



**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, October 17, 2018**

**RECOGNITION RECEPTION  
BOARD PATIO  
7:00 P.M.**

**REGULAR MEETING  
BOARD ROOM  
7:30 P.M.**

PUBLIC RESPONSE TO AGENDA ITEMS  
PLEASE REFER TO SECTION I.F. 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. Special recognitions

1. Presentation of *Achievement Above All* award to Washington High School teacher Renee Lisowski.
2. Presentation of *Achievement Above All* award to Washington High School student Aurora Gabow.
3. Presentation of *Certificate of Achievement* to Washington High School’s Rams United, Joe Hummel, Sponsor.
4. Presentation of *Achievement Above All* award to Washington High School support staff employee Debbie Lohr.
5. Presentation of *Volunteer Recognition* award to Washington High School volunteer Gabe Chapa.

**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*

F. 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.

**II. CONSENT ITEMS**

\*A. Approval of minutes – Policy Ref. BEDG (Enclosure)

Approve the minutes of the meeting held on October 3, 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>
10/01/2018	28,512.73 72,129.31 144,539.77	N/A	17,864.40
10/08/2018	18,160.18 55,788.03 162,074.35 539,046.47	4,454,962.84	12,700.10

\*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 19-04 Kitchen Equipment Maintenance and Repair Services:  
Arrowhead Superior Refrigeration Company and Vics Refrigeration Concepts

\*F. Acceptance of gifts – Policy Ref. KCD

1. Donation of \$8,000 from McCarthy Building Companies, Inc. to Sunnyslope High School for the Robotics Club.

\*G. Professional visits – Policy Ref. GCCE

1. Youth Mental Health First Aid

Where: Sacramento, CA

When: October 22-26, 2018

Participants: Kevin Lukefahr, Rhonda Sykes (MV)

Purpose: Instructor training for student certifications

Cost to CTE funds: Registration = \$4,000; Lodging = \$2,000; Meals = \$600;

Transportation = \$1,500; Substitute = \$500

2. Arizona Library Association Annual Conference

Where: Mesa, AZ

When: October 25-26, 2018

Participant: Patricia Jimenez (S)

Purpose: Professional development in digital literacy and research

Cost to Title I funds: Registration = \$180; Substitute = \$200

3. Arizona Association of School Psychologists 50<sup>th</sup> Anniversary Conference

Where: Phoenix, AZ

When: November 1-2, 2018

Participants: Derk Stephens (A); Ross Johnson (C); Andrea Sandman (G); Brittany Czech (I);  
Debora Crawford (MV); Kari Shillington (S)

Purpose: Professional development for national certification and special education updates

Cost to SPED funds: Registration = \$1,665

4. Edupoint Users Conference

Where: Scottsdale, AZ

When: November 8-9, 2018

Participants: Josh Dean (DO); Shannon Dinovo (GW); Stephanie Cornelio (S);  
Heather Livengood (W)

Purpose: Maintain awareness of Synergy functionality and emerging features

Cost to Title I funds: Registration = \$2,200; Substitute = \$600

5. ACTE (Association of Career & Technical Education) Vision 2018

Where: San Antonio, TX

When: November 27-December 2, 2018

Participants: Brian Anderson, Maryellen Coburn, Mike Hawkins, Amanda Shively (DO); Jennifer  
Rice (A); David Wilson (G); Jennifer Fowler, Erik Johnson, Travis Kenyon, Scott Schall (GW);  
Matt Massic (I); Kevin Lukefahr, Eddie Mathis, Rhonda Sykes, Jennifer Watson, Lora Zimmer  
(MV); Darrell Preston (S); Tracy Mayfield (T); Pete Boyle, Steven Gould, Tim Mayfield, Kim  
Rivory (W)

Purpose: Presenters and professional development on CTE topics and programs

Cost to CTE funds: Registration = \$9,150; Lodging = \$15,198; Meals = \$5,560;

Transportation = \$9,005; Substitute = \$4,900

\*H. Student trips – Policy Ref. IJOA1. AHS/GWHS DECA (Distributive Education Clubs of America)

Where: Anaheim, CA

When: November 14-18, 2018

Participants: 19 students and 2 chaperones

Arrangements: Commercial carrier departing 11/14/18, 3:00 pm returning 11/18/18, 12:30 pm

