



The Humboldt Schools.  
*Motivating achievement since 1906.*

## GOVERNING BOARD MEETING

Tuesday, November 18, 2014

Coyote Springs Elementary School  
6625 N. Cattletrack Drive  
Prescott Valley, AZ

**Regular Session @ 6:30**

**Dr. Paul H. Stanton, Superintendent**

**Richard Adler, President**  
**Brian Letendre, Vice President**  
**Gary Hicks, Member**  
**Suzie Roth, Member**  
**Paul Leon, Member**

POSTED  
11-14-2014  
4:00 p.m.

**HUMBOLDT UNIFIED SCHOOL DISTRICT #22**  
*A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes*

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

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **November 18, 2014**, at **Coyote Springs Elementary School**, located at **6625 N. Cattletrack Drive, 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, and on the district website [www.humboldtunified.com](http://www.humboldtunified.com) and go to the Governing Board Tab.
- 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 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. Assistant Superintendent
  - C. Superintendent
6. **CELEBRATING SUCCESSES**
  - A. HUSD VIPs – Candice Blakely-Stump, CSES Principal
    1. Classified – Poppy Keegan
    2. Certified – Jennifer Torp
  - B. HUSD Volunteer – Candice Blakely-Stump, CSES Principal
    1. Paula Poitras

(Page 1-4)

7. **PUBLIC PARTICIPATION**

Participation is reserved for members of the public who have submitted a completed Public Participation Form. Total length of time shall not exceed 30 minutes. Individual times shall not exceed 5 minutes (Policy BEDH). When addressing the Board, speakers are to state their name and subject into the microphone so that their statements may be properly recorded.

Members of the Board may not discuss items that are not specifically on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later time.

**8. CONSENT ITEMS**

This section includes approval of items such as minutes, routine warrants, purchase orders, travel claims, employee leave requests, employee transfer requests and resignations, gifts to the District, and student and/or staff travel. Documentation concerning the matters on the Consent Agenda may be reviewed at the District office. Upon the request of a Board member, a topic on the Consent Agenda may be removed from this segment of the meeting and discussed as a Regular Agenda item.

- (Pages 5-8) A. Personnel Recommendations
- (Pages 9-16) B. Governing Board Meeting Minutes of October 14, 2014
- (Pages 17-219) C. Financial/Business
  - 1. Approval of Accounts Payable voucher(s) in the amount of \$ 1,255,040.21
  - 2. Approval of Payroll voucher(s) in the amount of \$ 2,083,128.16
- (Pages 220-226) D. Monthly Budget Report
- (Pages 227-231) E. Monthly Student Activities Report
- (Pages 232-243) 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 April 22 - 24, 2015
- (Pages 244-245) G. Request for approval to appoint Mary Kaye Schrenk, Internal Auditor, and Sharon Mason, Auxiliary Operations Student Activities Treasurers as required by the Uniform System for Financial Records
- (Pages 246-247) H. Gifts and donations

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

- (Pages 248-249) A. School Update from Coyote Springs Elementary School including: 21<sup>st</sup> Century Education Signature Program, Community Connections Established
- (Pages 250-251) B. Assistant Superintendent Update including: Enrollment, staffing, Meet and Confer, Yavapai County Recruitment and Retention Task Force

**10. ACTION**

- (Pages 252-254) A. Second Reading and possible adoption of Policy BEDG – Minutes (post audio/video on district website)
- (Pages 255-256) B. Request for approval to continue the Preschool Teaching Position for 2014-15 & 2015-16
- (Pages 257-270) C. Request for approval of a Mutual Aid Agreement with Yavapai County Office of Emergency Management for providing transportation services in the event of an emergency
- (Pages 271-272) D. Request for approval to hire a Full-time Title I Reading Teacher between Liberty Traditional School and Coyote Springs Elementary School

**11. ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

December 9, 2014	6:30 p.m.	Regular Meeting	Lake Valley Elementary
January 13, 2015	6:30 p.m.	Regular Meeting	Granville Elementary
February 10, 2015	6:30 p.m.	Regular Meeting	Liberty Traditional

**12. ADJOURNMENT**

*Copies of agendas and supporting documentation relative to public meetings are available at the District Administration Office during normal work hours, 24 hours prior to a meeting. Please call ahead (759-4000) to arrange copies to be picked up. Documentation is also available on the District website [www.humboldtunified.com](http://www.humboldtunified.com). On the home page, go to the School Board tab →Board Packets →Select Year →Select Meeting Date. (Note: Large packets are saved in multiple sections by date).*

# CELEBRATING SUCCESSES

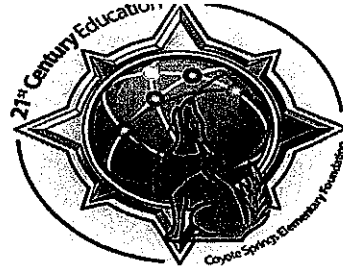
## Item 6

- A. HUSD VIPs
  - 1. Poppy Keegan
  - 2. Jennifer Torp
  
- B. HUSD Volunteer
  - 1. Paula Poitras

# COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack Prescott Valley, AZ. 86314

Ph: 928-759-4300 Fax: 928-759-4320



November 3, 2014

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Poppy Keegan for HUSD employee of the month.

