

The Humboldt Schools.
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GOVERNING BOARD MEETING

Tuesday, April 8, 2014

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

Regular Session @ 6:30

OFFICIAL COPY

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 **April 8, 2014** at **Lake Valley Elementary School**, located at **3900 N. Starlight, Prescott Valley, Arizona**.

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

AGENDA

6:30 PM REGULAR SESSION

1. WELCOME AND CALL TO ORDER

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY

3. ROLL CALL

4. AGENDA REVIEW/ACCEPT

5. CURRENT EVENTS

- A. Board
- B. Superintendent

6. CELEBRATING SUCCESSES

A. LVES Choral Performance - Directed by Abby Yost

(Pages 1-3) B. HUSD VIP – Tusanne Cordes, LVES Principal

- 1. Amy Bowser – Certified
- 2. Becky Cooley – Classified

(Page 4) C. HUSD VOLUNTEER OF THE MONTH – Tusanne Cordes, LVES Principal

- 1. Kristen Munchinsky – LVES

(Page 5) D. Grant Award – Amy Bowser, LVES Gifted Teacher

(Page 6) E. Gift Recognition – Albertson's Grocery Store – Candice Blakely-Stump, CSES Principal
Michael DeRois, LTS Principal

F. Gift Recognition – Prescott Elks Lodge – Candice Blakely-Stump, CSES Principal

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 8-10) A. Personnel Recommendations

(Pages 11-19) B. Governing Board Meeting Minutes of March 4, 2014

(Page 20-283) C. Financial/Business
1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,472,348.60
2. Approval of Payroll voucher(s) in the amount of \$ 2,399,375.57

(Pages 284-291) D. Monthly Budget Report

(Pages 292-296) E. Monthly Student Activities Report

(Pages 297-318) F. Request for approval for Bradshaw Mountain High School DECA students and their advisor to travel to Atlanta, Georgia, May 2-7, 2014 for the International Career Development Conference

(Pages 319-320) G. Request for approval to issue Request for Proposals for a fleet fuel card system

(Pages 321-322) H. Gifts and Donations

9. DISCUSSION ITEMS (no action will be taken)

(Pages 323-324) A. Lake Valley Elementary School update including: STEAM, Habitat Schoolyard Learning Area, Parent Data Nights, Student Council, PTO, and announcement of spelling bee and art winners

(Pages 325-329) B. Educational Services Department update including: Family Resource Program

(Pages 330-334) C. School Health Advisory Committee – Annual Report

10. ACTION

(Pages 335-581) A. Request for approval of updated job descriptions effective July 1, 2014

(Pages 582-599) B. Request for approval of 2014-15 classified, certified, and administrator contract language

(Pages 600-601) C. Request for approval of Title I summer school stipends

(Pages 602-603) D. Request for approval of a new special education teaching position and elimination of two resource aide positions at Coyote Springs Elementary School for the 2014-15 school year

(Pages 604-605) E. Request for approval to increase the IEP Facilitator position by ten hours per week

(Pages 606-610) F. Request for approval to increase lunch prices for the 2014-15 school year

11. PERSONNEL

(Pages 611-612) A. Request for approval to hire a principal at Liberty Traditional School for the 2014-15 school year

(Pages 613-616) B. Request for approval of administrator, director, and psychologist contracts, and the Administrative Salary Schedule for fiscal year 2014-15

12. ANNOUNCEMENTS

A. Next Scheduled Board Meetings are:

April 22, 2014	6:30 p.m.	Special Meeting	@ Transportation Facility
May 13, 2014	6:30 p.m.	Regular Meeting	@ Transportation Facility
June 10, 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 and at the District Administration Office during normal work hours, 24 hours prior to a meeting and immediately preceding the meeting.

CELEBRATING SUCCESSIONS

Item 6

- A. LVES Choir Performance
- B. HUSD VIPs - LVES
 - 1. Amy Bowser – Certified
 - 2. Becky Cooley – Classified
- C. Volunteer of the Month - LVES
 - 1. Kristen Munchinsky
- D. LVES Grant Award – Amy Bowser, Teacher
- E. Gift Recognition – Albertson's
- F. Gift Recognition – Prescott Elks Lodge

Amy Bowser - LVES Certified VIP for School Year 13-14

Amy Bowser came to Lake Valley in 2007 to teach first grade as a Reading Coach transferring from Bullhead City. She helped me out a lot as a new Reading Coach and we developed a bond right from the beginning. She has been with me since I took over as the principal. I can always count on her to get things done. I am still grieving over the fact that she is the gifted teacher and just part time at Lake Valley. I sacrificed her to become a gifted teacher for the district to further her dreams in education.

She has taken the lead with our new district gifted teachers and has enthusiastically shared her knowledge and expertise with our staff. The Gifted Program has blossomed under her direction with students attending many competitions and taking exciting field trips. She was instrumental in implementing our Gifted Cluster Model two years ago and she hasn't stopped since.

She has also been instrumental in implementing our school-wide STEAM program. She visited with the Mountain View team and rounded up several strong volunteers at Lake Valley to make a very successful first year implementation. She also applied for several different grants to help fund this program. The students have responded so positively to this program; Amy is a big part of making it happen.

There is still more. She has worked as a Student Council co-advisor, Reading Counts advisor, leads professional development, Relay for Life Team Captain, and numerous committees.