Purpose: Western Region Leadership Conference

Students will miss 2 school days

Cost to CTE funds: Transportation = \$7,140; Registration = \$2,835; Lodging = \$6,630;

Substitute = \$400

2. GHS DECA (Distributive Education Clubs of America)

Where: New York, NY

When: November 27-December 2, 2018

Participants: 5 students and 2 chaperones

Arrangements: Commercial carrier departing 11/27/18, 10:30 pm returning 12/2/18, 11:00 pm

Purpose: Conference reinforces concepts taught in marketing, finance, hospitality and merchandising classes

Students will miss 3 school days

Cost to CTE funds: Transportation = \$2,700; Registration = \$1,925; Lodging = \$3,603;

Substitute = \$300

\*I. Personnel1. Certifieda. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of AbsenceAHS - Lydia Reynolds, Math – Effective 11/16/182. Classifieda. Reclassification – Policy Ref. GDP Support Staff Promotions and ReclassificationsCHS - Jazmin Hernandez Padilla, from Attendance Assistant to Career Center Specialist – Effective 10/8/18DO - Manuel Garcia, from Maintenance III at IHS to Garage Technician at DO – Effective 10/8/18SHS - Thomas Kelley, from Cafeteria Assistant to Special Ed Instructional Assistant – Effective 8/27/18THS - Kim Hort, from Attendance Assistant to Attendance Secretary – Effective 10/15/18a. Employment – Policy Ref. GDF Support Staff HiringDO - Davis Miles, Bus Driver – Effective 7/2/18GHS - Keren Silva-Ibarra, ELL Instructional Assistant – Effective 4/16/18IHS - Mary-Elizabeth Gilbertson, Title One Instructional Assistant – Effective 4/23/18  
Karina Mora, Special Ed Instructional Assistant – Effective 4/16/18SHS - Alex Lightfoot, Campus Technology Assistant – Effective 5/24/18

Personnel (continued)

- b. Resignation – Policy Ref. GDOB Resignation of Support Staff Members  
AHS - Patricia Rodriguez, Special Ed Instructional Assistant – Effective 10/15/18  
DO - Cheryl Logsdon, Bus Assistant – Effective 9/26/18  
           Kevin Ramsell, Bus Driver – Effective 9/27/18  
IHS - Gerardo Gomez, Cafeteria Assistant – Effective 9/26/18  
THS - Dina Meza, Attendance Secretary – Effective 10/12/18
  
- d. Termination – Policy Ref. GDQD Discipline, Suspension and Dismissal of Support Staff  
CHS - Adriana Naumann, Receptionist – Effective 9/27/18

**RECOMMENDATION:** The Governing Board approve the recommendations for Consent items II. \*A through II. \*I.

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

**III. NEW BUSINESS**

**A. Establishment of Date for Study Session**

Request that the Governing Board hold a mid-year study session on January 26, 2019 to review student achievement and district goals.

**RECOMMENDATION:** The Governing Board approve holding a mid-year study session on January 26, 2019 to review student achievement and district goals.

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

**B. ASBA Bylaw Change (Enclosure)**

The Board will discuss, consider and give direction on voting on one bylaw change proposal and one core belief addition from the Arizona School Boards Association. This bylaw proposal has been offered by other ASBA member school boards, ASBA committees and the ASBA Board of Directors and must be approved by two-thirds of the ASBA member boards to be effective. After discussion, the Board will vote to give direction Joie Eddings, Administrative Assistant, to vote in the manner the board has approved. The following is the bylaw proposal and core belief addition to be considered and acted upon:

*Proposal A* With an endorsement from the ASBA Board of Directors and the ASBA Governance Committee, the ASBA Equity Committee proposes that an additional statement on Equity should be added to the ASBA Core Belief Statement.

*Proposal B* ASBA Governance Committee recommends that a bylaw may be amended or repealed by a majority affirmative vote of all member boards.

**RECOMMENDATION:** The Governing Board authorize Joie Eddings, Administrative Assistant, to vote on their behalf as directed on ASBA Proposals A and B as listed.

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

**C. BGD – Board Review of Regulations**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

Before issuance, regulations shall be properly titled and coded in conformance with the policy classification system ~~selected by the Board.~~

The Board reserves the right to review all administrative regulations. The Superintendent shall provide a copy of each District regulation to each Board member prior to distribution.