I am nominating Poppy Keegan for the following reasons:

Poppy Keegan is a devoted Humboldt Unified School District Employee and Parent at Coyote Springs Elementary School. She started her Humboldt career off as a resource aide before moving into her current position as Librarian at CSES. Poppy is not only devoted to our students reading success, but she knows the importance of building relationships with each of our students and their parents. Poppy greets every student that enters the library with a smile and a spark of enthusiasm that ignites a passion of reading in students.

Poppy is a role model for everyone at HUSD in the area of customer service. She is all about her students, staff, and parents. She greets every person with a smile and is always eager to help. Poppy has transformed our Library into a true multi-media experience for our students. She worked effortlessly during the summer cleaning, sorting, and reorganizing in order to create a functioning system that promotes a love for learning.

In addition to Mrs. Keegan being an outstanding employee, she is also an outstanding parent and community member. She serves on our SITE Council, attends PTO meetings regularly to provide updates on community and school events, and served on our Signature Program Strategic Planning Committee.

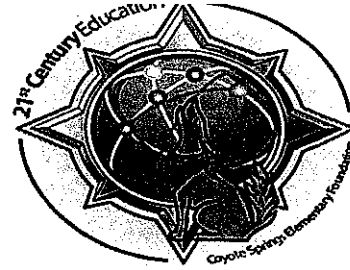
Poppy is truly an amazing individual who truly loves what she is doing. She is dedicated to her students and to her career. Coyote Springs Elementary School is very lucky to have such a valuable and knowledgeable individual as a dedicated employee.

It is for these reasons that I nominate Mrs. Poppy Keegan as November's HUSD employee of the month.

# COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack Prescott Valley, AZ. 86314

Ph: 928-759-4300 Fax: 928-759-4320



November 3, 2014

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Jennifer Torp for HUSD employee of the month.

I am nominating Jennifer Torp for the following reasons:

Jennifer Torp has been a valued employee of HUSD since 2007 when she was hired as a para-professional at Coyote Springs Elementary School. Jennifer quickly discovered that she had a passion and a gift for teaching kids in a school environment. In 2012, Jennifer started her teacher certification program while continuing to work full time as a para-professional at CSES. In 2014, Jennifer completed her teaching certification program and we were lucky enough to be able to hire her as a first grade teacher. Jennifer is one of the most professional, dedicated, passionate, and caring teachers that I have had the pleasure to work with. Although Jennifer is a first year teacher, she has set a standard for delivering instruction that both stimulate and engage her students. Jennifer's performance in the classroom is enhanced by her extensive knowledge and experience working with children as an aide. She maximizes efforts to establish a leaning environment in which students respect each other. Jennifer has consistently demonstrated through patience, tolerance, and skill, the ability to relate to and effectively instruct all students. Her enthusiasm for teaching has generated a positive environment that promotes the love of learning.

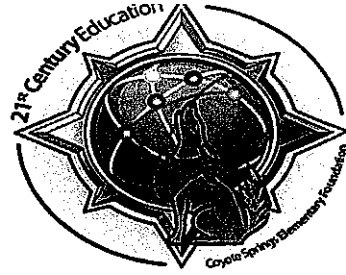
In addition to Jennifer's passion for teaching and learning in the classroom, she is a respected teacher among the school. Jennifer is a problem solver and always approaches problems form a proactive approach and from the perspective of a parent, teacher, and community member. Jennifer has been a valuable member of our PTO and SITE Council committees. Jennifer strives for excellence not only with everything she does but with everything that her students do. Jennifer's sense of professionalism is both motivational and refreshing on a daily bases.

It is for these many reasons that I nominate Mrs. Jennifer Torp as November's HUSD employee of the month.

# COYOTE SPRINGS ELEMENTARY SCHOOL

6625 N Cattletrack Prescott Valley, AZ. 86314

Ph: 928-759-4300 Fax: 928-759-4320



November 3, 2014

Submitted by Candice Blakely-Stump, Coyote Springs Elementary School

For recognition of efforts above and beyond on behalf of the district, I would like to nominate Paula Poitras for HUSD volunteer of the month.