She became involved in education through the back door. She graduated from NAU with a BA in Public Relations in 1998. She joined AmeriCorps for two years and worked with inner city youth in Seattle, Boston, and Chicago. She went back to Bullhead City and substitute taught and then decided to get her Masters' Degree in Elementary Education from NAU in 2003. She is a natural teacher and has always welcomed visitors into her classroom.

Her pride and joy is her husband Clint and two sons, Ian and Colin. Those boys keep her busy with sports and scouts. The boys have recently taken up rock climbing; Amy hasn't taken that leap yet.

Tusanne Cordes, LVES Principal

Becky Cooley – LVES Classified VIP for the 2013-14 School Year

Becky began working for the district at Lake Valley Elementary School in 1986 as an aide. At the time, Lake Valley was the only elementary school in the district. She worked for several years in aide positions, and then was offered the position of Receiving Clerk. In 1997 she was promoted to Administrative Secretary to the principal. She briefly left Lake Valley to work at the District Office for two years (2003-2005), and then returned to the Administrative Secretary position at the school.

She and her husband Reed have been married for 40 years and are the parents of three boys and one girl, all of whom graduated from Bradshaw Mountain High School. They are all happily married and there are now sixteen beautiful grandchildren spread across four states outside of Arizona.

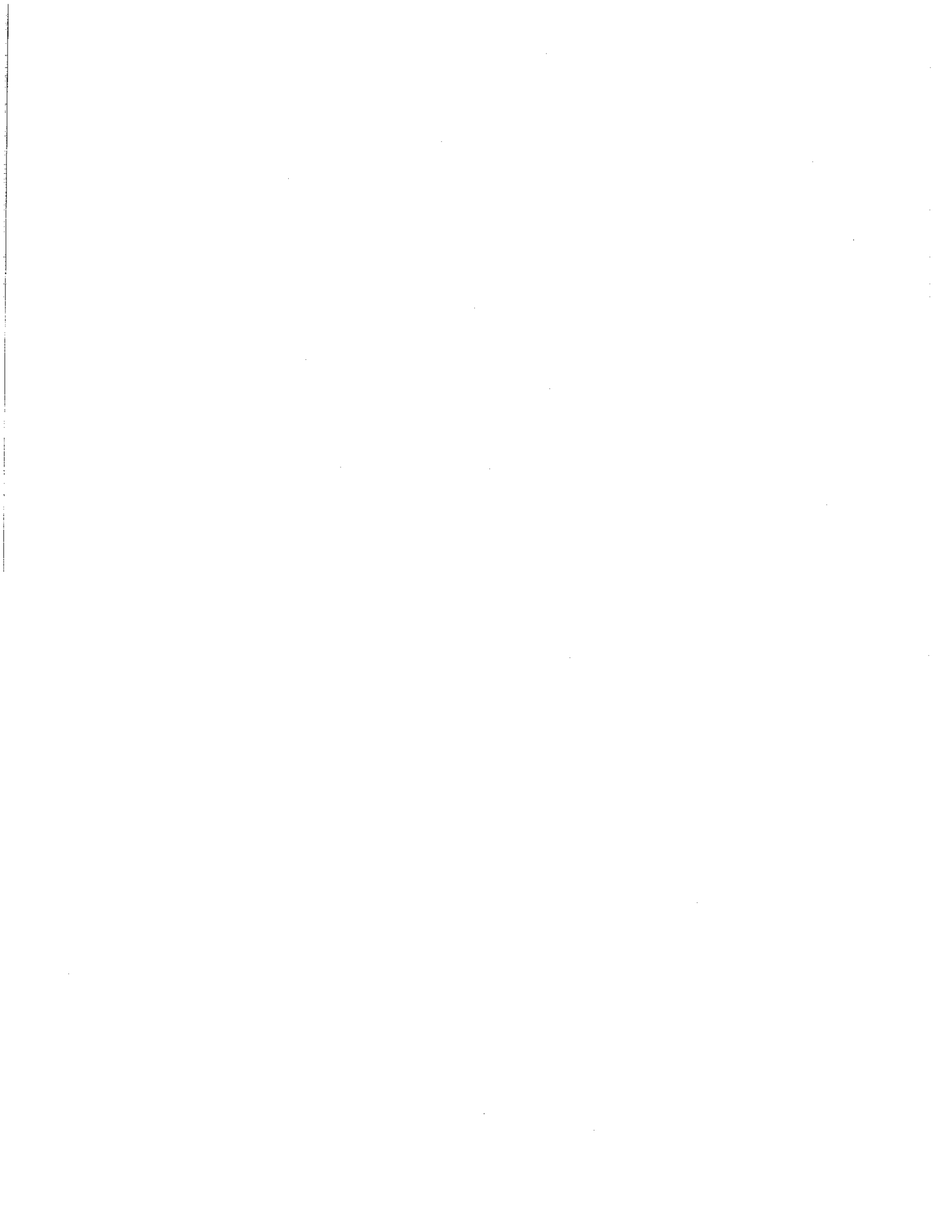
In her time with the district she has worked for five principals and six superintendents. Lake Valley was the only elementary school and now there are six. In 1986 the district was on a year-round schedule; she helped campaign for school bonds and other changes on many occasions to help build the district. Becky saw Lake Valley move from a K-6 school, to K-5, back to K-6, and even K-4 for a short time when all the fifth graders were sent to Humboldt Elementary for several years and the middle school accommodated the sixth graders.

In addition, she has served on the HUSD Discipline Committee, Meet & Confer Committee, and on the Calendar Committee since at least 2004. She has served on the Superintendent's Steering Committee, and is actively involved in the Lake Valley PTO.

