



**ADMINISTRATIVE CENTER   GOVERNING BOARD**

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Don DeBusk, President ▪ Susan Maland, Clerk  
Vicki L. Johnson ▪ Patty Kennedy ▪ 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, October 5, 2016**

**STUDENT ACHIEVEMENT REPORT  
APOLLO HIGH SCHOOL  
5:00 PM**

**REGULAR MEETING  
BOARD ROOM  
7:30 PM**

**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 is requested.

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)**

It is requested that the Governing Board approve the minutes of the meeting held on September 21, 2016.

**\*B. Ratification of vouchers – Policy Ref. DK (Enclosure)**

For the information of the audience, a closely controlled procedure for processing vouchers is followed 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>Auxiliary/Tax Credit Voucher</u>
09/19/2016	1,211,522.20	N/A	33,185.05
09/26/2016	709,851.30	4,064,772.57	18,023.82

Approval is requested for the vouchers listed on the enclosure.

**\*C. Purchase orders – Policy Ref. DJA (Enclosure)**

As a matter of information to the audience, the procurement of materials and services in the district is controlled by the use of a 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. Approval is requested for the purchase orders listed on the enclosure.

**\*D. Authorization for Executive Session – Policy Ref. BEC**

It is requested that 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. Acceptance of gifts – Policy Ref. KCD**

It is requested that the Governing Board accept the following gift:

1. Donation of \$1,000 from the Schneider Family Trust to Sunnyslope High School for the volleyball program.
2. Donation of \$5,000 from Tracy and Kathy Ferring to Sunnyslope High School for the Robotics Team.

**\*F. Professional visits – Policy Ref. GCCE**

It is requested that the Governing Board approve the following professional visits:

**1. Closing the Gap**

Where: Minneapolis, MN

When: October 17-21, 2016

Person involved: Jennifer Perry (I)

Purpose: Preconference presenter and professional development in assistive technology

Cost to SPED funds: Lodging = \$361; Meals = \$270; Transportation = \$299; Substitute = \$500

## Professional visits (continued)

2. Adaptive Schools Foundation Seminar

Where: Phoenix, AZ

When: November 17-18, 2016 and February 2-3, 2017

Persons involved: Brooke Parsons (A); Walter Sampson (C); Kevin Cashatt (G); Jon Vreeken (GW); Robert Ambrose (I); Anat Salyer (MV); Steve Ducey (S); Jeannie Paparella (T); Tami Strege (W); Brian Capistran, Ed Barnes, Matt Belden, Allison Mattingly, Kim Mesquita, Craig Mussi, Charity Aguilera, Kim Baron, Jessica Coates, Maryellen Coburn, Erin Golden, Demetria Graham, Betsy Lantka, Kim Means, Matt Schmitt, Cory Shinkle (DO)

Purpose: Seminar on effective, collaborative groups to enhance student learning

Cost to Title IIA funds: Registration = \$8,750

3. OLEAS (Office of English Language Acquisition Services) Conference

Where: Tucson, AZ

When: December 7-9, 2016

Persons involved: Delta Apodaca, Joel Laing, Amy McCabe (C); Lisa Wakefield (GW); Bonnie Elder (MV); Renee Lisowski (W)

Purpose: Content specific professional development

Cost to Title III funds: Registration = \$2,765; Lodging = \$1,500; Meals = \$455;

Transportation = \$812; Substitute = \$1,800

4. Keelboat Sailing Training

Where: Phoenix, AZ

When: January 21-22, 2017

Persons involved: Erich Schmidt (A)

Purpose: Instructor training

No cost

\*G. Student trips – Policy Ref. IJOA

It is requested that the Governing Board approve the following student trips:

1. WHS Cross Country

Where: Prescott, AZ

When: October 9-11, 2016

Persons involved: 28 students and 3 chaperones

Arrangements: District vehicles departing 10/9/16, 7 am returning 10/11/16, 4 pm

Purpose: Training

No loss of school days

Cost to Club funds: Transportation = \$625

2. MVHS NJROTC

Where: Apache Junction, AZ

When: November 4-5, 2016

Persons involved: 30 students and 3 chaperones

Arrangements: District bus departing 11/4/16, 3 pm returning 11/5/16, 3 pm

Purpose: Orienteering competition

No loss of school days

Cost to District funds: Transportation = \$130

## Student trips (continued)

3. SHS Vikingtown

Where: Prescott, AZ

When: November 7-11, 2016

Persons involved: 100 Students and 12 chaperones

Arrangements: District buses departing 11/7/16, 2 pm returning 11/11/16, 3 pm

Purpose: Diversity and tolerance camp to maintain a safe and respectful campus

Students will miss 3 school days

Cost to Club funds: Transportation = \$1,091; Lodging = \$11,400; Substitute = \$2,100

