N Cook @ GHMS (replaces David Sawyer)
5. Jamie Summers – 5.5 Hr/Day Resource Aide @ BMHS (replaces Carol Beard)

Substitute+ Staff

1. Dorothy Cohn – F & N Aide
2. Herbert Coley - Teacher
3. Stephen Ginter – Custodian
4. Tanya Kolack – Nurse
5. Angela Lawrence – Teacher
6. Lynette McCall – Teacher
7. David Mompher – Custodian
8. Kristen Munchinsky – Teacher
9. James Murray – Teacher
10. Barbara Riddle – Teacher
11. Tricia Sokoloski – Teacher
12. Vicki Williams – Aide
13. Carissa Wooten – Nurse

**C. SUPPLEMENTAL CONTRACTS**

Overloads

1. Vai Young – College Algebra @ BMHS (2<sup>nd</sup> Semester)

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

(\$1,837.50 M&O...\$3,062.50 Tax Credit...\$918.75 General Tax Credit...\$0.00 SPED)

1. Katherine Davis – Middle School Track Coach stipend @ LTS
2. Tim Derickson – Middle School Student Council Advisor stipend @ LTS
3. Mark Feeny – Elementary Track Coach stipend @ MVES
4. Sarah Moore – 0.5 Assistant Track Coach stipend @ BMHS (Paid w/ Tax Credit)
5. Steve Reynolds - Assistant Track Coach stipend @ BMHS

Other Stipends

(\$0.00 M&O...\$0.00 Tax Credit...\$0.00 F&N...\$0.00 Special Education...\$11,400.00 Other)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

*PERSONNEL DEPARTMENT*

Personnel Consent Agenda for Board Meeting on March 4, 2014

1. Mark Campbell– CTSO DECA Advisor stipend @ BMHS (MI JTED Funds)
2. David Capka – CTE Director Extended Contract stipend @ BMHS/DO (CTE Grant Funds)
3. Sheryl McCulley– CTSO HOSA Advisor stipend @ BMHS (MI JTED Funds)
4. Linda Schaezle – Nursing program Coordinator stipend @ BMHS (MI JTED Funds)
5. Cynthia Sobo– CTSO Skills USA Advisor stipend @ BMHS (MI JTED Funds)
6. Jennifer Woods – CTSO FEA Advisor stipend @ BMHS (MI JTED Funds)

**D. IN-DISTRICT TRANSFERS**

Certified

1. None

Classified

1. Lisa Krietenstein – from 6.5 Hr/Day Mod/Sev/Prof Aide @ LVES to 6.5 Hr/Day Mod/Sev/Prof Aide @ MVES (replaces Leah Matheny)