She says she has no claim to fame in education, having attended Fresno City College for only two years, and some classes at Yavapai College, yet she has received quite a bit of training and 'education' in community services, having served as a leader with the Boy Scouts of America since 1984 (30 years now). She has completed the College of Commissioner Science, stopping just short of her Master's Degree in that, and has received various awards from Boy Scouts of America, and was honored to receive the Silver Beaver Award at their Recognition Dinner in February 2014.

She loves her job, and loves working with the parents and students of our community as well as the staff at Lake Valley Elementary School and the district.

Tusanne Cordes, LVES Principal



HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item # 6D
FROM:	Tusanne Cordes, Lake Valley Elementary School	Reading
DATE:	April 8, 2014	Discuss X
SUBJECT:	Grant received by Amy Bowser, Gifted Teacher at Granville Elementary and Lake Valley Elementary	Action
		Consent
OBJECTIVE:	Goal #1: To Raise the Level of Student Achievement	
	Goal #3: To Increase Parental and Community Involvement	

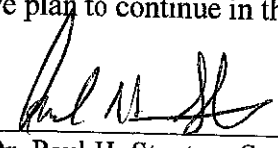
SUPPORTING DATA:

Amy Bowser would like to update the Board on a grant she received and what the funds were used for.

1. YCEF grant for \$500

A school wide goal for Lake Valley this year is to increase student access and exposure in areas of science, technology, engineering, arts and math. This grant money was used to purchase supplies needed to implement our STEAM program. We purchased consumables such as batteries, flash drives, PVC pipe, clay, art supplies and various other materials. There were two sessions of STEAM offered this year. The first ran for eight weeks and the second for ten weeks. A parent culmination night was held at the end of each session that allowed families to participate and observe the activities that their student had been involved with. Some of the courses that were offered were exploring the rock cycle, learning about the engineering design process through building edible cars, designing marble roller coasters, writing a STEAM newsletter and creating a newscast, modeling the solar system, cooking with math, fossil detectives and ZUMBA® Kids. Students chose their class based on interest by filling out a choice sheet which listed their top three classes. Most students received their top choice and all students received one of their top three choices. Every staff member on campus participated in STEAM in some capacity. We also had two guests teachers from the University of Arizona's STEM Outreach Program and the Arizona Farm Bureau. The STEAM program was a huge success this year and we plan to continue in the future.

Approved for transmittal to the Governing Board:


Dr. Paul H. Stanton, Superintendent

Questions should be directed to: Amy Bowser, 759-4800 or 759-4200

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **6E**
FROM: Candice Blakely-Stump, CSES Principal Reading
Michael DeRois, LTS Principal
DATE: April 8, 2014 Discussion
SUBJECT: Donation of \$1000.00 to Coyote Springs Action
Elementary School and Liberty Traditional School
from Albertsons Consent

OBJECTIVE: Celebrating Successes

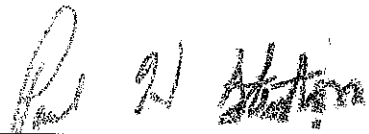
SUPPORTING DATA:

Principal Blakely and Principal DeRois will recognize and thank Tom Chase, Mary Mallory, and Albertsons Grocery Store for their donation of \$1000.00 to Coyote Springs Elementary School and Liberty Traditional School.

SUMMARY & RECOMMENDATION:

Sample Motion: n/a

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

*Questions should be directed to: Candice Blakely-Stump 759-4300
Michael DeRois 759-4500*

HUMBOLDT UNIFIED SCHOOL DISTRICT

TO: Humboldt Unified School District Governing Board Item # **6F**
FROM: Candice Blakely-Stump, CSES Principal Reading
DATE: April 8, 2014 Discussion
SUBJECT: Donation of \$1144.00 to Coyote Springs Elementary School from Prescott Elks' Lodge Action
Consent

OBJECTIVE: Celebrating Successes

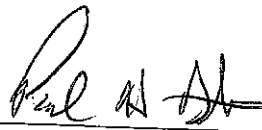
SUPPORTING DATA:

Principal Blakely will recognize and thank Dennis Dafoe and the Prescott Elks' Lodge for their donation of \$1144.00 to Coyote Springs Elementary School for 286 students to attend the Arizona Sundogs Hockey Student Game Day at Tim's Toyota Center.

SUMMARY & RECOMMENDATION:

