



ADMINISTRATIVE CENTER GOVERNING BOARD

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Patty Kennedy, President ▪ Andrew Pulcifer, Clerk
Patti Hussey ▪ Susan Maland ▪ Pam Reicks

SUPERINTENDENT
Brian Capistran

GOVERNING BOARD MEETING

CONSISTENT WITH THE REQUIREMENTS SET FORTH IN ARS 38-431.02,
NOTICES OF THIS PUBLIC MEETING HAVE BEEN APPROPRIATELY POSTED

AGENDA

Wednesday, August 15, 2018

REGULAR MEETING

BOARD ROOM

7:30 P.M.

PUBLIC RESPONSE TO AGENDA ITEMS

PLEASE REFER TO SECTION I.E. OF THE AGENDA

I. REGULAR MEETING

A. Call to order

The meeting was called to order at _____.

B. Roll call

C. Pledge of Allegiance

The Governing Board President will lead the Pledge of Allegiance.

D. Adoption of agenda – Policy Ref. BEDB

Adoption of the agenda as the order of business.

Motion _____ Second _____ Vote _____

E. Public participation at Board meetings

Members of the public wishing to appear before the Governing Board concerning an item on the agenda must fill out a request form located on the counter just inside the entrance to the board room and give it to the board secretary. Presentations are limited to a maximum of three (3) minutes. At the discretion of the Governing Board President, the number of presentations may be limited. Due to the Arizona Open Meeting Law, the Governing Board cannot discuss or take any action on items not listed on the agenda.

Note: As a matter of information to the audience, five days prior to any Governing Board meeting, Board members receive the agenda along with the extensive background material which they study individually before action is taken at the meeting. Routine matters will be asterisked and approved as consent agenda items. Any member of the Governing Board may remove items from the consent agenda.

Empowering All Students for the Choices and Challenges of the Twenty-First Century

II. CONSENT ITEMS

*A. Approval of minutes – Policy Ref. BEDG (Enclosure)
 Approve the minutes of the study session July 24-25, 2018 and meeting August 1, 2018.

*B. Ratification of vouchers – Policy Ref. DK (Enclosure)
 For the information of the audience, we follow a closely controlled procedure for processing vouchers when expending district monies. Vouchers (schedules of payments to vendors and/or employees), along with the supporting documentation, are prepared for review and signature by the Governing Board Clerk. The total vouchers reviewed were:

<u>Date Reviewed</u>	<u>Expense Voucher</u>	<u>Payroll Voucher</u>	<u>Aux/Tax Credit Voucher</u>
07/30/2018	9,967.58	1,291,155.97	212,108.34
	103,607.04		
	74,862.06		
	168,237.05		
	61,332.68		
	*76,784.94		
	*28,084.21		
	*485,534.23		
08/06/2018	61,332.68	N/A	28,962.29
	1,000.00		
	20,410.32		
	193,292.57		
	236,675.54		
	*10,453.83		
	*117,248.03		
	*3,673.32		
	*600.00		

*Encumbrance Voucher

*C. Purchase orders – Policy Ref. DJA (Enclosure)
 As a matter of information to the audience, procurement of materials and services is controlled by the use of a district purchase order system. The Board’s approval of the detailed annual budget provides authority for the processing of purchase orders through the Director of Purchasing. After preparation of purchase orders, the Clerk of the Governing Board reviews each of them before making a recommendation to the Governing Board.

*D. Authorization for Executive Session – Policy Ref. BEC
 Request the Governing Board authorize an executive session consistent with the requirements set forth in ARS 38-431-03. Notices of this meeting as required by ARS 38-431.02 were posted. Reference: Executive session agenda is included.