Adopted: ~~December 1, 2010~~

LEGAL REF.:  
A.R.S.  
15-321

**RECOMMENDATION:** The Governing Board approve the third and final reading for policy BGD – Board Review of Regulations

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

**D. BEDF – Voting Method**

Votes on all motions and resolutions shall be by *ayes, nays* or *abstentions*.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a ~~voice vote~~ show-of-hands or roll-call, members may request that their own votes be recorded an indication of how each member voted, the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material shall be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Adopted: ~~December 1, 2010~~

LEGAL REF.:  
A.R.S. 1-216  
15-321  
38-431  
A.G.O.  
I78-237

CROSS REF.:  
[BEDC](#) - Quorum [BEDD](#) - Rules of Order [BEDG](#) - Minutes

**RECOMMENDATION:** The Governing Board approve the third and final reading for policy BEDF – Voting Method.

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

**E. DICA – Budget Format**

The District shall utilize the budget format prepared and prescribed by the Superintendent of Public Instruction in conjunction with the Auditor General. The budget format is designed to allow school districts to plan and provide in detail for the use of available funds.

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the auditor general.

The District may want to include the additional categories of Instructional Support and Student Support alongside the dollars in the classroom number as the intention of the report is to give a more accurate picture of the percentage of district dollars spent that directly impact teaching and student learning.

The budget format, in addition to other requirements specified in statute, shall also contain the following information. The School District shall prominently post on its website home page, separately from its budget, Items A through F below:

- A. A statement identifying proposed pupil-teacher ratios and pupil-staff ratios relating to the provision of special education services for the budget year.
- B. A statement identifying the number of full-time equivalent certificated employees.
- C. The prominent display of the average salary of all teachers employed by the School District for the current year.
- D. The prominent display of the average salary of all teachers employed by the School District for the previous year.
- E. The prominent display of the dollar increase in the average salary of all teachers employed by the School District for the current year.
- F. The prominent display of the percentage increase in the average salary of all teachers employed by the School District for the current year.

Adopted:

LEGAL REF.: A.R.S.

15-271

15-302

15-903

15-977

15-991

41-1279.03

CROSS REF.:

CM - School District Annual Report

DBC-R - Budget Planning, Preparation and Schedules DIC - Financial Reports and Statements

DIE – Audits/Financial Monitoring

**RECOMMENDATION:** The Governing Board approve the third and final reading for policy DICA – Budget Format.

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

**F. DIE – Audits/Financial Monitoring**

The Governing Board directs the Superintendent to implement procedures that assure District compliance with all state and federal requirements for financial monitoring and audits. Contingent upon prescribed qualifying criteria, such requirements may include, but are not limited to, procedural reviews by the Office of the Auditor General and the federal Single Audit Act Amendments of 2003 and OMB Compliance Supplement June 2016.

The procurement of the necessary services shall be consistent with the District's policy on bidding and purchasing procedures. Any allocation of costs for the services shall conform to the requirements of the Uniform System of Financial Records (USFR).

The following statutory limitations regarding the auditor or auditing firm shall be followed:

- A. The District may not hire the same auditor or auditing firm for more than three (3) consecutive years.
- B. An auditor or auditing firm hired by a school district may not also receive consulting fees from that school district.

A final report of each separate fiscal management review shall be presented to the Board for examination and discussion. After a report has been presented to the Board, it will become a matter of public record, and its distribution will not be limited. Copies of a final report shall be filed with appropriate state and other authorities.

The District shall prominently post on its website home page a copy of its profile pages that displays the percentage of every dollar spent in the classroom by that school district from the most recent status report issued by the Auditor General.

Adopted: ~~December 1, 2010~~

**LEGAL REF.:**

A.R.S. 15-239

15-914

15-2111

41-1279.04

41-1279.05

41-1279.07

41-1279.21

41-1279.22

A.A.C.

[R7-2-902](#)

USFR - Audit Requirements

2 CFR Part 200 Appendix XI, Compliance Supplement

**CROSS REF.:**

DICA – Budget Format

**RECOMMENDATION:** The Governing Board approve the third and final reading for policy DIE – Audits/Financial Monitoring.

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



**G. JFBA – Unsafe School Choice**

Pursuant to the Unsafe School Choice Option of ~~the Every Student Succeeds Act of 2015 No Child Left Behind Act of 2001~~, funding under the Elementary and Secondary Education Act for the State is contingent upon the adoption and enforcement of an unsafe school choice policy. The State policy must require that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

**Definitions**

*General Definition of Persistently Dangerous School Label (Adopted by Arizona State Board).*

A persistently dangerous school is a school with recurring violent and/or dangerous crime that continues over time and does not use research based planning and prevention programming to ensure school safety.