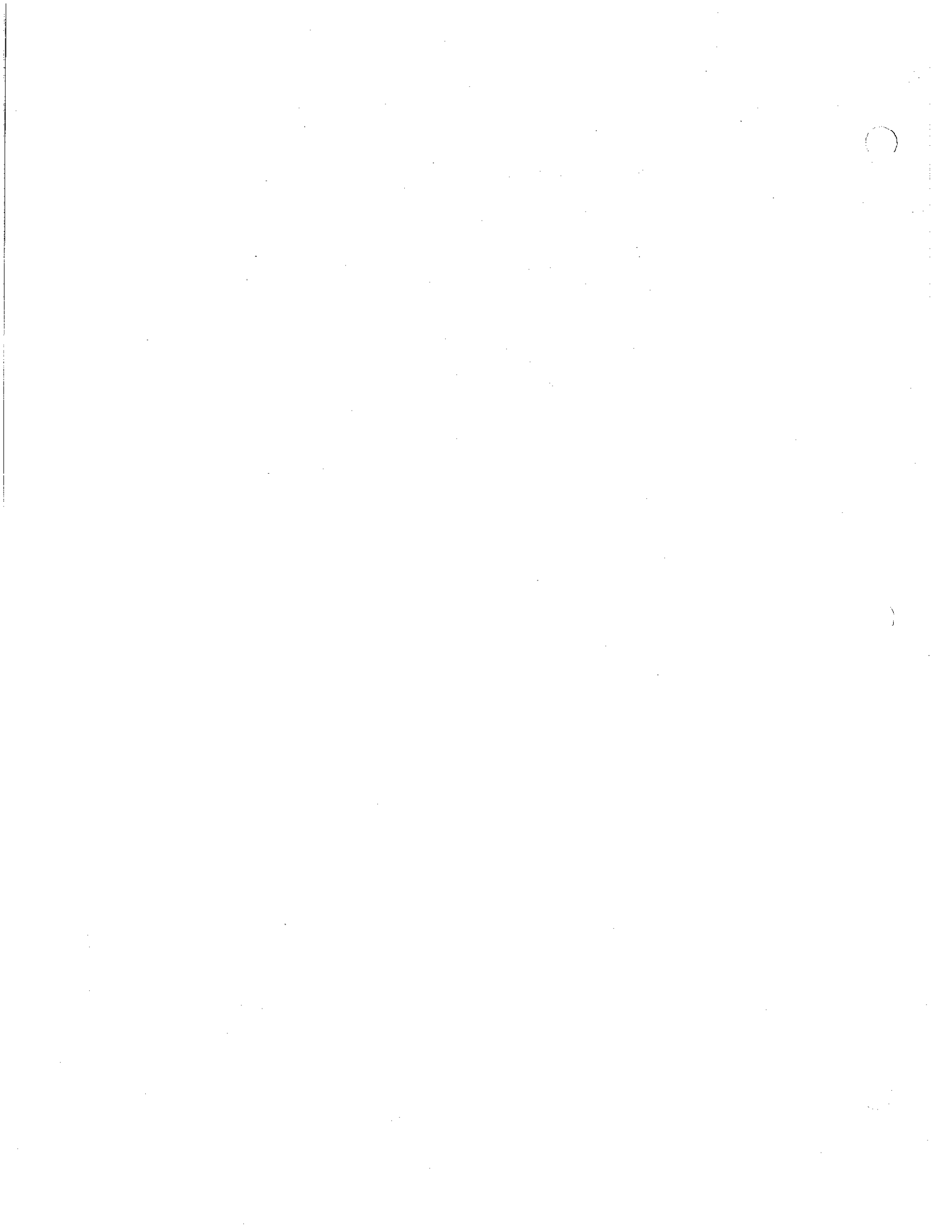
Sample Motion: n/a

Approved for transmittal to the Governing Board:



Dr. Paul Stanton

Questions should be directed to: Candice Blakely-Stump 759-4300



CONSENT
Item 8A.

Personnel Recommendations

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on April 8, 2014

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

Certified Staff

1. John Colgan – Math Teacher @ GHMS (resign effective 5/24/14)
2. Amy Ernlund – English Teacher @ BMHS (retire effective 5/24/14)
3. Gary Griffith – English Teacher @ BMHS (retire effective 5/24/14)
4. Linda Nietupski – Resource Teacher @ CSES (retire effective 5/24/14)
5. Kimberly Range-Glenn – Language Arts Teacher @ GHMS (resign effective 5/24/14)
6. Laura Russo – Resource Teacher @ BMMS (resign effective 5/24/14)
7. Wendy Swanner – Language Arts Teacher @ GHMS (resign effective 5/8/14)
8. Nancy Vallely – Nurse @ GHMS (retire effective 5/24/14)
9. Natali Washburn – Math Teacher @ BMHS (resign effective 5/24/14)

Classified Staff

1. Alejandro DeHerrera – 2 Hr/Day Security Guard @ BMHS (resign effective 3/25/14)
2. Ralph Dominguez – 5 Hr/Day Bus Driver @ DO (resign effective 3/20/14)
3. Heidi Fisk – 6.5 Hr/Day Mod/Sev/Prof Aide @ MVES (resign effective 3/7/14)
4. Patricia Harris – 6.5 Hr/Day Title One Aide @ CSES (Job Abandonment)
5. Amber Pugliese – 7 Hr/Day Receiving Clerk @ CSES (resign effective 3/7/14)
6. Kathleen Whitlock – 3.9 Hr/Day Preschool Aide @ BFPS (resign effective 5/24/14)

Substitute+ Staff

- | | |
|-------------------------------|-----------------------------|
| 1. Lance Bristow – Bus Driver | 8. Jinger Stephenson – Aide |
| 2. Alvin Edgemon – Custodian | 9. Sheree Suttle – Aide |
| 3. Analisa Kaufman – Nurse | 10. Staci Taylor – Nurse |
| 4. Olivia Leon – Nurse | 11. Ashlyn Wray – Aide |
| 5. Michael Pratt – Teacher | |
| 6. Christina Quintero – Aide | |
| 7. Amanda Robinson – Nurse | |

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

Certified Staff

1. Monica Vail – Girls PE Teacher for SY 1415 @ BMHS (replaces Mary Ann Winslow)
2. Michelle Warburton – IEP Facilitator for SY 1415 @ SSO (replaces Nancy Bliss)