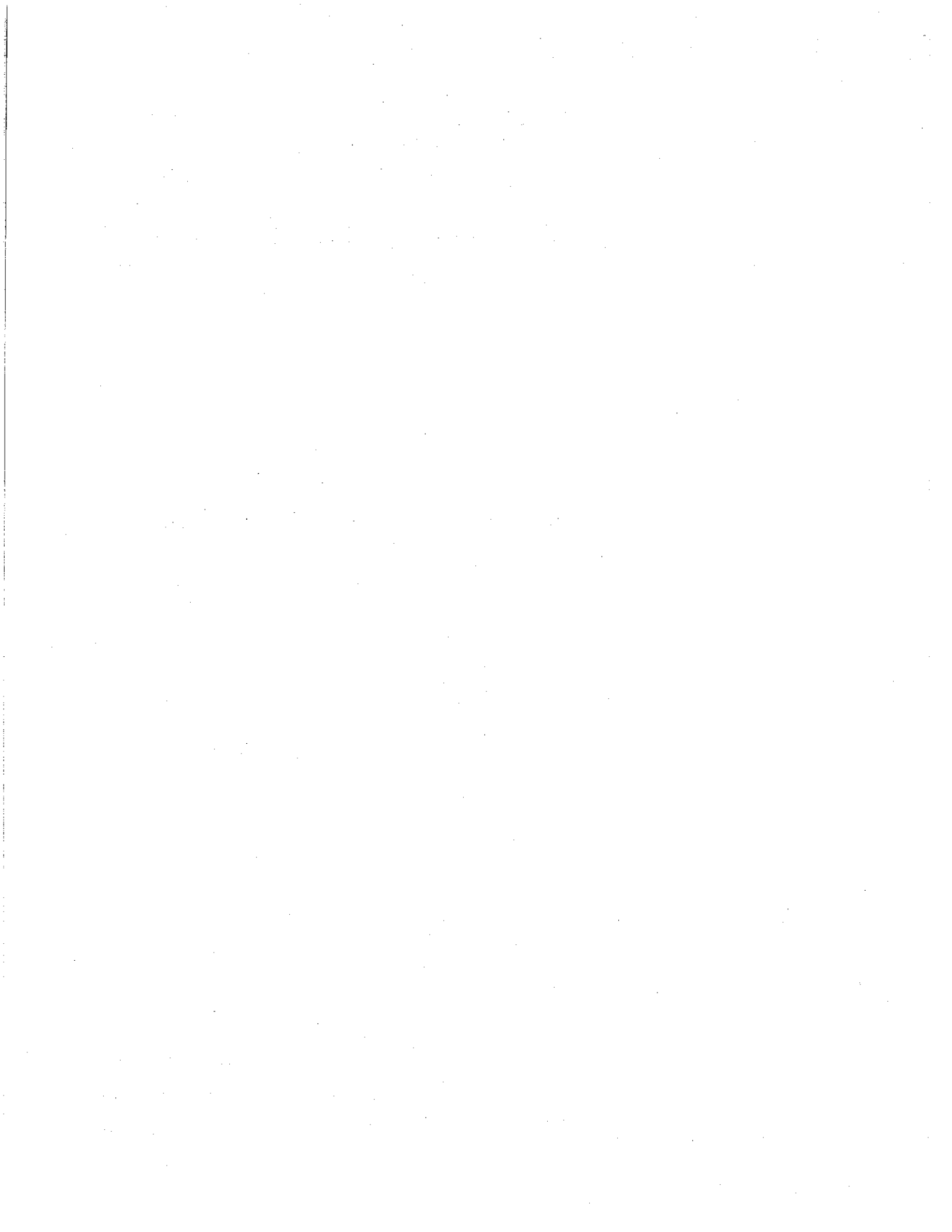
**E. INCREASE/ DECREASE IN HOURS (+OR -) OR FUNDING**

Certified

1. None

Classified

1. None



**CONSENT**  
**Item 8B.**

**Meeting Minutes**

**February 11, 2014**

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
Governing Board of Education  
Meeting Minutes  
Tuesday, February 11, 2014

A **regular** meeting of the Humboldt Unified School District Board of Education was held at Bradshaw Mountain High School on Tuesday, February 11, 2014 in Prescott Valley, Arizona.

**1. WELCOME AND CALL TO ORDER**

President Adler called the meeting to order at 6:33 p.m.

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

President Adler led in the Pledge of Allegiance.

**3. ROLL CALL**

Present were members Richard Adler, Brian Letendre, Carm Staker, and Gary Hicks. Suzie Roth arrived at 7:30 p.m.

**4. AGENDA REVIEW/ACCEPT**

There were no changes to the agenda.

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

**5. REPORTS**

**A. Board**

**Carm Staker**

- Met with BMMS Principal Jessica Bennett
- Spoke at the iChoose assembly last week at GHMS
- Attended the Russian dance performance GHMS

**Brian Letendre**

- Visited LTS and HES
- Is coaching basketball for the HUSD Youth League

**Rich Adler**

- Reported on the annual HUSD Governing Board training held January 28
- Attended the Governing Board President's Roundtable hosted by County Superintendent Tim Carter

**B. Superintendent**

- Attended AZ K12 Center's Celebration of Teachers where nine HUSD teachers were honored
- Reported that teachers from HES attended the National Extinguished Title I Schools celebration in San Diego, CA
- Met with Representative Karen Fann to discuss education in Arizona and HUSD
- Met with Senator Steve Pierce to discuss education in Arizona and HUSD
- Reported that the First Annual Kindergarten Registration Fair was successful; 75 registration packets were handed out
- Announced the Yavapai County Spelling Bee to be held tomorrow at GHMS

**6. CELEBRATING SUCCESSES**

**A. HUSD VIP – Kort Miner, BMHS Principal**

**1. Patti Eller – Certified**

Mrs. Eller is a special education teacher, a department chairperson, and the head coach of the varsity swim program; Mrs. Eller has been at the high school for the past 12 years. She is skilled at designing lessons which elicit high levels of student engagement; she is in tune with the cognitive and affective needs and characteristics of each of her students, and they love her! She leads a very strong Special Education Department; there have been Resource students take and pass AP courses and exams. As swim coach, the team has won many meets and several swimmers regularly qualify for State. Overall, the swim team has broken seven school records. Everything she is involved with at BMHS flourishes!

