

**Minutes of Governing Board
Working Meeting/Retreat**

**Thursday, October 19, 2023 @ 9:00 am
Prescott Unified School District
Governing Board**

A Working Meeting/Retreat of the Governing Board of Prescott Unified School District was held Thursday, October 19, 2023, beginning at 9:00 am in the District Office Inspiration Lab.

All supporting documents/attachments can be found by visiting our website:

<https://www.prescottschools.com/>

Board Members present:

President Andy Fraher
Vice President Stan Goligoski
Linda Conn
Kara Woods
Jane Robertson

Others present:

Clark Tenney, Superintendent
Mardi Read, Asst. Superintendent
Andy Binder, Asst. Superintendent/Human Resources
Kelsey Secor, Director of Instructional Support
Sarah Torres, Administrative Assistant to Superintendent and Governing Board
Amy Castellanos, ASBA Director of Leadership Development & Community Engagement
Lynne Bondi, ASBA Policy Analyst.

1. CALL TO ORDER - Governing Board President, Andy Fraher called this meeting to order at 9:04 am.

2. OPENING CEREMONY

2.A. Welcome - Governing Board President, Andy Fraher welcomed everyone to the meeting.

2.B. Pledge of Allegiance – Governing Board President, Andy Fraher led the Pledge of Allegiance.

3. APPROVAL OF AGENDA - Governing Board President, Andy Fraher

3.A. Consider approving the agenda, as presented.

RELEVANT INFORMATION: Board Policy requires the approval of the agenda.

Stan Goligoski moved that the Governing Board approve the agenda, as presented. Kara Woods seconded the motion.

Andy Fraher voted Aye, Stan Goligoski voted Aye, Kara Woods voted Aye, Linda Conn voted Aye and Jane Robertson voted Aye. The motion passed 5-0.

4. INFORMATION AND DISCUSSION ITEMS - Items 4A-4G were presented by Amy Castellanos, ASBA Director of Leadership Development & Community Engagement, and Lynne Bondi, ASBA Policy Analyst.

4.A. Welcome and Introductions – Amy Castellanos and Lynne Bondi introduced themselves and then asked the Governing Board and District Administration Team to Introduce themselves, share their years of service, share what their school experience was like, how their school experience shaped their service on the board and What is your Why?

The following presentation was shared and the members of ASBA facilitated discussion for items 4.B – 4.F with the Board and District Administration.

<https://docs.google.com/presentation/d/11UqMqKKOiotIYomh-eEsdoXrCQURkldL/edit?usp=sharing&oid=108265925379773694001&rtpof=true&sd=true>

4.B. Board Operations

4.C. Roles and Responsibilities

The ASBA Team shared the Roles and Responsibilities as referenced in PUSD’s policy manual. The attached document was shared with Governing Board Members later on during this meeting. Mr. Tenney noted, we would like to include this document as either an exhibit or regulation to our policy manual. Governing Board President, Andy Fraher noted the policies that touch on these items have been referenced on the document. (Blue and red letters in parenthesis).



Roles of the School Board and Superintendent

The superintendent functions as the administrative manager of the district and is accountable to the board in the exercise of his or her responsibilities. If the superintendent or board members are unclear about their roles and responsibilities, this lack of clarity can result in tension that could interfere with the performance of appropriate responsibilities, compromising district leadership. The following chart defines some of the significant differences in the roles of these officials:

Administration

School Board	Superintendent
The board hires a superintendent and delegates responsibility for administrative functions. (BDD, BHD, CB, CH)	The superintendent is responsible for providing administrative leadership and managing the district's day-to-day operation. (CBCA)

Policymaking

School Board	Superintendent
The board establishes policy for the governance of the school system after considering the superintendent's recommendations. (BBA, BGB, BGD)	The superintendent is responsible for designing and implementing procedures to affect the requirements of policy. (BG, BGB, CB, CH)

Hiring & Evaluation of Personnel

School Board	Superintendent
The board employs professional personnel in accordance with policy upon recommendation of the superintendent, and reviews and acts on other personnel recommendations from the superintendent. (CB, CBCA)	The superintendent recommends personnel to be hired, is responsible for performance evaluations, and makes recommendations for renewal, non-renewal or dismissal of personnel, as provided by policy. (GCF, GCO)

Program Evaluation

School Board	Superintendent
The board approves courses to be offered and requires periodic reports on the status of the educational program offered by the district, making revisions in policy as they are needed. (IA, IGA, IGD)	The superintendent serves as education leader for attainment of student performance objectives and submits to the board reports on the curriculum, keeping the board informed about the evaluation of school programs. (ILE)

