



ADMINISTRATIVE CENTER GOVERNING BOARD

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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, September 5, 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 meeting held on August 15, 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>
08/13/2018	18,075.83 64,980.58 25,337.42 939,129.64 1,927.72 *34,271.74 *23,528.62 *42,105.25	3,655,213.24	19,061.04
08/20/2018	71,596.04 96,267.30 174,715.55 276.00 *37,717.94 *412,488.31 *1,628.37	N/A	18,741.11
08/27/2018	3,037.65 36,099.58 147,092.03 3,127,713.58 *8,215.19 *1,046,098.12 *12,487.19 *257.13	4,288,520.39	13,276.39

*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. Bid awards – Policy Ref. DJE (Enclosure)
1. RFP 19-02 Promotional Items: 3D Promotions, Awards by C & L, Cleats Inc., Innovative Screen Printing & Design LLC, M & J Trophies, Novel Threads, LLC, Team Sports Outfitters
- *F. Professional visits – Policy Ref. GCCE
1. Autism Spectrum Disorders Teaching Model
TEACCH (Treatment & Education of Autistic & Communication Related Children)
Where: Glendale, AZ
When: September 17-19, 2018
Participant: Andrew Groft (GW)
Purpose: Professional development in teaching strategies for Autism program
Cost to SPED funds: Registration = \$450; Substitute = \$300
2. NCAN (National College Access Network) National Conference
Where: Pittsburgh, PA
When: September 23-26, 2018
Participants: Josh Dean, Craig Mussi (DO)
Purpose: Information on building connections, advancing equity and promoting success for college and career readiness
Cost to Grant funds: Transportation = \$1,250; Lodging = \$1,100; Meals = \$246
3. AZDECA (Distributive Education Clubs of America) Executive Board
Where: Phoenix, AZ
When: October 23, 2018, January 24 and April 9, 2019
Participant: Travis Kenyon (GW)
Purpose: Board meetings
Cost to CTE funds: Substitute = \$300
4. California Mathematics Council-South Annual Math Conference
Where: Palm Springs, CA
When: November 2-3, 2018
Participants: Veronica Carlson, Kim Thomas (MV)
Purpose: Presenters and professional development in rigor and technology
Cost to School Business funds: Substitute = \$50
5. ASA (Arizona School Administrators) Safe, Secure and Welcoming Environments
Where: Sedona, AZ
When: October 21-23, 2018
Participant: Brian Capistran (DO)
Purpose: Represent GUHSD at this annual higher education conference for superintendents
Cost to District funds: Registration = \$330; Lodging = \$296; Meals = \$38; Transportation = \$97

Professional visits (continued)

6. Midwest Band Clinic
Where: Chicago, IL
When: December 18-22, 2018
Participant: Julie Trent (G)
Purpose: Professional development to examine, analyze and appraise literature and music
Cost to School Business funds: Substitute = \$300

7. NJROTC In-Service Training
Where: San Diego, CA
When: May 6-10, 2019
Participant: Patrick MacLean (MV)
Purpose: Training requirement
No cost

8. NJROTC Area 11 Sail Academy
Where: Coronado, CA
When: June 12-28, 2019
Participant: Patrick MacLean (MV)
Purpose: Sail Academy Instructor
No cost

*G. Student trips – Policy Ref. IJOA

1. WHS DECA (Distributive Education Clubs of America)
Where: Prescott, AZ
When: September 6-8, 2018
Participants: 4 students and 2 chaperones
Arrangements: District vehicle departing 9/6/18, 12:30 pm returning 9/8/18, 4:00 pm
Purpose: Leadership camp
Students will miss .5 school days
Cost to CTE funds: Registration/Lodging = \$540

2. AHS/GHS/GWHS/IHS/MVHS/THS/WHS - Family, Career & Community Leaders of America
Where: Garden Grove, CA
When: September 13-15, 2018
Participants: 37 students and 11 chaperones
Arrangements: Commercial carrier departing 9/13/18, 2:35 pm returning 9/15/18, 12:00 am
Purpose: Leadership training
Students will miss 1 school day
Cost to CTE funds: Transportation/Registration/Lodging = \$13,500; Substitute = \$900

3. WHS Cross Country
Where: Prescott, AZ
When: October 7-9, 2018
Participants: 14 students and 3 chaperones
Arrangements: District vehicle departing 10/7/18, 7:30 am returning 10/9/18, 2:45 pm
Purpose: Cross Country meet and training
No loss of school days
Cost to Club funds: Transportation = \$250

Student trips (continued)

4. WHS Swim and Dive

Where: Flagstaff, AZ

When: October 8-10, 2018

Participants: 55 students and 10 chaperones

Arrangements: Commercial carrier departing 10/8/18, 5:30 am returning 10/10/18, 8:00 pm

Purpose: Campus tour, conditioning and leadership training

No loss of school days

Cost to Club funds: Transportation = \$2,350; Lodging = \$6,800

5. CHS Student Council

Where: Prescott, AZ

When: January 24-26, 2019

Participants: 10 students and 1 chaperone

Arrangements: District vehicle departing 1/24/19, 11:00 am returning 1/26/19, 3:00 pm