I am nominating Paula Poitras for the following reasons:

Paula has been a valued volunteer at CSES since her children started Kindergarten. I have had the pleasure of collaborating with Paula over the past five years that I have been principal at Coyote.

Paula is President of our PTO and has served as a member of our PTO Board since 2012. Paula has helped to organize and grow our PTO to be a productive organization that is student centered. She is a proud mommy of three HUSD students, runs a successful local business, and still finds time to support our schools by volunteering her time, energy, and resources.

Paula has the unique ability to do fourteen things at one time. When you see her on campus she is always carrying boxes, answering her ringing cell phone, managing her three daughters (and usually three other kids too.) She is a master multitasker.

Paula can always be counted on to organize fund raisers, order pizzas for student celebrations, organizing and managing staff celebrations, managing 50 excited kids all at once and all throwing money at her and asking, "is this enough?" Paula is the most kind, patient, and gentle human being that never gets riled up or raises her voice, no matter how much she has happening around her.

I can't thank her enough for the talent and expertise she contributes to our campus on a daily bases. Her dedication to CSES truly makes a difference in the lives of our students and staff.

It is for these many reasons that I nominate Mrs. Paula Poitras as November's HUSD volunteer of the month.

# **CONSENT**

## **Item 8A.**

### **Personnel Recommendations**



HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on November 18, 2014

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

Certified Staff

1. Jeffrey Mahan – 5<sup>th</sup> Grade Teacher @ LTS (resign effective 10/17/14)(Liquidated Damages Assessed)

Classified Staff

1. Janice Corona – 3 Hr/Day Playground Aide @ CSES (resign effective 9/22/14)
2. Mary Hunsinger – 6.5 Hr/Day Resource Aide @ LVES (resign effective 11/7/14)
3. Sean Nellis – IS Specialist @ DO (resign effective 10/31/14)
4. Howard Rouse – F & N Worker @ HES (resign effective 10/15/14)
5. Kathy Rouse – Administrative Secretary @ Food Service (resign effective 10/24/14)
6. Mary Wingler – 5.75 Hr/Day Bus Driver @ DO (resign effective 10/20/14)

Substitute+ Staff

- |                                      |  |
|--------------------------------------|--|
| 1. William Bowers – Bus Aide         | 18. Rachel Medieville – Student Worker |
| 2. Brandon Brimhall – Student Worker | 19. Michael Mosher – Custodian         |
| 3. Kay Burbank – Bus Driver          | 20. Jonathon Novak – Teacher           |
| 4. Marilyn Carter – Bus Driver       | 21. Mark Putman – Bus Driver           |
| 5. Raymond Cook – Custodian          | 22. David Ratzlaff – Bus Driver        |
| 6. Tommy Diamond – Student Worker    | 23. Kimberly Reynolds – Aide           |
| 7. Celina Discepola – Bus Aide       | 24. James Saylor – Bus Driver          |
| 8. Randy Fukuzawa – Custodian        | 25. Kylie Schueler – Student Worker    |
| 9. Shannon Ganz – Teacher            | 26. Gail Sime – Bus Driver             |
| 10. Dorothy Khan – Bus Aide          | 27. Timothy Smith – Custodian          |
| 11. Linda Lane – Bus Driver          | 28. Cynthia Soto-Rivera – Aide         |
| 12. Constance Leon - Aide            | 29. Cheryl Stillbert – F & N Worker    |
| 13. Randall McCreight – Bus driver   | 30. Paul Taylor – Teacher              |
| 14. Richard Marshall – Bus Driver    | 31. Kira Turner – Bus Aide             |
| 15. Lisa Masten – F & N Worker       | 32. Tyler Tyson – Student Worker       |
| 16. Robert Maya – Aide               | 33. George Wallace – Bus Driver        |
| 17. Jeremy Mazon – Teacher           |  |

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

Certified Staff

1. Ana Medina – 5<sup>th</sup> Grade Teacher @ LTS (replaces Jeffrey Mahan)
2. Emily Streater – Kindergarten Teacher @ GES (replaces James Hayes)

Classified Staff

1. John Beamesderfer – 7 Hr/Day Custodian @ GHMS (replaces Deborah Frank)
2. Rachel Culver – ELL Aide @ LTS (replaces Ana Medina)
3. Curtis Gruver – 7 Hr/Day Custodian @ GHMS/MVES (replaces Gino Scardina)
4. Marilyn Kline – 5.75 Hr/Day Title One Aide @ HES (replaces Barbara Harper)
5. Christopher Winder – IS Technician @ DO (replaces Steven Chalcraft)
6. John Swift Wilson – 7 Hr/Day Resource Aide @ BMMS (replaces Patsy Franko)