*E. Professional visits – Policy Ref. GCCE
 1. FCCLA (Family, Career & Community Leaders of America) Advisor Boot Camp
 Where: Tucson, AZ
 When: August 23-25, 2018
 Participants: Beverly Ducey (A); Shawn Morris (G)
 Purpose: Advisor training
 Cost to CTE funds: Registration = \$250; Lodging = \$400; Meals = \$200; Transportation = \$225

Professional visits (continued)

2. ABEA (Arizona Business Education Association) Teacher Leadership Conference
 Where: Tucson, AZ
 When: August 23-26, 2018
 Participants: Rebecca McGinnis (W)
 Purpose: Professional development and board meeting
 Cost to CTE funds: Registration = \$290; Lodging = \$300; Meals = \$177; Transportation = \$89;
 Substitute = \$100
3. ASBA (Arizona School Board Association) Law Conference
 Where: Phoenix, AZ
 When: September 6-8, 2018
 Participants: Patty Kennedy, Susan Maland, Andrew Pulcifer, Brian Capistran (DO)
 Purpose: Represent GUHSD and obtain educational law updates
 Cost to District funds: Registration = \$2,000
4. Best Practices & Innovations 2018 Conference
 Where: Louisville, KY
 When: September 26-29, 2018
 Participants: Pete Boyle, Mike Hawkins (W); Amanda Shively (DO)
 Purpose: Conference presenters
 Cost to CTE funds: Registration = \$750; Lodging = \$1,800; Meals = \$708;
 Transportation = \$1,500
5. AIAAA (Arizona Interscholastic Athletic Administrators Association) Conference 2018
 Where: Prescott, AZ
 When: September 7-11, 2018
 Participants: Ben White (A); Julie Patton (G); Brian Fitzgerald (I); Eddie Lopez (MV);
 Tim Matteson (S); Chris Francis (T); Todd Nelson (W); Matt Belden (DO)
 Purpose: Annual Athletic Administrators Conference
 Cost to Civic funds: Registration = \$2,280; Lodging = \$2,322

*F. Student trips – Policy Ref. IJOA

1. SHS Volleyball
 Where: Phoenix, AZ
 When: August 24-25, 2018
 Participants: 14 students and 3 chaperones
 Arrangements: Private vehicles departing 8/24/18, 3:00 pm returning 8/25/18, 12:00 pm
 Purpose: Leadership training
 No loss of school time
 Cost to Tax Credit funds: Lodging = \$643
2. GHS DECA (Distributive Education Clubs of America)
 Where: Prescott, AZ
 When: September 6-8, 2018
 Participants: 6 students and 2 chaperones
 Arrangements: District vehicle departing 9/6/18, 12:00 pm returning 9/8/18, 4:00 pm
 Purpose: Leadership training camp
 Students will miss 1.5 school days
 Cost to Club funds: Registration/Lodging = \$945
 Cost to CTE funds: Substitute = \$150

Student trips (continued)

3. GWHS Cross Country

Where: San Diego, CA

When: September 14-16, 2018

Participants: 20 students and 2 chaperones

Arrangements: Commercial carrier departing 9/14/18, 8:00 am returning 9/16/18, 4:00 pm

Purpose: Cross Country Invitational

Students will miss 1 school day

Cost to Tax Credit funds: Transportation = \$850; Registration = \$300; Lodging = \$1,428;

Substitute = \$100

*G. Personnel1. Administrative

- a. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of Absence
DO - Kimberly Baron, C & I Coordinator – Effective 8/10/18

2. Certified

- a. Employment – Policy Ref. GCF Professional Staff Hiring
THS - Connie Hahne, ELL – Effective 7/30/18
- b. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of Absence
AHS - Chelsea Schools, Social Studies – Effective 8/27/18
CHS - Jennifer DeArcos, Music – Effective 8/6/18
GHS - Vanessa Bernal, Theatre – Effective 8/30/18
 Jessica Green, Science – Effective 9/24/18
IHS - Bart Bondeson, English – Effective 7/30/18
 Karyn Kleissle, Science – Effective 7/30/18
WHS - Laura Hirschey, English – Effective 11/9/18

3. Classified

- a. Reclassification – Policy Ref. GDP Support Staff Promotions and Reclassifications
GHS - Oscar Segura, from Special Ed Instructional Assistant at Northern Academy to Special Ed Instructional Assistant at GHS – Effective 8/6/18
SHS - Jeffrey Wilson, from Maintenance III at MVHS to Maintenance III at SHS – Effective 8/7/18
WHS - Aaron Lohr, from Bus Assistant to Attendance Assistant – Effective 8/7/18
- b. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of Absence
THS - Dina Meza, Attendance Secretary – Effective 9/18/18
- c. Resignation – Policy Ref. GDQB Resignation of Support Staff Members
AHS - Erika Avila, ELL Instructional Assistant – Effective 8/6/18
GHS - Ayiesha Anderson, Cafeteria Assistant – Effective 7/30/18
GWHS - Kelly Dowd, Parking Lot Attendant – Effective 8/6/18
IHS - James Imhoff, Athletic Trainer – Effective 8/7/18
THS - David Wende, Maintenance I – Effective 8/14/18

RECOMMENDATION: The Governing Board approve the recommendations for Consent items II.