Classified Staff

1. Dawn Fite – 4.5 Hr/Day Title One Aide @ LVES (replaces Marie Fiedler)
2. Jennifer Lee – 7 Hr/Day Custodian @ CSES (replaces Margaret Del Rio)
3. Hershelle Mehus – 6.5 Hr/Day Mod/Sev/Prof Aide @ MVES (replaces Heidi Fisk)
4. Sharon Pendergast – 5.75 Hr/Day Title One Aide @ HES (replaces John Carino)
5. Melissa Sanford – Attendance Secretary @ BMHS (replaces Ana Northup)
6. Vikki Williams – Library Coordinator @ BMHS (replaces Lynn McNeill)

Substitute+ Staff

- | | |
|---------------------------------|-----------------------------------|
| 1. Theresa Andress – Teacher | 9. Martha Nelson – Aide |
| 2. Richard Bloodworth – Teacher | 10. Emily Pilgrim – AVID Tutor |
| 3. Susan Coffroth – Aide | 11. James Thompson – Teacher |
| 4. Salena Crowser – Nurse | 12. Mary Wingler – Bus Driver |
| 5. Michelle Flores – Teacher | 13. Jennifer Zastrow – F & N Cook |
| 6. Tina Ford – Teacher | |
| 7. Glenn From – Bus Driver | |
| 8. Jeremy Mazon – Teacher | |

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on April 8, 2014

C. SUPPLEMENTAL CONTRACTS

Overloads

1. None

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

(\$612.50 M&O...\$2,450.00 Tax Credit...\$0.00 General Tax Credit...\$0.00 SPED)

1. Frank Adams – Middle School Combined Baseball Coach stipend @ GHMS/BMMS/LTS
2. Laura Goligoski – Graduation Sponsor stipend @ BMHS
3. Tim Krob – Elementary Track Coach stipend @ HES
4. Debbie Marks – Elementary Assistant Track Coach stipend @ CSES

Other Stipends

(\$0.00 M&O...\$612.50 Tax Credit...\$0.00 F&N...\$0.00 Special Education...\$0.00 Other)

1. Brent Welsh – Skills USA Advisor stipend @ CSES (Paid w/ Tax Credit)

D. IN-DISTRICT TRANSFERS

Certified

1. None

Classified

1. Ana Northup – from Attendance Secretary @ BMHS to Attendance Secretary @ BMMS (replaces Judith Bieth)

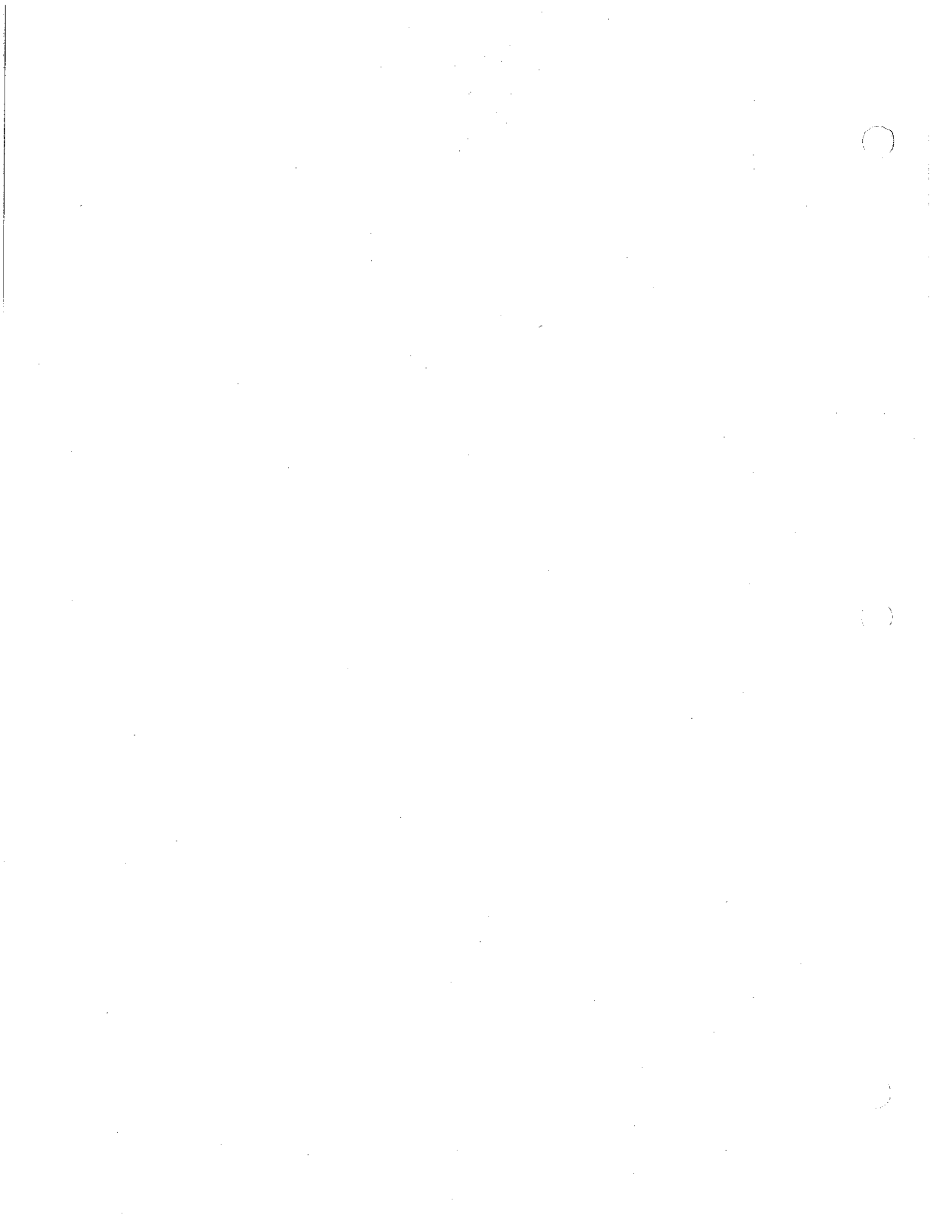
E. INCREASE/ DECREASE IN HOURS (+OR -) OR FUNDING

Certified

1. None

Classified

1. None



CONSENT
Item 8B.