4. AHS NJROTC

Where: Waddell, AZ

When: March 24-25, 2017

Persons involved: 20 students and 2 chaperones

Arrangements: District vehicles departing 3/24/17, 3 pm returning 3/25/17, 12 pm

Purpose: Field exercise

No loss of school days

Cost to DO funds: Transportation = \$40

## \*H. Personnel

1. Administrativea. Reclassification – Policy Ref. GCP Professional Staff Promotions

It is requested that the Governing Board accept the following reclassification:

DO - Danny McDaniel, from Campus Technology Assistant at THS to Programmer at DO – Effective 9/19/16b. Resignation – Policy Ref. GCQC Resignation of Professional Staff Members

It is requested that the Governing Board accept the following resignation:

AHS - Kristopher Alford, Facilities Supervisor – Effective 10/19/162. Certifieda. Revised Contract – Policy Ref. GCP Professional Staff Promotions

It is requested that the Governing Board approve the following revised contract:

Next Step - Mary Kellogg, from Special Ed Instructional Assistant to Special Ed Teacher – Effective 8/1/16b. Employment – Policy Ref. GCF Professional Staff Hiring

The following employee is recommended for employment and is assigned for the 2016-2017 school year as listed:

OLA - Dawn Ratke, 2/5 Special Ed – Effective 8/22/163. Classifieda. Employment – Policy Ref. GDF Support Staff Hiring

The following employees are recommended for employment and are assigned for the 2016-2017 school year as listed:

SHS - Cole Chaisson, ELL Instructional Assistant – Effective 3/28/16

Deanne Streich, Special Ed Instructional Assistant – Effective 4/11/16

WHS - Kerstyn Godsey, Title One Instructional Assistant – Effective 3/21/16

Personnel – Classified (continued)

b. Re-employment

The following employees are recommended for re-employment and are assigned for the 2016-2017 school year as listed:

- GHS - Lola Mitchell, Career Transitions Support Staff – Effective 9/29/16
- THS - Peter Arkin, Bus Driver – Effective 10/10/16

c. Reclassification – Policy Ref. GDP Support Staff Promotions and Reclassifications

It is requested that the Governing Board accept the following reclassifications:

- DO - Linda Bechtel, from Special Ed Records Secretary to CTE Administrative Assistant – Effective 9/28/16
- Timothy Tillman, from Bus Driver to Payroll Clerk – Effective 10/10/16
- GWHS - Maria Roman, from Bus Driver to Custodian – Effective 9/26/16

d. Termination – Policy Ref. GDQD Suspension and Dismissal of Support Staff Members

The following employee is recommended for termination:

- CHS - Jerry Cross, Athletic Trainer – Effective 9/23/16

**RECOMMENDATION:** That the Governing Board approves the recommendations for Consent agenda items II. \*A through II. \*H.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**III. NEW BUSINESS**

**A. Approval of Qualified Evaluators of Certificated Personnel**

ARS 15-537 outlines the essential components of a teacher performance evaluation system, including the following requirements: “The Governing Board shall designate persons who are qualified to evaluate teachers to serve as evaluators for the district’s teacher performance evaluation system”. Consistent with this statutory requirement and with procedures outlined in the district’s Teacher Performance Evaluation System, it is necessary to identify those administrators whose specific training will permit them to act as qualified evaluators. The following administrators are recommended:

- |  |  |
|--|--|
| Brian Capistran, Superintendent          | Alissa Krantz, Director Special Education  |
| Matt Belden, Asst. Superintendent        | Christine Lord, Admin. Online Learning     |
| Allison Mattingly, Asst. Superintendent  | Principals and Assistant Principals        |
| Craig Mussi, Asst. Superintendent        | Denise Scafone, Admin. Northern Academy    |
| Ed Barnes, Admin. Academic Support       | Erin Golden, Coordinator Special Education |
| Joshua Dean, Chief IT & Research Officer |  |

**RECOMMENDATION:** That the Governing Board approves the administrators listed whose training will permit them to act as qualified evaluators of certificated personnel.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**B. Approval of and Authorization to Post the Annual Financial Report (AFR) for the Fiscal Year 2016** (Enclosure)

ARS 15-904 requires school districts to prepare and submit an AFR, in electronic format, by October 15. Also, in accordance with ARS 15-904, the AFR will be posted on the Arizona Department of Education website. Additional reports including each school’s current expenditures (November 1, 2016) and a narrative summary of results of CSF usage at the district level (November 15, 2016) will be filed with the Arizona Department of Education.