*A through II. *G.

Motion _____ Second _____ Vote _____

III. NEW BUSINESS

A. Intergovernmental Agreement (IGA) Maricopa County Community College District (Enclosure)

The Glendale Union High School District seeks to continue a relationship with the Maricopa County Community College District that will provide students dual enrollment and credit earning opportunities in designated courses. The enclosed IGA describes the steps and procedures followed in implementing this agreement. The goal of this effort is to enhance the successful retention and articulation of students to the community college system for the purposes of pursuing advanced training.

RECOMMENDATION: The Governing Board authorize Brian Capistran, Superintendent, to sign the IGA for the purpose of providing students dual enrollment and credit earning opportunities with the Maricopa County Community College District for the 2018-2019 school year.

Motion_____Second_____Vote_____

B. Intergovernmental Agreement (IGA) with the Arizona Department of Economic Security (ADES) for the 2018-2019 School Year (Enclosure)

The GUHSD has participated in an agreement with the Arizona DES to increase vocational, independent living and self-advocacy skills training with students with disabilities. This agreement allows for enhanced disability-related services and supports to our students due to a federal funding match formula through the DES/Vocational Rehabilitation and our school district.

RECOMMENDATION: The Governing Board authorize Alissa Krantz, Director of Special Education, to sign the IGA with the ADES for vocational services through the Transition from School to Work Services for the 2018-2019 school year and allocate up to \$848,445 to serve our students.

Motion_____Second_____Vote_____

C. Sole Source Procurement for TrainingWare-Digital Apex LLC (Enclosure)

In compliance with School Procurement Rule R7-2-1503, a contract may be awarded for a material, service, or construction item without competition if the Governing Board determines by resolution that there is only one source for this required item.

TrainingWare is a curriculum that teaches students how to use JAWS, a computer screen reader program, which allows blind and visually impaired users to read the screen with text to speech output or braille display. The implementation of this computer program will provide students with greater access to the post-secondary setting. The guides and on-line materials are designed, authored and published by Digital Apex LLC.

RECOMMENDATION: The Governing Board approve the sole source procurement for TrainingWare-Digital Apex LLC.

Motion_____Second_____Vote_____

D. **Sole Source Procurement for ServSafe Food Safety, and ServSafe Educational Materials – National Restaurant Association LLC** (Enclosure)

In compliance with School Procurement Rule R7-2-1503, a contract may be awarded for a material, service, or construction item without competition if the Governing Board determines by resolution that there is only one source for this required item.

ServSafe Food Safety, and ServSafe Educational Materials – National Restaurant Association, LLC. ServSafe is the approved certification for Culinary Arts. It is on both the JTED list and the A-F CCRI rubric. National Restaurant Association is the primary provider and publisher of everything ServSafe and includes a 20% discount with orders placed directly through the National Restaurant Association.

RECOMMENDATION: The Governing Board approve the sole source procurement for ServSafe Food Safety, and ServSafe Educational Materials – National Restaurant Association LLC.

Motion _____ Second _____ Vote _____

E. **BCB - BOARD MEMBER CONFLICT OF INTEREST**

Voting Restrictions

Notwithstanding any other provision of law, a Governing Board member shall be eligible to vote on any budgetary, personnel, or other question that comes before the Board, except that it shall be unlawful for a member to vote on a specific item that concerns the appointment, employment, or remuneration of such member or any person related to such member as a dependent as defined in A.R.S. [43-1001](#). [LEGAL REF.: A.R.S. [15-323](#)]

Employment Limitation

No dependent, as defined in Section [43-1001](#), of a Governing Board member may be employed in the District, except by consent of the Board. [LEGAL REF.: A.R.S. [15-502](#)]