Meeting Minutes

March 4, 2014

HUMBOLDT UNIFIED SCHOOL DISTRICT #22
Governing Board of Education
Meeting Minutes
Tuesday, March 4, 2014

A **regular** meeting of the Humboldt Unified School District Board of Education was held at Bradshaw Mountain Middle School on Tuesday, March 4, 2014 in Dewey, 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, Brian Letendre, Carm Staker, Suzie Roth, and Gary Hicks

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

Gary Hicks

- Attended the Prescott Valley Rotary Club Teacher of the Year Banquet
- Was on the interview committee for the Director of Educational Services position
- Attended Superintendent Huppenthal's exit interview when he visited our district earlier this week

Suzie Roth

- Attended Future Freshman Night at the high school
- Attended the high school's showcase choir event
- Attended the middle school Science Olympiad event in Scottsdale

Carm Staker

- Was a guest reader at Lake Valley Elementary for Read Across America
- Announced a benefit concert at the Prescott Presbyterian Church to be held March 9 for the Hungry Kids Program
- Was Dr. Stanton's guest on the district's television program *The Humboldt Experience*

Brian Letendre

- Wrapped up the district's K-1 basketball season (coached)
- Attended the Prescott Valley Rotary Club Teacher of the Year Banquet
- Visited Bradshaw Mountain and Glassford Hill middle schools
- Still very involved with the GES PTO
- Work on the GES yearbook is almost complete

Richard Adler

- Attended Superintendent Huppenthal's Town Hall meeting in Prescott
- Participated in the Big Brothers/Big Sisters Bowl for Kids' Sake fundraising event

B. Superintendent

Dr. Stanton

- Attended the Youth Arts Festival Reception at the Civic Center
- Announced one gold and two bronze medals won at the Science Olympiad event
- Attended the Prescott Valley Rotary Club Teacher of the Year Banquet
- Attended Future Freshman Night at the high school
- Attended McRel Leadership Training
- Met with Tim Carter
- Attended Fran Schumacher's memorial service
- Attended Superintendent Huppenthal's Town Hall meeting in Prescott
- Announced the successful Music Memory event held earlier today
- Reported on Superintendent Huppenthal's visit to BMHS and GHMS to see innovative programs
- Will attend Early Bird Lions Club meeting in the morning to give a financial presentation

6. CELEBRATING SUCCESSES

A. BMMS Drama Performance – Selections from *Annie* – Directed by Mary Supergan

The group performed two selections from *Annie*.

B. HUSD VIP – Jessica Bennett, BMMS Principal

1. Cathy Alger – Certified

Ms. Alger has been a science teacher at the middle school for eight years. Principal Bennett stated that there is a magical presence in Ms. Alger's classroom; students are engaged and actively participating. She works effectively with students of all levels and gives each one a chance to be successful. Cathy is willing and ready to do whatever needs to be done on campus. Sadly, Ms. Alger will relocate to Montana to be closer to her family.

2. Angie Castaneda – Classified

Principal Bennett shared that Angie fills a variety of roles to keep the campus running. As a special education aide she helps with documentation and testing, works with small groups for reading intervention, and assists three different classroom teachers. Studying to be a school counselor, Ms. Castaneda offers small group counseling sessions to the students each week. Angie will leave the district next year to complete her counseling internship.

C. HUSD VOLUNTEER OF THE MONTH – Jessica Bennett, BMMS Principal

1. Amber Schaffer – BMMS

As a school volunteer and PTSO member, Ms. Schaffer took on the task of applying for 501c3 non-profit status; in doing so, the school will be eligible for many funding opportunities (grants, donations, etc.). After countless hours, the application has been submitted; an answer is expected in the near future. Principal Bennett appreciates Amber sharing her talent, expertise, and knowledge in this area.

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. Suzie Roth read the donations.

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

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

A. Bradshaw Mountain Middle School update including: Breakfast program, Positive Behavior Intervention System (PBIS), AVID, parent-switch day, Teen Court, teacher accomplishments, *IChoose*, athletics and clubs, drama production (*Annie*), and the BMMS proposed signature program

Principal Bennett's full report was included in the Board packet and is available on the district website www.humboldtunified.com under the Governing Board tab. There were no questions or comments from the Board.