Planning Goals

School Board	Superintendent
The board adopts education goals for the district, based on the input of district staff and community members, through various planning activities. (IA)	The superintendent provides administrative leadership and makes recommendations to the board concerning the development and implementation of and progress toward the education goals approved by the board. (CA)

Budget

School Board	Superintendent
The board communicates the district's priorities to the superintendent through identified goals, reviews the budget submitted by the superintendent, makes necessary revisions and adopts the budget. (DA, DB, DBC, DBF)	The superintendent prepares a budget, recommends budget expenditures to the board, makes revisions as requested by the board and administers the budget adopted by the board. (DB, DBC)

Facilities Planning

School Board	Superintendent
The board adopts plans for facilities after considering the recommendations of the superintendent and delegates supervision of the building program to the superintendent (FA)	The superintendent leads the administrative effort to plan for, operate, and evaluate facilities and to supervise improvements. (FA)

Community Relations

School Board	Superintendent
The board adopts a program of school-community relations and remains responsive to the community. (BHD)	The superintendent recommends and implements a program of school community relations and keeps the community informed about district performance, policies, programs, and procedures. (KA)

4.D. Supporting Policy

Governing Board President, Andy Fraher called for a recess at 10:04 am.

Governing Board President, Andy Fraher resumed the meeting at 10:14 am.

4.E. Communication Protocols

4.F. Workshop Communication Norms and Protocols

Amy Castellanos asked the Board to share what kind of communication they were looking for from Superintendent Tenney. It was the consensus of the Board that the Friday

Governing Board update that Mr. Tenney currently provides was satisfactory. Mr. Stan Goligoski noted, communication should be sent to us on an as needed basis in addition to the Friday update.

Amy Castellanos noted, if there is ever an emergency situation, such as a student suicide, lockdown, etc., Mr. Tenney, District Admin. and Principals need to be working together on the emergency, so who would you like to text you to inform you of the emergency with “more information to come?”

It was the consensus of the Board that Sarah Torres, Administrative Assistant to the Superintendent and Governing Board notifies them via text.

Amy Castellanos asked, If the Governing Board should hear from a member of the community of an emergency, before being notified by Sarah Torres, who should the Board notify? It was the consensus of the Board that the first call should be to Sarah Torres, then Assistant Superintendent Mardi Read and then Andy Binder, Assistant Superintendent/HR Director.

The ASBA Representatives and PUSD Governing Board, along with District Administration then discussed policy/procedures regarding Site Visits and Board Communications with the Community. It was noted, Board members will serve as ambassadors for their district, emphasizing the positive aspects of the district and that if board members attend community meetings, the superintendent’s office should be notified.

4.G. Closing – Amy Castellanos & Lynn Bondi concluded their portion of the working meeting and thanked everyone.

Governing Board President, Andy Fraher called for a recess at 11:36 am.

Governing Board President, Andy Fraher resumed the meeting at 11:51 am.

5. PRESENTATION

5.A. Math Curriculum Update

Presenter: Kelsey Secor, Director of Instructional Support shared the following presentation with the Board:

<https://docs.google.com/presentation/d/1Q7LATBYGXqpYcedhIMDnhu98yfynuKiy3oWSjx3v9sg/edit?usp=sharing>

Kara Woods noted, is there a way to dive into the data of students that have taken the ACT, to know how many of them have plans to attend college?

Superintendent Tenney noted, yes, we will work with the Principal at Prescott High School and our Testing Coordinator to gather that data for a presentation at a future Governing Board meeting.

6. INFORMATION AND DISCUSSION ITEMS

6.A. Superintendent Transition Update

Presenter: Clark Tenney, Superintendent

Members of the Board and members of the District Administration team shared their thoughts about the Superintendent transition process. It was the consensus of the group that the transition is going very well and it was noted that Mr. Tenney is very available for a conversation or to schedule a meeting.

6.B. Superintendent Goals

Presenter: Clark Tenney, Superintendent

Mr. Tenney had shared his goals for 2023-2024 with Governing Board Members on prior occasions. This document was reviewed and discussion ensued between Mr. Tenney and Governing Board Members. There were no requests from the board to add additional goals or remove any of the goals Mr. Tenney had included in this document. These goals will be placed in the Superintendents Annual Evaluation which was discussed during item 6.D. of the agenda.

C. Tenney Superintendent Goals 2023-24

(10/17/23)

Each main goal is followed by 5 or 6 action items to support progress toward attaining the goal.