No employee of the District or the spouse of such employee may hold membership on the Governing Board of the District. [LEGAL REF.: A.R.S. [15-421](#)]

Conflict of Interest

Any Board member or employee of the District who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to the District shall make known that interest in the official records of the District and shall refrain from voting upon or otherwise participating in any manner as a Board member or employee in such contract, sale, or purchase. [LEGAL REF.: A.R.S. [38-503](#)]

Any Board member or employee who has, or whose relative has, a substantial interest in any decision of the District shall make known such interest in the official records of the District and shall refrain from participating in any manner as a Board member or employee in such a decision. [LEGAL REF.: A.R.S. [38-503](#)]

“Refrain from participating in any manner” means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Purchases from Governing Board Members for Districts with 3,000 or More Students

School district procurement rules are required for all purchases of service from Governing Board members, regardless of the dollar amount. Purchases of services, materials, and equipment from Board members are subject to the following:

- A. Purchases for goods or services are limited to three hundred dollars (\$300) per transaction;
- B. Total purchases within any twelve (12) month period are limited to one thousand dollars (\$1,000);
- C. The purchases comply with the Uniform System of Financial Records (USFR) guidelines for oral and written quotations.
- D. The Board has, by majority vote, adopted or reconfirmed a policy authorizing such purchases within the preceding twelve (12) month period.

[LEGAL REF.: A.R.S. [38-503](#); [15-323](#); A.G.O. I84-012; I06-002]

Filing of Disclosures

The District shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions. [LEGAL REF.: A.R.S. [38-509](#)]

Adopted: ~~February 4, 2015~~

LEGAL REF.:

A.R.S.

[15-213](#)

[15-323](#)

[15-421](#)

[15-502](#)

[38-481](#)

[38-503](#)

[38-509](#)

[43-1001](#)

A.G.O.

I84-012

I88-013

I06-002

CROSS REF.:

[BBBA](#) - Board Member Qualifications

[DJE](#) - Bidding/Purchasing Procedures

RECOMMENDATION: The Governing Board approve the first of three readings for policy BCB – Board Member Conflict of Interest.

Motion _____ Second _____ Vote _____

F. BCB-E BOARD MEMBER CONFLICT OF INTEREST

I, _____, do hereby indicate that I am presently a member of the Glendale Union High School District Governing Board, and that I (or my relative[s] _____) have a substantial interest in the contract, sale, purchase, service to or decisions made by the Glendale Union High School District Governing Board. Description of the conflict is as follows:

I also declare that I shall refrain from participating in any manner in my capacity as Governing Board member in such contract, sale, purchase, service to or decisions by the Governing Board unless specifically permitted to do so by law.

I, _____, do hereby indicate:

1. That I am presently an officer/employee of the Glendale Union High School District;

2. That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the Glendale Union High School District Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38- 501 to 511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary.)

STATEMENT OF DISQUALIFICATION

To be completed if you have a conflict as identified above.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner in the matter identified above.

Date _____ Signature _____

STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Glendale Union High School District;

Date _____ Signature _____

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

RECOMMENDATION: The Governing Board approve the first of three readings for policy BCB - E – Board Member Conflict of Interest Exhibit.

Motion _____ Second _____ Vote _____

G. GBEAA - STAFF CONFLICT OF INTEREST

Employment of Close Relatives

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Business Relations

Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

“Refrain from participating in any manner” means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Vendor Relations

No employee of the District will accept ~~gifts~~ a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing (Purchasing Ethics Policy). ~~The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.~~

~~This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business meals and holiday gifts for general consumption are acceptable under this policy.~~

District Purchases from Employees

The District is required to follow the school district procurement rules for all purchases of goods or services from District employees regardless of dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. [38-503](#); A.G.O. I06-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

Employee Training and Acknowledgement of Understanding

The Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall complete and sign the conflict of interest form, GBEAA-E, as determined by the District.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Adopted: ~~December 1, 2010~~

LEGAL REF.:

A.R.S.
15-323
15-421
15-502
38-481
38-501 et seq.
38-502
38-503
A.G.O.
I83-111
103-005
I06-002

Attorney General Arizona Agency Handbook, Appendix 8.1,
Conflict of Interest Disclosure Memorandum

CROSS REF.:

BCB - Board Member Conflict of Interest
DJ – Purchasing
DJE - Bidding/Purchasing Procedures
GBP – Prohibited Personnel Practices

RECOMMENDATION: The Governing Board approve the first of three readings for policy GBEAA – Staff Conflict of Interest.