Substitute+ Staff

- |                               |                                   |
|-------------------------------|-----------------------------------|
| 1. Kim Adams – Teacher        | 8. Robert Duffield – Custodian    |
| 2. Lindsey Andreasky – Aide   | 9. Sharon Girardin – F & N Worker |
| 3. Stephanie Beesley – Aide   | 10. Brenda Hofmann – Teacher      |
| 4. Elizabeth Burk – Bus Aide  | 11. Jessica Jacobson – AVID Tutor |
| 5. Michael Conway – Custodian | 12. Eugene Kim – AVID Tutor       |
| 6. Violet DeAngelis – Nurse   | 13. Jordan LaJeunesse – Aide      |
| 7. Jodi Den – Aide            | 14. Hernan Mosquera – Bus Driver  |

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

PERSONNEL DEPARTMENT

Personnel Consent Agenda for Board Meeting on November 18, 2014

- |                                 |   |
|---------------------------------|---|
| 15. Jodi Mullins – Aide         | 22. Michael Steiner - Custodian         |
| 16. Lisa Nicholson – Bus Driver | 23. Magda Torres-Rosales – F & N Worker |
| 17. Barbara Nunez – Bus Driver  | 24. Sally Vanderploeg – Custodian       |
| 18. Vanessa Perry – Aide        | 25. Laurel Wolfinger – Teacher          |
| 19. Scott Rolston – Bus Driver  |   |
| 20. Mildred Salt – Aide         |   |
| 21. Carol Sanderford – Nurse    |   |

**C. SUPPLEMENTAL CONTRACTS**

Overloads

1. Cheryl Lowman – 8<sup>th</sup> Grade Math Overload @ BMMS (replaces Burris Nichols)
2. Ashley Tetreault – 8<sup>th</sup> Grade Math Overload @ BMMS (replaces Burris Nichols)
3. Krissina Torres-Tucker – AVID Overload @ BMMS (replaces Burris Nichols)
4. Mark Segarra – Special Education Overload @ GHMS
5. Ashley Visitacion – AVID Overload @ BMMS (replaces Burris Nichols)

Stipends Specifically Listed on Board-approved 2014-2015 Stipend Schedule

(\$6,860.00 M&O...\$0.00 Tax Credit...\$0.00 General Tax Credit...\$7,612.50 SPED...\$0.00 Other)

1. Lance Barnes – Elementary Basketball Coach stipend @ LTS
2. Georgia Benyk - .25 Psychologist Intern Supervisor stipend @ DO
3. Christine Burnett – Lead Psychologist stipend @ DO
4. Christine Burnett - .25 Psychologist Intern Supervisor stipend @ DO
5. Greg Goode – JV Boys Soccer Coach stipend @ BMHS
6. Trudy Gruver – Middle School Band Director stipend @ LTS
7. Marshall Kane - .25 Psychologist Intern Supervisor stipend @ DO
8. Tim Krob – Elementary Basketball Coach stipend @ HES
9. Phillip Reid – Head Boys Soccer Coach stipend @ BMHS
10. Jeff Torp – Lead Speech stipend @ DO
11. Nancy Vallely – Lead Nurse stipend @ DO
12. Jeff Wieneke - .25 Psychologist Intern Supervisor stipend @ DO

Other Stipends

(\$0.00 M&O...\$0.00 Tax Credit...\$0.00 F&N...\$0.00 Special Education...\$8,600.00 Other)

1. Lance Barnes – Student Advisory Group Coordinator stipend @ LTS (MGI Grant)
2. Rosamaria Corradi – Student Advisory Group Coordinator stipend @ LTS (MGI Grant)
3. Kristy Klein – Peer Tutor Coordinator @ BMHS (Paid w/ GEAR UP)
4. Sean Rietz – Student Advisory Group Coordinator stipend @ BMMS (MGI Grant)
5. Elizabeth Rushton – Student Advisory Group Coordinator stipend @ BMMS (MGI Grant)
6. Amy Stooks – Student Advisory Group Coordinator stipend @ LTS (MGI Grant)
7. Ashley Tetreault – Student Advisory Group Coordinator stipend @ BMMS (MGI Grant)
8. Krissina Torres-Tucker – Student Advisory Group Coordinator stipend @ BMMS (MGI Grant)