RECOMMENDATION: That the Governing Board approves, signs and authorizes the posting of the Annual Financial Report for fiscal year 2016.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**C. Retirement of Facilities – Policy FCB (Closing a School Facility)**

If it is determined the Board needs to consider closing a school facility the Board may consult with the Arizona School Facilities Board (SFB) for technical assistance and for information on the impact of closing a school. The information provided from the SFB shall not require the Board to take or not take any action.

The Board recognizes the impact closing a school has on the community, the students who attend the school being considered, the projected impact on other schools in the District, and the District. In response the Board shall discuss and consider a proposed school closing at a scheduled Board meeting. The Superintendent shall present at a Board meeting demographic data related to present and future school facility needs along with information related to a school closing.

Following a decision to sell or lease a vacant and unused building or a vacant and unused portion of a building, the District may not prohibit a charter school from negotiating to buy or lease the property in the same manner as other potential buyers or lessees. The District shall attempt to obtain the highest possible value under current market conditions for the sale or lease of the vacant and unused building or the vacant and unused portion of a building.

Community members shall be provided an opportunity to address the consideration at the Board meeting.

Adopted: date of adoption

LEGAL REF.:  
A.R.S.  
15-341  
38-431.01

CROSS REF.:  
[JC](#) - School Attendance Area

RECOMMENDATION: That the Governing Board approves the second of three readings for the adoption of policy FCB - Retirement of Facilities.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**D. Establishment of Support Staff Proposal Committee**

It is appropriate for the Governing Board to authorize the administration to establish a Support Staff Proposal Committee for the 2016-2017 school year.

**RECOMMENDATION:** That the Governing Board authorizes the administration to establish a Support Staff Proposal Committee with Allison Mattingly, Louis Wiegand and Anat Salyer to serve as the Governing Board’s representatives to support staff.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**E. Coronado Healthcare Center Affiliation Agreement**

The Board of Nursing requires all students preparing for the Certified Nursing Assistant (CNA) examination complete clinical hours in a variety of settings. This agreement adds a care facility to the current clinical rotation sites and allows the Glendale Union High School District HCE students to complete clinical hours required by the Arizona Board of Nursing at the Coronado Healthcare Center.

**RECOMMENDATION:** That the Governing Board approves the affiliation agreement with Coronado Healthcare Center and authorizes Amanda Shively, CTE Director, to sign the appropriate documents.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**IV. INFORMATION AND REPORTS**

- A. Suspension reports (Enclosure)
- B. Financial reports (Enclosure)
- C. Summer Learning Report – Cory Shinkle, Math Curriculum Coordinator

**RECOMMENDATION:** It is requested that the Governing Board accepts 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:** It is requested that the Governing Board accepts the Current Events as presented.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**VI. FUTURE MEETINGS AND DATES TO REMEMBER**

Oct 7	1st quarter ends	
Oct 10-14	Fall recess	All schools (no students/teachers)
Oct 19	PSAT	All Schools
	Reception – AAA Sunnyslope	Administrative Center/Board patio – 7:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Nov 2	Reception – AAA	Administrative Center/Board patio – 7:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Nov 11	Veterans' Day holiday	District office and all schools closed
Nov 15	Honors & Advanced Placement	
	Information Night	Moon Valley Auditorium – 6:30 pm
Nov 16	Reception – AAA Washington	Administrative Center/Board patio – 7:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Nov 24-25	Thanksgiving recess	District office and all schools closed

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

Executive sessions require the confidentiality of the participants. The information discussed in executive session cannot be, and is prohibited from being, subjects of discussion outside this executive session, with the exception of what is reported in the general meeting. Board members are also reminded that they cannot state how they intend to vote or the action they intend to take on a subject that is discussed in the executive session.

- A. Call to order
- B. Minutes  
Review the minutes of the executive session held on September 7, 2016.
- C. Student discipline matters ARS 15-843  
1. Hear recommendation for long-term suspension at Independence High School.
- D. Discussion/consideration of confidential information pursuant to ARS 38-431.03  
1. 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 \_\_\_\_\_.