



**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, August 17, 2016**

**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 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 August 3, 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>
08/01/2016	378,809.43	1,097,865.36	23,224.90
	*N/A	3,012,692.66	N/A
*No Encumbrance this week		(Performance Pay)	
08/08/2016	1,237,037.13	N/A	N/A
*08/08/2016	*2,382,762.95	N/A	N/A

\*Encumbrance Voucher

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 \$2,000 from Lincoln GIVES, HonorHealth Employee Giving Fund to Sunnyslope High School for the Vikingtown program and student scholarships.

\*F. Textbooks (Enclosure)  
 It is requested that the Governing Board approve the textbooks listed on the enclosure.

\*G. Student trips – Policy Ref. IJOA

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

1. GWHS Volleyball

Where: Monument Valley, AZ

When: September 22-24, 2016

Persons involved: 12 students and 2 chaperones

Arrangements: Private vehicles departing 9/22/16, 3 pm returning 9/24/16, 8 pm

Purpose: Tournament

Students will miss one school day

Cost to Club funds: Lodging = \$400; Substitute = \$100

2. THS NJROTC

Where: Waddell, AZ

When: November 18-19, 2016

Persons involved: 45 students and 4 chaperones

Arrangements: District bus departing 11/18/16, 3 pm returning 11/19/16, 12 pm

Purpose: Leadership training

No loss of school days

Cost to Club funds: Transportation = \$195

## \*H. Personnel

1. Administrative Staffa. Reclassification – Policy Ref. GCP Professional Staff Promotions

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

DO - Trent Graham, from Student Information Supervisor to Network Systems Supervisor – Effective 8/9/16

2. Certified Staffa. Employment – Policy Ref. GCF Professional Staff Hiring

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

MVHS - Sherill Speyer, Special Ed – Effective 8/1/16

Monte Valoria, Teacher for Visual Impaired – Effective 8/1/16

NA - Patricia Voelkel, Special Ed – Effective 8/1/16

SHS - Staci Johnson, Science – Effective 8/1/16

Kevin Woods, English – Effective 8/1/16

b. Re-employment

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

MVHS - Katy Becker, 1/5 HCE – Effective 8/1/16

Kevin Lukefahr, 1/5 HCE – Effective 8/1/16

c. Leave of Absence – Policy Ref. Professional/Support Staff Leaves of Absence

The following employees are requesting a leave of absence:

DO - Natalie Schoenbauer, Private Placement Psychologist – Effective 8/22/16

SHS - Andra Rubin, History – Effective 1/26/17

Personnel (continued)

3. Support Staff

a. Leave of Absence – Policy Ref. Professional/Support Staff Leaves of Absence

The following employee is requesting a leave of absence:

SHS - Pilar Garcia, ELL Instructional Assistant – Effective 8/12/16

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

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

AHS - Burt Cypress, from Parking Lot Attendant to Cafeteria Assistant – Effective 8/3/16

Augustine Lopez, from Night Lead to Maintenance III – Effective 7/27/16

CHS - Joann Diloreto, from Attendance Assistant to Counseling Secretary – Effective 8/1/16

GWHS - Shannon Nelson, from Special Ed Instructional Assistant to Title One Instructional Assistant – Effective 8/1/16

IHS - Shawn Harms, from Clerical Assistant at SHS to Attendance Assistant at IHS – Effective 8/15/16

Luis Villareal, from Custodian to Maintenance III – Effective 8/4/16

c. Resignation – Policy Ref. GDOB Resignation of Support Staff Members

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

DO - Scott Hill, Bus Driver – Effective 7/29/16

GHS - Rosa Bowler, Cafeteria Assistant – Effective 8/25/16

Chase Bushong, CTE Instructional Assistant – Effective 8/1/16

Hermalinda Lima-Campos, Cafeteria Assistant – Effective 8/1/16

GWHS - Jonny Murillo, Special Ed Instructional Assistant – Effective 8/1/16

Wayne Nemeth, Parking Lot Attendant – Effective 5/26/16

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

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

**III. NEW BUSINESS**

**A. Intergovernmental Agreement (IGA) with West-MEC** (Enclosure)

The IGA between the GUHSD and West-MEC for the provision of Joint Technical Education programs (JTED). The purpose of the IGA is to establish terms and conditions under which West-MEC will provide JTED programs which meet the criteria provided in ARS 15-391(3). West-MEC is requesting the district approve and execute a first amendment to the original IGA.

**RECOMMENDATION:** That the Governing Board authorize Brian Capistran, Superintendent, to sign the first amendment to the IGA with West-MEC.

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

**B. Medicaid School Based Claiming Direct Service and Administration Claiming Program Agreement with Public Consulting Group, Inc. (Enclosure)**

Public Consulting Group (PCG) is the contractor for the Arizona Health Care Cost Containment System (AHCCCS) and administers the Medicaid Direct Service and Administrative Claiming Programs. This agreement is required for continued district participation in these programs which provide district compensation for Medicaid school based claiming activities. The agreement is for one year and may be renewed annually for a total term of not more than four years.

**RECOMMENDATION:** That the Governing Board approve the agreement with PCG and authorize Brian Capistran, Superintendent to execute the agreement for the district.

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

**C. Approval of Intergovernmental Agreement (IGA) with the City of Glendale Police Department (Enclosure)**

The Glendale Union High School District uses off-duty City of Glendale Law Enforcement Officers to provide security for school events. The enclosed IGA with the City of Glendale authorizes the use of off-duty officers for the 2016-2017 school years and defines district requirements.

**RECOMMENDATION:** That the Governing Board authorize Lou Wiegand, Chief Financial Officer, to sign the appropriate documents with the City of Glendale Police Department to continue use of off-duty Law Enforcement Officers for the 2016-2017 school year.

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

**D. Finance Department Reorganization**

District administration is requesting to reorganize staffing in the Finance Department following the recent resignation of the district’s internal auditor. The reorganization is an opportunity to realign job responsibilities in order to improve operational efficiency, provide for long-term continuity within the department, and improve service to school staff. The reorganization includes adding .5 Full Time Equivalent Positions (FTE) to the Finance Department and the Career and Technical Education Department.

**RECOMMENDATION:** That the Governing Board approve the proposed Finance Department Reorganization.

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

**IV. INFORMATION AND REPORTS**

- A. Suspension reports (Enclosure)
- B. Financial reports (Enclosure)
- C. Bid specifications (Enclosure)
  - 1. RFP 17-09 United States History & Geography 2016 Textbook
  - 2. RFP 17-10 Big Ideas Math Algebra 2 Textbook
  - 3. RFP 17-11 AP Calculus First Edition Textbook

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

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

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

Aug 23	Open house	Apollo High School – 6:00 pm Cortez High School – 6:00 pm Moon Valley High School – 10-12 <sup>th</sup> grades 6:00 pm Thunderbird High School – 6:00 pm
Aug 29	Open house	Glendale High School – 6:30 pm
Aug 30		Washington High School – 5:45 pm
Sept 7	Regular meeting	Administrative Center/Board room – 7:30 pm
Sept 21	Reception – National Merit	Administrative Center/Patio – 7:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Oct 4	Open house	Independence High School – 6:30 pm

**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 July 6, 2016.
- C. 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 \_\_\_\_\_.