**D. IN-DISTRICT TRANSFERS**

Certified

1. None

Classified

1. Renita Donaldson – from 6.5 Hr/Day F & N Clerk @ DO to F & N Administrative Secretary @ DO (replaces Kathy Rouse)
2. Virginia Fuentes - from 5.75 Hr/Day F & N Worker @ LTS to 4.5 Hr/Day F & N Worker @ LTS (replaces Diane Harris)

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

*PERSONNEL DEPARTMENT*

Personnel Consent Agenda for Board Meeting on November 18, 2014

3. Diane Harris – from 4.5 Hr/Day F & N Worker @ LTS to 5.75 Hr/Day F & N Worker @ LTS (replaces Virginia Fuentes)
4. Denise Vaughn – from 6 Hr/Day F & N Clerk @ CSES to 6.5 Hr/Day F & N Clerk @ DO (replaces Renita Donaldson)

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

Certified

1. None

Classified

1. None

**CONSENT  
Item 8B.**

**Minutes**

**October 14, 2014**

HUMBOLDT UNIFIED SCHOOL DISTRICT #22  
Governing Board of Education  
Meeting Minutes  
Tuesday, October 14, 2014

A **regular** meeting of the Humboldt Unified School District Board of Education was held at Humboldt Elementary School on Tuesday, October 14, 2014 in Dewey, Arizona.

**1. WELCOME AND CALL TO ORDER**

President Adler called the meeting to order at 6:36 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, and Suzie Roth. Gary Hicks was absent.

**4. AGENDA REVIEW/ACCEPT**

There were no changes to the agenda.

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

**5. REPORTS**

**A. Board**

Brian Letendre

- Reported that Bradshaw Mountain Middle School Students will begin interviewing veterans as part of the Veteran's Heritage Project

Suzie Roth

- Attended a choir concert at the high school
- Participated in the annual Rock-It Day for high school girls at Embry Riddle Aeronautical University

**B. Assistant Superintendent**

Dan Streefer

- Attended the planning breakfast for Big Brothers Big Sisters Bowl for Kids Sake event

**C. Superintendent**

Dr. Stanton

- Reported on the successful Walk4Education event that took place at Chase Field in September
- Reported that Legislator Karen Fann took part in the "Take Your Legislator to Work" day at Coyote Springs Elementary School as a guest of teacher Pam Clark
- Met with the president of Northern Arizona University
- Will be a speaker at an AdvancED conference this weekend

**6. CELEBRATING SUCCESSES**

**A. HUSD VIPs – Lisa Uvila, HES Principal**

**1. Classified – Penny Miller**

Penny is enthusiastic and always has a professional demeanor. As a dedicated and meticulous individual, Penny has the ability to manage all kinds of administrative and clerical tasks efficiently and is well versed in supporting school needs in all areas. She is able to multitask effectively and expertly handles a high-volume workload. Any time Penny is asked to handle additional responsibilities, she enthusiastically responds.

**2. Certified – Trish Budd**

Miss Budd has taught at HES for the past thirteen years and is a master teacher who is able to skillfully work with students of all ability levels. Trish has a contagious enthusiasm that extends not only to her students, but her colleagues as well. Trish cares deeply about all the students at HES and knows the struggles that each of her

students go through; she always looks for little ways to offer them encouragement and support. She takes the time to support new staff, and is currently a mentor for one of the new teachers.

**B. HUSD Volunteer – Lisa Uvila, HES Principal**

**1. Desiree Pitt**

Mrs. Pitt is a parent who is enthusiastic and excited about supporting the staff and students by being a part of the Humboldt Elementary PTO. Desiree works hard to make things happen for our school through our PTO. She can be seen at HES regularly, but especially on the Friday when popcorn is sold! She has shown time and again that she is a positive, motivated, and a volunteer HES can count on!

**C. Award of Fuel Up to Play 60 Grant to Liberty Traditional, Bradshaw Mountain Middle and Glassford Hill Middle Schools – Pam Liuzzo, Nutritionist**

Fuel Up to Play 60 is an in-school program that encourages nutrient-rich foods, along with at least 60 minutes of daily physical activity, and is a nationwide movement focused on fighting childhood obesity. Last year, Glassford Hill Middle School partnered with HUSD's Food & Nutrition department and was awarded \$4,000.00 to share, which was used to provide free breakfast for all students for three weeks, and to purchase exercise equipment. This year, Bradshaw Mountain Middle School and Liberty Traditional School partnered with HUSD's Food & Nutrition department and was awarded \$4,000.00 each. These funds will go toward purchasing commercial blenders for the two schools to make fruit and yogurt smoothies, and to purchase fitness equipment

**7. PUBLIC PARTICIPATION**

Mr. Richard Wirth inquired about the district's policy regarding food in the classroom. President Adler referred Mr. Wirth to the school principal and/or the Director of Food Services.