1. Maintain Academic Focus in all PUSD Schools with Emphasis on Increasing Student Achievement

- Study appropriateness of current K-8 Math curriculum; consider new curriculum adoption
- Continue implementation and support of District-wide PLCs
- Lead regular discussions in DLT about Interventions & Academic Improvement strategies
- Support ongoing K-8 transition to Standards-Based Grading
- Increase CTE enrollment and strengthen PUSD-MICTED relationship
- Support training and implementation of new Social Studies & Science curricula

2. Oversee Appropriate Measures to Ensure Student and Staff Safety at All Schools

- Ensure appropriate staff training on student safety and emergency response
- Smooth implementation of SRO at PMHMS
- Continue to support Student Well Being initiatives
- Oversight and expansion of Prescott Protect volunteer patrol on campuses
- Complete monitored, single-point entry at each school

3. Enhance Board Communication and Collaboration

- Share a Superintendent Board Report most Fridays to keep board informed
- Share draft agendas 1-2 weeks in advance of public postings
- Encourage Board members to participate in local and state-level training
- Help facilitate "PUSD Governance Team" training--Board member and Superintendent roles
- Codify PUSD Board/Superintendent roles in writing and follow these successfully

4. Lead Outreach to Community about PUSD Successes and Areas for Growth

- Initiate regular Supt. listening sessions with parents & others
- Host regular radio shows on local stations
- Ensure positive newspaper coverage of PUSD operations, inquire about regular column
- Actively pursue PUSD presentation opportunities with local organizations
- Begin discussions with PUSDEF for much greater PUSD Alumni involvement

5. Maintain and Improve PUSD's Remarkable Staff Recruitment and Retention

- Budget priority #1 is Teacher raises. Priority #2 is raises for those who support Teachers
- Initiate stipends and enhanced training for secondary Math teachers
- Address Administrator crisis (see neighboring districts)
 - Provide appropriate Principal support from DAT
 - Seek opportunities for continued PUSD teacher leadership development
- Oversee completion and implement use of housing at Taylor Hicks Teacher Village
- Fully implement "Stay Interviews"/Exit Surveys with PUSD staff

6.C. Review proposed changes in Policy Services Advisory Volume 35, Number 3, No. 748 - 762, from September 2023 as presented.

RELEVANT INFORMATION:

Governing Board BGB requires first and second readings of all proposed policy adoptions

and approval by the Governing Board. **This is the first reading** of the proposed policy changes and the Board will be asked to adopt the policies after the second reading. Any Regulations and/or Exhibits have been attached for review and do not require Governing Board approval.

Presenter: Clark Tenney, Superintendent & Governing Board President, Andy Fraher
Superintendent Tenney noted, this is the first read of Policy Advisory No. 748-762. The second read will take place at our November 7th Governing Board Meeting. Mr. Tenney then went through the ASBA Policy Services Advisory packet. Policy CBI had a few suggested adjustments that Mr. Tenney and Governing Board President, Andy Fraher shared with the other board members for review and consideration at our next scheduled meeting.

CBI-~~©~~ **EVALUATION OF SUPERINTENDENT**

The Governing Board shall evaluate the Superintendent at least once each year.

Prior to the academic year, the Board and Superintendent will meet to agree on an evaluation instrument. The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals. The Superintendent shall provide each member of the Board a copy of the agreed upon evaluation instrument not later than ~~September 4~~ November 10.

The Board President shall schedule a meeting not later than ~~March 30-December 18~~, May 15, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). ~~If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.~~

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board member fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until no earlier than fifteen (15) months before the expiration of the contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract; this contract may or may not be for the position of Superintendent.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Adopted: _____

LEGAL REF.:

A.R.S.
15-503
[15-341](#)

CROSS REF.:

CBA - Qualifications and Duties of the Superintendent

6.D. Superintendent Evaluation

Presenter: Governing Board President, Andy Fraher

Governing Board President, Andy Fraher noted, we have a couple versions of a Superintendent Evaluation that we would like to review. The version of the evaluation that has been used in PUSD was displayed and reviewed. A version of a Superintendent Evaluation from Chino Valley Unified School District was displayed and reviewed. A copy of the new ASBA Superintendent Evaluation was printed and given to Governing Board members for their review. Governing Board President, Andy Fraher noted, Humboldt Unified has a very similar version to ours, so we will not be reviewing theirs at this time.

It was the consensus of the Board to keep using the version currently in place at PUSD. Governing Board Members were asked to note any adjustments they would like and to provide any feedback about changes to Sarah Torres and Andy Fraher prior to the November 7th meeting.

At this time, the group then reviewed suggestions of performance incentive clauses to be placed in Exhibit A of Mr. Tenney's Superintendent Contract. The board gave Mr. Tenney and Governing Board President, Andy Fraher direction on this item.

It was noted that the Governing Board would like to have another working meeting or retreat in the near future, in order to perform a Board self-evaluation.

7. ADJOURNMENT – Hearing no objections, Governing Board President, Andy Fraher adjourned the meeting at 1:36 pm.

Sarah A. Torres, Governing Board Secretary