B. Educational Services Department update including: Gear Up Program and Coordinators, EXPLORE assessments and Pre-ECAPS

Mr. Brown introduced Gear Up Coordinators, Elizabeth Rushton and Sandra Clark who presented the following:

- Gear Up stands for Gaining Early Awareness & Readiness for Undergraduate Programs
 - This discretionary grant program of the US Department of Education , started in 1999
 - NAU received Gear Up grants in 2000 and 2006, to partner with schools across Arizona
 - NAU received this Gear Up grant in 2012 to partner with many school districts, including HUSD
 - Goals of Gear Up
 - To significantly increase college preparation and college attendance
 - Keeping students in school (increasing our graduation rate)
 - Improving students' academic performance
 - Increasing knowledge of college options, advantages, access and financing
- Coordinators will move up to the high school next year with the eighth graders; Dawn Spangler will be the middle school contact
- Partnerships have been established with Big Brothers/Big Sisters, Prescott Valley Library, AZK12 Center, Expect More Arizona, and the Arizona College and Career Readiness Center
- Students from all three middle schools have attended field trips and special events
- Spring into AIMS, Jumpstart Algebra, and Paxton Patterson Summer Enrichment Program are available to all HUSD middle school students
- Gear Up grant has provided technology and training for middle schools including: slates, smart clickers, Gizmos, document cameras, Study Island
- The coordinators look forward to being with the new ninth graders next year at one school

C. Board Goal Update: Progress report of District Goals 1,2,3,4

A detailed Board Goal update was included in the Board packet. A summary follows:

Goal #1: To Raise the Level of Student Achievement

Reading

- Teachers will be trained on the implementation of the Arizona Common Core Standards (ACCS) in English/Language Arts (ELA)
 - Teachers who need Phase I and II trainings have been identified
 - Two Phase I trainings (ACCS) were offered in November and two were offered in February
 - Scheduling in progress for Phase II (Close Reading/Argumentative Writing)
- Teachers, Reading Coaches and Instructional Specialists will continue to align our curriculum to the ACCS
 - Elementary Reading Coaches continue work on revisions/updates to ELA Common Core Standards; middle and high school teachers have worked throughout the school year on alignment
 - Elementary Reading Coaches have worked with teachers on Equip Rubric training
 - Math and ELA high school teachers have aligned lessons to the Equip Rubric
 - Middle school teachers are meeting at content levels and are completing unit exemplars

Writing

- A Writing Cadre will be formed to address the needs of our district writing program as it relates to the ACCS
 - Writing Cadre formed and met in January
 - Writing Cadre has begun to review curricular components for writing and will meet for two days this spring to align ELA pacing guides
 - Over the two days the group will begin to develop a writing support plan (including ELA pacing guides, materials, and PD recommendations)

Math

- Teachers in grades four through eight will be trained in Inductive Math strategies throughout the 2013-14 year
 - Teacher training complete for grades four through eight
 - Follow up training for kindergarten through third grade will be during the Summer PD Academy
- All teachers will complete ACCS Phase I training in Math
 - Teachers who need Phase I and II trainings have been identified; 79% have completed training
- Math pacing guides will be developed and revised systemically at the elementary level

- A Lesson Plan Working Group will be established to align Inductive Math lessons for kindergarten through eighth grade and will spend two weeks in June to align lessons with the new pacing guides and ACCS

ELL

- ELL teachers will use AZELLA data to inform instruction
 - Proficiency scores were used to group students for small group instruction in reading, writing, oral, and grammar
 - New AZELLA test scores will be available in May; teachers will meet at that time to analyze new data
 - Teachers meet quarterly using Discrete Skills Inventory (DSI) to guide instruction and change groupings for targeted skills instruction
 - The use of DSI resulted in realizing the team's need to closely follow pacing guides and to move forward quarterly with rigorous verb tense studies
 - Coaching sessions with a consultant has helped to increase the rigor of verb tense studies
- Ongoing professional development for ELD teachers
 - An ELL consultant has worked with ELL teachers three times this year on properly implementing grammar methodologies that have produced high scores in the past
 - Teachers attended the OLEAS conference that focused on implementing ACCS
 - Observations are conducted monthly

Goal #2: To Focus on Planning for Future Needs

- Students will receive individualized instruction based on their needs
 - Four RTI trainings have been conducted
 - Principals have completed TalentEd training
 - Evaluation tool training is scheduled in April
- We will continue with professional development for our elementary reading coaches and instructional specialists at the secondary level
 - Elementary reading coaches have worked with the AZ Science Center
 - Instructional specialists attended trainings
- We will fully implement RTI practices throughout the district
 - iChoose model has been implemented at GHMS, BMMS, and BMHS
- The district will inquire about the co-curricular need of students
 - A list of co-curricular and athletic activities has been compiled and presented to the Board
 - Offerings of other similar districts is being researched
 - A student interest survey will be conducted this spring
- The district will develop a comprehensive capital plan
 - Complete
- The district will develop a comprehensive technology plan
 - The district is working toward a formal technology plan
 - The district does have a vision of providing one to one technology
 - This goal is embedded within the capital plan

Goal #3: To Increase Parental and Community Involvement

- The district will regularly engage the community
 - Parents and community members are involved in the development of signature programs
 - Developed future calendar for community engagement
 - Community meetings with local clubs and organizations
 - Radio spots with the Chamber of Commerce
 - Facebook and Twitter
 - ConnectED calls and data meetings with families

Goal #4: To Attract and Retain Highly Effective Employees

- Attract highly effective employees to the district
 - New teacher induction program is being finalized
 - Evaluation and cognitive coaching training is scheduled in April
 - Reading Coaches and Instructional Specialists will attend additional training in July
 - TalentEd Recruit and Hire software has been implemented and is being used
 - Staffing timelines have been distributed to principals

- Retain highly effective employees in the organization
 - Job descriptions are complete and will be brought to the Board for approval in April; once approved a market analysis will be conducted
 - Staffing evaluations with principals are complete
 - Administrators are receiving McRel Leadership training
 - Exit surveys have been updated and a review of survey data will be analyzed monthly beginning in April
- Identify and increase the ways in which we can support our employees
 - Teacher evaluation and cognitive coaching training has been scheduled for April
 - TalentEd Perform teacher evaluation software has been implemented
 - An analysis of evaluation practices will take place in June; based on feedback, the addition of classified employee groups will be explored
 - A date and location has been selected for a 2014-15 welcome back convocation activity (July 31 at Tim's Toyota Center)

D. Tax Credit Report for calendar year 2013

The State of Arizona allows individual taxpayers to claim a nonrefundable tax credit for making cash contributions or for certain fees paid to a public school in Arizona for the support of extracurricular activities or character education programs. The credit is equal to the amount of fees paid or cash contributions, not to exceed \$400 for married filing joint filers and \$200 for all other filing statuses. Extracurricular activities are school sponsored optional activities that require enrolled students to pay a fee in order to participate.