**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. Report from Doreen Zannis (SOSAZ) regarding the recent Walk4Education event**

Our district participated in the first annual event held in September at Chase Field. There were 16 student showcases; three were from HUSD, the choirs from Coyote Springs Elementary and Glassford Hill Middle Schools and the drum line from the high school. There were more people than anticipated at the event. SOSAZ is an association that supports and celebrates public schools.

**B. School Update from Humboldt Elementary School including: School mission, reading update (interventions), math update (interventions), George Lucas Edutopia filming, photo gallery**

HES Mission Statement

We are a community dedicated to teaching, nurturing and supporting our students and families in a safe, respectful environment in order to ensure success in learning and life.

Reading/Math Intervention

Teachers collaborate by grade level to analyze data and students are placed appropriately. For Tier II students, progress is monitored every three weeks and the students participate in iChoose interventions.

Edutopia Filming

The George Lucas film crew finished filming. This was a great opportunity and experience for the entire HES campus! The crew is filming at a few more locations, and combining film clips for use in a documentary for viewing.

**C. Assistant Superintendent Update including: Enrollment, staffing, staff planning visits, Meet and Confer, Yavapai County Recruitment and Retention Task Force (YCRRTF)**

### Enrollment

- Last week's 40-day attendance report indicated the district is down 37 students from last year's 100-day attendance report (better than in prior years)

### Staffing

- We have five certified teaching positions open; four in special education, and one for middle school math
- The Arizona Republic reports there are 700 unfilled teaching positions throughout the state
- We also need more bus drivers

### Staff planning visits

- Fall staff planning visits at all campuses is complete. Mr. Streeter had the opportunity go meet with principals to discuss future needs, current staffing, enrollment, and identifying where student enrollment may affect number of teachers. Also discussed were staff retirement, future leaders, future administrators, teacher leaders, and instructional specialists.

### Meet and Confer

- An organizational meeting was held in September
- The committee reviews and discusses salary, benefits, and general working conditions
- Each department was represented
- Request for topics went to all employees and items will be brought to the October meeting

### YCRRTF

- Mr. Streeter is a member of the task force
- The task force looks at ways to address the teacher shortage in this county
- The task force will participate in a job fair in the state of Michigan (funded by FFMA); Michigan has surplus teachers
- The group will work to identify teachers in this community and help to get them certified

### **D. Federal Programs Update including: Title I, Gear Up/Middle Grades Initiative (MGI), AZ K-12 Center grant**

#### Title 1

- Over the past years we have had six Title 1 schools
- This year, the Title 1 program is school-wide at three of our elementary schools
- Reading resources can be utilized through sixth grade
- Paraprofessionals in school-wide programs must be highly qualified (high school graduate or GED with an associate's degree or two years of college, or pass an online assessment, and acquire a fingerprint clearance card)
- The majority of paraprofessionals at Granville, Humboldt, and Lake Valley Elementary Schools are highly qualified
- Other paraprofessionals will continue to work toward this qualification (testing/fingerprint clearance cards)

#### Middle Grades Initiative

- MGI is a sub-grant of Gear Up (\$25,000)
- A portion of the grant will be used on professional development
- The initial group of Gear Up students are now freshmen at the high school
- Gear Up Coordinators are Michael DeRois and Sandra Clark

#### AZK12 Center

- The district was awarded a three-year renewal
- The grant funds an induction mentoring program with instructional specialists and provides professional development
- The \$100,000 grant includes the salary of one instructional specialist

### **E. Information Services Update including: Phone system upgrades, network upgrades, laptop cart deployment, wireless deployment, Windows 7 computer upgrades**

Patrick Keeling, Director of Information Services, shared the following:

Phone Systems

Upgrades should be complete by March of 2015; remaining are BMHS, GHMS, LTS, CSES

Network Upgrades

- The Datacenter has been rebuilt to make better use of space and prepare for further server consolidation
- Remote access devices were installed at BMMS and the Datacenter
- All school sites have received new switches/primary servers
- The District Office upgrade will take place prior to January 2015
- The wireless network controller has been installed and campuses configured
- The wireless rollout to key areas (libraries and conference rooms) by February 2015

Windows 7 Upgrades

- 90% of district workstations have been upgraded
- Remaining systems are student computers in classrooms and mini-labs
- Work to be completed in November

Laptop Carts

- 17 wireless carts prepared (34 laptops each)
- Each elementary school received three (HES – two)
- BMMS and GHMS will receive one cart each by the end of November

**F. Annual report regarding B-Bond projects and long-range capital plans**

Below is a summary of Ms. Windham's report:

BOND

Current expenditures as of June 30, 2014 in the following categories.