Motion _____ Second _____ Vote _____

H. GBEAA-E - STAFF CONFLICT OF INTEREST

(CONFLICT OF INTEREST DISCLOSURE PURSUANT TO A.R.S. §§ 38-501 to -511)

(Instructions)

1. Employees must file a Conflict of Interest Disclosure within five (5) calendar days after commencing work and at least annually thereafter, either identifying any conflict the employee or the employee’s relative has or stating that the employee or the employee’s relative has no conflict.
2. All Conflict of Interest Disclosures shall be kept on file at *Glendale Union High School District*.
3. It is the employee’s responsibility to update and submit to both District Legal and Human Resources Departments within fifteen (15) calendar days of any new conflict arising after the date of the most recent Disclosure.

STATEMENT OF CONFLICT

I, _____, do hereby indicate:

1. That I am presently an officer/employee of the Glendale Union High School District No. 205;
2. That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, ~~or service to~~ or decision, investigation, or other matter by the Glendale Union High School District Governing Board as described below.

Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to -511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary)

~~3. That I shall refrain from participating in any manner in my capacity as an employee or officer of the Glendale Union High School District in such contract, sale, purchase, service to, or decision by the Governing Board unless specifically permitted to do so by law.~~

STATEMENT OF DISQUALIFICATION

To be completed if you have a conflict as identified above.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to -511, I will refrain from participating in any manner in the matter identified above.

Date

Signature

Description of Conflict:

STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Glendale Union High School District;

_____ Date _____ Signature _____

RECOMMENDATION: The Governing Board approve the first of three readings for policy GBEAA-E - Staff Conflict of Interest Exhibit.

Motion _____ Second _____ Vote _____

IV. INFORMATION AND REPORTS

A. Financial reports (Enclosure)

RECOMMENDATION: The Governing Board accept the Information and Reports as presented.

Motion _____ Second _____ Vote _____

V. CURRENT EVENTS

- A. Authorization for Principals, District Administrators & Superintendent to present information
- B. Board comments

RECOMMENDATION: The Governing Board accept the Current Events as presented.

Motion _____ Second _____ Vote _____

VI. FUTURE MEETINGS AND DATES TO REMEMBER

Aug 16	Open House	Sunnyslope High School – 6:00 pm
Aug 20	Open House	Glendale High School – 6:00 pm
Aug 21	Open House	Apollo High School – 6:00 pm
		Cortez High School – 6:00 pm
		Thunderbird High School – 6:00 pm
Aug 23	Open House	Moon Valley High School – 6:00 pm
Aug 27	Open House	Washington High School – 6:00 pm
Aug 28	Open House	Independence High School – 6:30 pm
Sept 3	Labor Day Holiday	All Schools and District Office closed
Sept 5	Regular meeting	Administrative Center/Board room – 7:30 pm
Sept 13	Open House	Online Learning Academy – 6:00 pm
Sept 19	Reception – National Merit	Administrative Center/Patio – 7:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm

VII. CONVENE INTO EXECUTIVE SESSION (Pursuant to ARS 38-431.03)

Executive sessions require the confidentiality of the participants. Information discussed in executive session is confidential and therefore prohibited from being a subject of discussion outside this executive session, with the exception of information reported in the general meeting. Additionally, board members cannot state how they intend to vote or the action they intend to take on any subject discussed in the executive session.

- A. Call to order
- B. Minutes
Review the minutes of the executive session held on June 20, 2018.
- C. Personnel matters pursuant to ARS 38-431.03(A-1)
 - 1. Superintendent Evaluation
- D. Discussion/consideration of confidential information pursuant to ARS 38-431.03
Receipt of confidential matters subsequent to the posting of the agenda.

VIII. RECONVENE INTO PUBLIC MEETING

IX. POSSIBLE MOTION(S) ON SPECIFIC ITEM(S) DISCUSSED IN EXECUTIVE SESSION

(Each item will be identified and voted on separately.)

X. ADJOURNMENT

The meeting adjourned at _____.