## 2. Mindy Clifford – Classified

Principal Miner introduced Mrs. Clifford as an *unbelievable* secretary; multi-tasking throughout each day with a smile on her face. Not only does she work for four counselors, works with parents and students, she is also back-up to the school nurse. The list of tasks that Mindy is responsible for in just one day is enough to keep three people busy! She epitomizes professionalism and the high school could not function without her.

## B. HUSD VOLUNTEER OF THE MONTH – Kort Miner, BMHS Principal

### 1. Elissa Rogge – Bradshaw Mountain High School

Ms. Rogge has logged thousands of hours volunteering at the high school. She is the president of their PTSO group, a member of the Band Boosters, is a parent SIT Council representative, and helps during summer registration. She is dedicated not only to her own children, but all of the BMHS students. Mr. Miner stated that he will make every attempt to keep her involved at the high school next year, as her last child heads off to college.

## C. Environmental Protection Agency Grant Award – Dr. Terri Matteson, GHMS Principal

Dr. Matteson, Glassford Hill Middle School Principal, was proud to announce that their project for a rainwater catchment system and riparian model in the Outdoor Classroom/Habitat was approved for funding with the Prescott College EPA *Arizona Waters* grant. Glassford Hill Middle School STEAM team was notified that they will receive \$4,825.50 to purchase the materials needed for this project.

## 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. Gary Hicks read the donations.

Consent Item G (Request for approval of extra-curricular fees for fiscal year 2014-15) was removed from the consent agenda for discussion by the request of Brian Letendre.

**Carm Staker moved to approve the consent agenda except for Item G. Gary Hicks seconded and the motion carried unanimously.**

### G. Request for approval of extra-curricular fees for fiscal year 2014-15

Mr. Letendre requested that fees be reviewed over the next year for accuracy. He believes that some of the classes that have a fee are part of public education and doesn't feel that a fee should be charged; there are other instances where the fee may not be enough. Finance Director Cynthia Windham responded that the fees are vetted annually by an auditor. Ms. Windham will follow up with teachers whose class requires a fee to look at the items used and the dollars collected.

**Brian Letendre moved to approve the fee schedule with the understanding that it will be reviewed over the next year. Gary Hicks seconded and the motion carried unanimously.**

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

### A. Bradshaw Mountain High School - Future Health Professionals (HOSA) Presentation

Several HOSA students, both past and present, attended the meeting to share their excitement about the program, the competitive events they have attended, the way HOSA has had such a positive impact on their lives, and to thank the Board for supporting the program. HOSA teacher, Sheryl McCully, provided a short video of the HOSA National Convention held last year in Florida where several BMHS students had the opportunity to compete in a variety of areas.

*Note: Board member Suzie Roth arrived to the meeting at 7:30 p.m.*

### B. Bradshaw Mountain High School Update including: AIMS data, curriculum calendars, instructional practices, formative assessment, intervention program, upcoming events, and first semester successes

Principal Miner's report was included in the board packet. There were no questions or comments.

### **C. Discussion of district co-curricular and athletic activities**

As requested by the Board, an analysis of the current co-curricular/athletic activities offered throughout the district was conducted. A spreadsheet broken down by school was presented; this report also indicated which positions are paid by a stipend.

The Board was impressed with the amount of activities happening at the campuses. Mr. Adler would like to see more academic clubs, an expansion of the Arts and tutoring, and consistency throughout the district. Principals mentioned that the variety of clubs is teacher driven. Mr. Hicks noted that elementary band, drama and theatrics are only at one site; he would like to see them offered at all elementary schools. Sponsors of some clubs are paid by a stipend; the same club at another school may be on a volunteer basis; the Board would like this issue further investigated. Mr. Letendre stated that we need to take care of teachers working outside of their contract. Mr. Capka responded that stipends are requested through SITE Councils and are paid using tax credit donations. Mr. Adler added that if we want to offer something at all of our campuses, it cannot be dependent on tax credits. For several of our offerings, Suzie Roth suggested establishing partnerships with Yavapai Community College and Embry-Riddle University. She would also like to see this information used as a marketing tool, getting the information out to parents and the community.