Improve Athletic/Playground Facilities	\$ 7,989,471
Renovations/Upgrades to Existing Schools	\$ 8,816,974
Construction of Additions to Existing Schools	\$14,282,130
Pupil Transportation	\$ 2,923,937
Transportation Facility	<u>\$ 4,992,599</u>
	\$39,004,260

The overall combined unexpended budget capacity is \$1,994,889 leaving \$1,730,993 for projects that relate to restricted funds for athletics, playgrounds, and fields, etc. and an unrestricted bond amount of \$263,896 to be used on other bond related projects.

CAPITAL (DISTRICT ADDITIONAL ASSISTANCE - DAA)

The district anticipated its Capital Reserve (DAA) account to be approximately \$9,000,000 in fiscal year 2014-15. It has authorized approximately \$1,000,000 in capital spending this year, leaving an unexpended balance of approximate \$8,000,000.

Ms. Windham provided a schedule representing the projects currently identified as capital items in need of replacement over the next five years including projected replacement costs and the useful life of items in the following areas: Building/Grounds; Food Service; Special Systems; Technology, and Transportation.

With the elimination of the Building Renewal Fund and Soft Capital Fund, the dwindling bond proceeds, and the reduction of the final capital funding (DAA) to an amount only sufficient to fund our annual capital overhead requirements, it is projected that the District will have only enough capital reserve dollars for approximately two to three years based on the current identified projects.

State funding has been drastically cut over the last several years; capital funding and building renewal funds are no longer received. Ms. Windham noted that if we had what we needed, we would need \$3,000,000 annually.



**G. First Reading of proposed revision to Policy BEDG – Minutes (post audio/video on district website)**

Policy BEDG–Minutes states that written or recorded minutes shall be taken of all regular and special board meetings, and that written or digital minutes be available to the public. Currently, written minutes are prepared to document each board meeting. It was proposed that digital minutes replace written minutes. Digital minutes will be posted on the district website using an index that identifies when a particular agenda item is discussed. This proposal requires two minor revisions to Policy BEDG–Minutes.

First Reading complete. The Second Reading will be included on a future meeting agenda. Upon approval this policy will become effective immediately and will be added to the current Policy Manual.

**10. ACTION**

**A. Discussion and possible action to approve the 2013-14 Annual Financial Report**

The Annual Financial Report provides a summary of all district accounts in a standard format set forth by the Auditor General's office. All transactions that occur throughout the year, such as payroll vouchers and accounts payable vouchers are summarized into the appropriate categories and transmitted to the Arizona Department of Education.

All account balances reflected beginning fund balances, revenues, actual expenditures and ending fund balances for all funds utilized by the District during the 2013-14 school year. The report is available at the District Office and the District website ([www.humboldtunified.com](http://www.humboldtunified.com)).

**Brian Letendre moved to approve the Annual Financial Report for fiscal year 2013-14 as presented. Suzie Roth seconded and the motion carried unanimously.**

**B. Request for approval of an intergovernmental agreement with Central Yavapai Fire District for purchasing services**

Two years ago, the Board approved an intergovernmental agreement (IGA) for a purchasing consortium known as Greater Yavapai Purchasing Consortium (GYPC). The purpose of this county government consortium was to develop procurement programs for supplies and to achieve cost savings for all members. GYPC has been dissolved due to public school procurement compliance and an adequate funding base, and is replaced by a purchasing IGA with Central Yavapai Fire District, acting as the lead agency.

**Suzie Roth moved to approve the Central Yavapai Fire District IGA as presented. Brian Letendre seconded and the motion carried unanimously.**

**C. Request for approval of a quote received by Arizona Book Services for the sale of used math textbooks and supplemental materials**

All elementary school sites were requested to gather discontinued math textbooks and supplemental materials. The textbook inventory was sorted by edition date, title, and overall condition. Multiple quotes for the sale of the textbooks and supplemental materials were requested and reviewed. The best offer was received by Arizona Book Services in the amount of \$3,282.50.