Finance Director Cynthia Windham provided a three-year comparison of tax credit funds collected district-wide as follows:

2011	\$213,129.58	2012	\$242,356.22	2013	\$239,717.02
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The Board was pleased that the amounts have stayed consistent even in this difficult economic time, and thanked parents and community members for supporting the district financially.

10. ACTION

A. Request for approval of proposed Signature Program for Bradshaw Mountain Middle School for school year 2014-15

Principal Bennett reported the BMMS SITE Council, composed of parents, students, and teachers, began meeting in October 2013 to research ideas for a signature program. Research from the SITE Council and AdvancED survey data found a need to increase rigor and relevance of instruction. The Council also went through a careful analysis of strengths and weaknesses, as well as opportunities and threats with all program ideas presented. After five months of planning, the BMMS parents, students, and teachers decided on a program: Bradshaw Mountain Middle School Leadership and Honors Academy. The middle school curriculum already offers honors classes in English and Math, and will add Science, and Social Studies. Mrs. Bennett provided research showing that ninth graders who are placed in higher-level courses have a lower failure rate than students with similar characteristics who are placed in lower-level courses.

Expectations of the Academy

- Provide more opportunities for students to develop:
 - Organization and study habits
 - Effective questioning and active learning
 - Class participation and peer collaboration
 - Ability to synthesize and analyze at a higher level
- High expectations: (AVID and Pre-AP as partners)
 - Two additional AVID sections
 - Emphasis on rigorous courses
 - Equity and access for all students
 - Development of college readiness knowledge, skills, awareness, and habits of mind
 - Pre-high school and collegiate support systems
 - Professional development institutes and workshops
- Leadership through project-based learning

- Collaboration
- Creativity and innovation
- Critical thinking
- Communication

Project-based learning is an instructional model that involves students in investigations of compelling problems that culminate in authentic products. Projects grow out of challenging questions that cannot be answered by rote learning. Projects put students in an active role such as problem solver, decision maker, investigator, or documentarian.

Overview of Project-Based Learning (Intel Corporation 2007)

Students' abilities to acquire new understanding are enhanced when they are connected to meaningful problem-solving activities, and when students are helped to understand why, when, and how those facts and skills are relevant.

Bransford, Brown, & Conking, 2000

Signature program benefits

- ❖ Assimilation of project based learning into all classes to improve instruction with differentiation within two to five years
- ❖ Students will increase digital fluency and be prepared to use a variety of computer-based tools as more technology is available in HUSD
- ❖ Based on College and Career Readiness Standards
- ❖ Improved readiness for BMHS AP Academy
- ❖ Rich community relationships through leadership opportunities
- ❖ Parent involvement with project presentations
- ❖ Increased rigor, relevance, and relationships
- ❖ Increased student achievement

Program needs – year one

- Training
 - Pre-AP training for six teachers
 - Art teacher
 - Continue with AVID training every two years
- Materials and fees
 - Project-based Learning Texts (Buck Institute of Education)
 - Project supplies
 - Robotics kits, Odyssey of the Mind materials, and tournament registration fees
 - Pre-AP resource manuals for teachers
- Planning time
 - Two paid days during the summer for 18 teachers to develop projects and write curriculum for honors classes
 - Substitute teacher coverage for 36 school days to allow teachers half or full days to revisit curricular and planning needs

Comments from Board Members:

- Awesome program that will better prepare students for further education
- The two middle schools complement each other
- These kinds of programs are what will get and keep kids interested
- Requires time and commitment from teachers; stepping out of their comfort zone
- Kids will be better prepared going into adult life
- Appreciates the community involvement in the decision
- Project-based learning provides life skills

Brian Letendre moved to approve the Bradshaw Mountain Middle School Leadership and Honors Academy as presented. Gary Hicks seconded and the motion carried unanimously.

B. Second 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. 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 held February 11, 2013; Second Reading complete.

Brian Letendre moved to adopt Policy JKE – Expulsion of Students and Policy JLF – Reporting Child Abuse/Child Protection as presented by ASBA. Carm Staker seconded and the motion carried unanimously.

C. Second 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.*

First Reading held February 11, 2013; Second Reading complete.

Suzie Roth moved to adopt Policy GDO – Evaluation of Staff Members as presented. Gary Hicks seconded and the motion carried unanimously.

11. PERSONNEL

A. Request for approval to hire a Director of Educational Services for the 2014-15 fiscal year

Superintendent Stanton announced that Mr. Cole Young had been selected. Dr. Stanton and the Board offered many compliments to Mr. Young on his service to the District and recognized how far Humboldt Elementary has come under his leadership. The Board also thanked Mr. Brown for filling both positions of Director of Educational Services and Director of Federal Programs and School Improvement this year.

Brian Letendre moved to approve the hiring of Cole Young as the 2014-15 Director of Educational Services on a one year contract as recommended by the selection committee.

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

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