### **D. First Reading of Policy Advisories 497 - 498 as presented by Arizona School Boards Association**

#### **497 JKE Expulsion of Students**

This policy advisory provides clarity for the expulsion of students with disabilities under the Individuals with Disabilities Education Act (IDEA). A student may not be expelled if they have a disability unless it is determined through a manifestation hearing that the student's behavior is not related to her/his disability. The manifestation hearing must be held within 10 school days of any decision to change the placement of the child because of a violation of student code of conduct. A change in placement may be given to a student in lieu of expulsion. Students must not be denied services under IDEA if they are expelled.

Stephanie Rowe, Director of Special Services, confirmed that this is already the procedure for HUSD.

It is the recommendation of administration that the policy be accepted as presented by ASBA.

#### **498 JLF Reporting Child Abuse/Child Protection**

This policy advisory now allows mandated reporters to be able to file reports electronically and no longer requires a follow up written report within 72 hours. Mandated reports can now submit written reports electronically 24 hours a day through a secure website.

It is the recommendation of administration that the policy be accepted as presented by ASBA.

First Reading complete. The Second Reading and possible adoption will be placed on a future meeting agenda.

### **E. First Reading of proposed changes to Policy GDO – Evaluation of Staff Members as recommended by HUSD administration**

The Affordable Care Act is scheduled to directly affect the Humboldt Unified School District on July 1, 2014. One of the provisions of the Affordable Care Act is that qualifying employees must begin receiving insurance benefits within ninety (90) days of their start date. This provision has a direct impact on our classified staff working over thirty (30) hours per week. Specifically, Policy GDO establishes a probationary period of ninety (90) days. Currently, the District provides health insurance benefits to classified employees upon successful completion of this probationary period. Per our health insurance regulations, benefits begin on the first of the month following an employee's probationary period. Based on this, there are many instances in which the District would not meet the ACA provisions.

By changing Policy GDO to read that the probationary period would last sixty (60) days, the district would be in a position to maintain compliance with the Affordable Care Act. Additionally, this adjusted provision would serve as a benefit to our employees while maintaining an adequate enough probationary period for our supervisors.

*All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the ~~ninety (90)~~*



*sixty (60) day probationary period after the first day of work. A second first-year evaluation will be not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.*

Mr. Adler would like to revisit this policy in the future to set a more specific date, such as *no earlier than \_\_\_\_\_ or no later than \_\_\_\_\_.*

First Reading complete. The Second Reading and possible adoption will be placed on a future meeting agenda.

## **10. ACTION**

### **A. Request for approval of German Exchange Program and student travel for BMHS German National Honor Society students to travel to Zeitz, Germany, June 5 – 25, 2014**

BMHS partnered with the Prescott-Zeitz Sister City group after the mayor of Zeitz read an article in the Prescott Courier about our German Honor Society program at BMHS. The high school is the only school in Yavapai County that offers German to its student body. After many meetings with the Prescott-Zeitz Sister City group, the high school sponsored ten students. The German students spent 20 days in Arizona, attending the high school, going to museums, attending the Arizona State Fair, guided tours of the Grand Canyon and the State Capitol, as well as activities with their host families. The German students gave a presentation on their town and their high school in Mrs. Farness's German classes. The idea of the Sister Cities Organization is for each country to reciprocate what the partnering country has done for its students. Currently, three students and two chaperones from BMHS plan to go to Zeitz, Germany. Families of the German students will host our students for 20 days. The two chaperones that came to the United States will host the two American chaperones. Our students will attend school in Germany, prepare a presentation on Prescott Valley and BMHS, and learn the culture of Germany while living with the host family. When they return, they are expected to give a presentation to the Board on their educational experience. Dates of travel are June 5 – June 25; students are responsible for their passport and health insurance. With Board approval, the trip will be covered by the District's liability insurance.

**Carm Staker moved to approve the German Exchange Program and student travel to Zeitz, Germany for Bradshaw Mountain High School German Honor Society students, June 5 – June 25, 2014, as presented. Brian Letendre seconded and the motion carried unanimously.**

### **B. Request for approval of district calendars for school years 2014/15, 2015/16, and 2016/17**

A Calendar Committee was convened to assess community and staff perspectives regarding the construction of District calendars for the next three years. The committee met three times. Calendars from school districts around the state were reviewed, including available calendars for our JTED, Prescott Unified School District, and Chino Valley Unified School District. Additionally, communication was maintained with PUSD and CVUSD throughout the process. Calendar Committee meeting agendas were included in the supporting documentation.

It was noted that specific testing dates are unknown beyond the 2015/16 school year. One error was noted, the snow days shown on the 2015-16 calendars are inconsistent and will be corrected.