Purpose: State leadership conference

Students will miss 1.5 school days

Cost to District funds: Transportation = \$241; Substitute = \$200

Cost to Club funds: Registration = \$1,045; Lodging = \$968

*H. Personnel1. Administrativea. Reclassification – Policy Ref. GCP Professional Staff Promotions

DO - Max Coffee, from District Specialist to SQL Programmer and Analyst –
Effective 8/28/18

2. Certifieda. Employment – Policy Ref. GCF Professional Staff Hiring

WHS - John R. Smith, Law Enforcement – Effective 7/30/18

b. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of Absence

AHS - Leanne McLean, Math – Effective 2/19/19

3. Classifieda. Employment – Policy Ref. GDF Support Staff Hiring

CHS - Michelle Hill, O/R Secretary – Effective 2/26/18

DO - Blanca Diaz-Regino, Bus Driver – Effective 2/26/18

Bruce Sandberg, Bus Driver – Effective 2/26/18

Lloyd Sanders, Bus Driver – Effective 8/3/18

SHS - Jose Trevino, Parking Lot Attendant – Effective 8/13/18

WHS - Dorisela Pita Martinez, Custodian – Effective 5/25/18

b. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of Absence

AHS - Ashley Miller, COOP Assistant Director – Effective 11/7/18

Personnel (continued)

- c. Resignation – Policy Ref. GDOB Resignation of Support Staff Members
AHS - Gregory Bates, CTE Instructional Assistant – Effective 9/4/18
Michael Montoya, Cafeteria Assistant – Effective 8/4/18
- CHS - Doug Commissaris, Maintenance III – Effective 8/13/18
Jeremy Sesma, Maintenance I – Effective 8/24/18
- GHS - David Rodriguez, Maintenance III – Effective 8/8/18
- GWHS - Mariah Apodaca, Special Ed Instructional Assistant – Effective 8/24/18

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

*A through II. *H.

Motion _____ Second _____ Vote _____

III. NEW BUSINESS

A. 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 second of three readings for policy BCB – Board Member Conflict of Interest.

Motion _____ Second _____ Vote _____

B. 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 second of three readings for exhibit BCB - E – Board Member Conflict of Interest.

Motion _____ Second _____ Vote _____

C. 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 second of three readings for policy GBEAA – Staff Conflict of Interest.

Motion _____ Second _____ Vote _____

D. 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 second of three readings for exhibit GBEAA-E - Staff Conflict of Interest.

Motion _____ Second _____ Vote _____

E. Sole Source Procurement for ACTEAZ - Association of Career & Technical Educators – Arizona Chapter (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.

ACTEAZ – Association of Career & Technical Educators – Arizona Chapter supplies professional development statewide for CTE teachers, counselors and administrators. The CTE Statewide Grant has been awarded to Glendale Union High School District #205 which services as a fiscal agent for ACTEAZ - Association of Career & Technical Educators – Arizona Chapter. The noted vendors (pages 12 & 13) have been Grant approved and are the only source for the services/supplies noted.

RECOMMENDATION: The Governing Board approve the sole source procurement for ACTEAZ – Association of Career & Technical Educators – Arizona Chapter.

Motion _____ Second _____ Vote _____

F. Sole Source Procurement for Virtual Business – Knowledge Matters, Inc. (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.

Knowledge Matters, Inc. is the sole creator/copyright holder/distributor/publisher of the Virtual Business series of simulations, which are the only programs approved through DECA, FBLA and FCCLA for the state and national CTSO competitions.

RECOMMENDATION: The Governing Board approve the sole source procurement for Virtual Business – Knowledge Matters, Inc.

Motion _____ Second _____ Vote _____

IV. INFORMATION AND REPORTS

- A. Suspension reports (Enclosure)
- B. Financial reports (Enclosure)
- C. Bid specifications (Enclosure)
 - 1. RFP 19-04 Kitchen Equipment Maintenance and Repair Services
 - 2. RFP 19-05 Printing-Newspaper Publishing
 - 3. RFP 19-06 Kitchen Smallwares and Equipment

RECOMMENDATION: The Governing Board accept the Information and Reports.

Motion _____ Second _____ Vote _____

V. CURRENT EVENTS

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

RECOMMENDATION: The Governing Board accept the Current Events.

Motion _____ Second _____ Vote _____

VI. FUTURE MEETINGS AND DATES TO REMEMBER

Sept 13	Open House	Online Learning Academy – 6:00 pm
Sept 19	Reception – National Merit	Administrative Center/Patio – 7:15 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Oct 3	Student Achievement Report	Apollo High School – 5:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Oct 5	1 st quarter ends	
Oct 8-12	Fall recess	All schools (no students/teachers)
Oct 17	Reception – AAA Washington	Administrative Center/Board patio – 7:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Oct 24	PSAT	All schools

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 August 15, 2018.
- C. Discussion/consideration of confidential information pursuant to ARS 38-431.03

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 _____.