**Suzie Roth moved to accept the quote in the amount of \$3,282.50 submitted by Arizona Book Services for elementary math curriculum textbooks and materials. Brian Letendre seconded and the motion carried unanimously.**

**D. Second Reading and possible approval of Policy Advisories 504 - 518 as presented by Arizona School Boards Association**

PA #504	BCB – Board Member Conflict of Interest
PA #505	BDB – Board Officers
PA #506	BEC – Executive Sessions/Open Meetings
PA #507	BEDBA – Agenda Preparation and Dissemination
PA #508	ECB – Building and Grounds Maintenance
PA #509	GDF – Support Staff Hiring
PA #510	GDFA – Support Staff Qualifications and Requirements
PA #511	GDQA – Support Staff Reduction in Force
PA #512	IKE, IKE-RB – Promotion and Retention of Students
PA #513	IKF – Graduation Requirements
PA #514	JFAB – Tuition/Admission of Non-resident Students

PA #515	JLCB-E – Immunization of Students
PA #516	JQ – Student Fees, Fines, and Charges
PA #517	KDB-R – Public’s Right to Know/Freedom of Information
PA #518	KF, KF-EA – Community Use of School Facilities

To insure compliance with State Statutes, Policy Advisories 504 – 518 were submitted by the Arizona School Boards Association (ASBA) relating to Section B (Board Governance & Operations), Section E (Support Services), Section G (Personnel), Section I (Instructional Program), Section J (Students), and Section K (School – Community Relations). This is the Second Reading of suggested changes to policies, regulations, and exhibits. The First Reading was held September 9, 2014.

**Brian Letendre moved to adopt Policy BCB – Board Member Conflict of Interest, Policy BDB – Board Officers, Policy BEC – Executive Sessions/Open Meetings, Policy BEDBA – Agenda Preparation and Dissemination, Policy ECB – Building and Grounds Maintenance, Policy GDF – Support Staff Hiring, Policy GDFA – Support Staff Qualifications and Requirements, Policy GDQA – Support Staff Reduction in Force, Policy IKE – Promotion and Retention of Students, Policy IKF – Graduation Requirements, Policy JFAB – Tuition/Admission of Non-resident Students, Policy JQ – Student Fees, Fines, and Charges, Policy KF – Community Use of School Facilities, and to accept the revisions to Regulation IKE-RB – Promotion and Retention of Students, Exhibit JLCB-E – Immunization of Students, Regulation KDB-R – Public’s Right to Know/Freedom of Information, and Exhibit KF-EA – Community Use of Facilities as presented by ASBA. Suzie Roth seconded and the motion carried unanimously.**

**E. Request for approval of stipend positions for Gear-Up Student Advisory Group Coordinators for the 2014-15 school year**

The Middle Grades Initiative (MGI) is a \$25,000 sub-grant of the Gear Up program which was implemented at the middle schools two years ago. Funds have been set aside for teachers to attend professional development events this year sponsored through the AZ K-12 Center and other organizations. Student Advisory Groups (SAG) have also been implemented at each of the middle schools.

Danny Brown, Director of Federal Programs, requested approval of 11 one-year stipend positions to be paid from the grant for the 2014-15 school year for Student Advisory Group Coordinators at \$1,200.00 each; four positions at GHMS, and three at LTS. The remaining grant funds are set aside for supplied and professional development.

**Suzie Roth moved to approve 11 Middle School Student Advisory Group Coordinator positions at \$1,200 each for a total of \$13,200.00 for the 2014-15 school year to be paid out of the MGI grant. Brian Letendre seconded and the motion carried unanimously.**

**F. Request for approval of temporary suspension of Policy BAA – Evaluation of School Board/Board Self-Evaluation**

Policy BAA states that that Board may meet at least annually, not later than October 30, to evaluate board performance. A special board meeting will be held on November 3, 2014 for this purpose. Because the meeting is later than the date specified in Policy BAA, it is requested that the policy be temporarily suspended until November 3. Policy BGF – Suspension/Repeal of Policy allows temporary or permanent suspension of a policy by a majority vote of board members present at a regular or special meeting.

**Brian Letendre moved to approve temporary suspension of Policy BAA – Evaluation of School Board/Board Self-Evaluation until November 3, 2014. Suzie Roth seconded and the motion carried unanimously.**

**11. ANNOUNCEMENTS**

**A. Next Scheduled Board Meetings are:**

October 31, 2014	9:30 a.m.	Special Meeting	@ Transportation Facility
November 3, 2014	9:00 a.m.	Special Meeting	@ Transportation Facility
November 18, 2014	6:30 p.m.	Regular Meeting	@ Coyote Springs Elementary
December 9, 2014	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary
January 13, 2015	6:30 p.m.	Regular Meeting	@ Granville Elementary

**12. ADJOURNMENT**

**Brian Letendre moved to adjourn. Suzie Roth seconded and the motion carried unanimously. The meeting adjourned at 8:30 p.m.**

Respectfully submitted,

Mary Diaz,  
Board Secretary

**APPROVAL**

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

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

A B S E N T

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Gary Hicks, Member

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Suzie Roth, Member