**Brian Letendre moved to approve the calendars as presented except for the correction to snow days for the 2015/16 calendar. Suzie Roth seconded and the motion carried unanimously.**

### **C. Request for approval of proposed signature programs for Glassford Hill Middle School and Mountain View Elementary School for school year 2014-15**

Presented by Principals JoAnne Bindell and Dr. Theresa Matteson.

Glassford Hill Middle School and Mountain View Elementary School have developed a vision for focusing on the future of the children attending our schools through STEAM education. STEAM is Science, Technology, Engineering, Arts and Math, in an integrated approach through both an Exploratory Model at MVES and an Introductory Model at GHMS. The Exploratory Model at MVES provides STEAM activities in addition to the standard curriculum, offered one day a week on Friday afternoons. The Introductory Model at GHMS provides STEAM activities that are imbedded in the school day across the curriculum and through the *iChoose* Enrichment and Intervention program. Students at GHMS are able to participate in student selected STEAM topics in *iChoose*, as well as a central theme on *Arizona Waters* through identified integration weeks throughout the school year.

## GHMS – Ongoing

- Curriculum
  - Continuation of Science GIZMO Virtual Lab program (annual site fee)
- Professional Development
  - Continuation of Partnerships
    - NAU/APS Foundation STEM Focus School of the Future
    - Arizona Science Center
    - Arizona K12 Center
    - Prescott College/EPA Grant Project
    - Prescott Highlands Outdoor Education Center
    - Inductive Math cohort
  - Science Olympiad Coaches Training (national and/or state)
  - NSTA Regional Conference and/or STEM Expo
  - National Math & Engineering Teachers' Conference
- Personnel
  - Science Olympiad Coach/Team
  - STEAM Integration Coach

All Board members were excited about the proposed programs. The cost of the programs, however, was a concern of board members. Finance Director Cynthia Windham explained that start-up costs for Phase I (training and material) is about \$30,000 - \$40,000 for each program, and that funds are available as part of the district's five-year plan; immediate and ongoing financial needs are mapped out. Other needs such as mobile devices are part of Phase II. The district is continually searching and applying for grant opportunities. Director of Federal Programs and School Improvement, Danny Brown, is currently looking into a grant specifically for technology needs of rural schools. Mr. Hicks is aware of several large grant opportunities and will meet Mr. Brown to share the information.

Mr. Adler was glad to see the "A" in STEAM; that the Arts are not forgotten. Principal Bindell and Diane Lerette are teaching Art classes at Mountain View. Mr. Adler commented that we need to have Art teachers in all of our schools; we are making due and doing the best we can without the support and resources that we really need.

Ms. Roth was so impressed by the programs and wants get the word out to parents and our community. At one time her own children were enrolled in a local charter school; had she known what the district had to offer she would have made a different decision. Dr. Stanton stated that marketing material is underway (radio/online/print).

**Suzie Roth moved to approve the STEAM Signature Programs at Mountain View Elementary School and Glassford Hill Middle School to begin in the 2014/15 school year as presented. Brian Letendre seconded and the motion carried unanimously.**

### **D. Request for approval of one Title I Aide position at Lake Valley Elementary School**

Dan Streeter reported that Lake Valley Elementary School has a need and budget capacity to add one part-time (three hour) paraprofessional to assist with reading interventions. This position would provide support for intensive small group instruction in the area of reading for K-3 grade level students.

**Carm Staker moved to approve the creation of one three-hour per day classified Title I Aide position at Lake Valley Elementary School, with all funds coming from the Title 1 Grant. Suzie Roth seconded and the motion carried unanimously.**

## **11. ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

March 4, 2014	6:30 p.m.	Regular Meeting	@ Bradshaw Mountain Middle
April 8, 2014	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary
May 13, 2014	6:30 p.m.	Regular Meeting	@ Transportation Facility

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

**February 12, 2014 11:00 a.m. County Spelling Bee @ GHMS**

**12. ADJOURNMENT**

**Carm Staker moved to adjourn. Brian Letendre seconded and the motion carried unanimously.** The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Mary Diaz,  
Board Secretary

**APPROVAL**

\_\_\_\_\_  
Richard Adler, President

\_\_\_\_\_  
Brian Letendre, Vice President

\_\_\_\_\_  
Gary Hicks, Member

\_\_\_\_\_  
Suzie Roth, Member

\_\_\_\_\_  
Carm Staker, Member