The State, with a representative sample of local educational agencies, must determine which schools are persistently dangerous.

*Definition of Victim of Violent Criminal Offense.* A victim is an individual against whom the crime is committed as listed in a police report that is not unfounded or exceptionally cleared, or who is an immediate family member of a crime victim that has been killed or incapacitated.

*Exhibit JFBA-E lists the laws that are considered Violent Criminal Offenses.* These laws should be consulted to determine if the victim is eligible for the optional transfer to another school within the District or to a charter school.

**Enrollment Options****Persistently Dangerous School Label**

All students attending a public school that is classified by the State as a persistently dangerous school shall be notified of this label and be offered the opportunity to transfer to any school within the District that is not labeled persistently dangerous and contains the same grade level the student is eligible to attend or a charter school.

***Victim of Violent Criminal Offense***

Any student, while in or on the grounds of a public elementary school or secondary school that the student attends, who is subjected to a violent criminal offense as defined in Arizona law or who is an immediate family member of one who has been killed or incapacitated by such defined violent criminal offense shall be offered the opportunity to transfer to any school within the District that contains the same grade level the student is eligible to attend or a charter school.

**Reports Required**

The number of individuals using the individual transfer option should be reported to the Arizona Department of Education (ADE) each year in the format and form required.

JFBA (continued)

Schools are to report violations of rules regarding dangerous weapons in the "Safe and Drug-Free Schools Report," which is an annual requirement for all public schools in Arizona and is due to ADE by June 30 each year. Additionally, referrals to law enforcement agencies for criminal offenses should be reported in the annual School Report Card.

Adopted: ~~December 1, 2010~~

## LEGAL REF.:

A.R.S.

15-341

13-3726

20 U.S.C. 6301 et seq. Every Student Succeeds Act of 2015

20 U.S.C. ~~7912 9532~~, Unsafe School Choice Option No Child Left Behind

## CROSS REF.:

[JC](#) - School Attendance Areas[JG](#) - Assignment of Students to Classes and Grade Levels

**RECOMMENDATION:** The Governing Board approve the third and final reading for policy JFBA – Unsafe School Choice.

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

**H. JLCC – Communicable/Infectious Diseases**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. [36-621 et seq.](#), appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until ~~treatment specific for pediculosis has been initiated and the student is symptom free.~~ treated with a pediculocide.

Adopted: ~~December 1, 2010~~

## LEGAL REF.:

A.R.S.

15-871

15-872

36-621

A.A.C.  
[R9-6-202 et seq.](#)  
[R9-6-301](#) [R9-6-342](#) [R9-6-355](#)

**RECOMMENDATION:** The Governing Board approve the third and final reading for policy JLCC – Communicable/Infectious Diseases.

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

**I. Governing Board Meeting**

Request the Governing Board approve a single meeting for November 2018 on November 7, 2018.

**RECOMMENDATION:** The Governing Board approve a single meeting November 7, 2018.

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

**IV. INFORMATION AND REPORTS**

- A. Suspension reports (Enclosure)
- B. Financial reports (Enclosure)
- C. Emergency Procurement (Enclosure)
- D. Summer Learning Report – Cory Shinkle, Curriculum & Instruction Coordinator
- E. Bond, Maintenance and Operation Override Updates (ARS 15-491.K/ARS 15-481.Y)  
Matt Belden, Assistant Superintendent and Louis Wiegand, Chief Financial Officer

**RECOMMENDATION:** The Governing Board accept the Information and Reports.

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.

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

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

Oct 24	PSAT	All schools
Nov 7	Reception – AAA Apollo	Administrative center/Board patio – 7:00 pm
	Regular meeting	Administrative center/Board room – 7:30 pm
Nov 12	Veterans’ Day Holiday Observed	District office and all schools closed
Nov 15	Honors & Advanced Placement Academy Night	Glendale/Moon Valley/Washington Auditoriums – 6:30 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 orderB. Minutes

Review the minutes of the executive session held on October 3, 2018.

C. Student discipline matters ARS 15-843

Hear recommendations for long-term suspensions at Thunderbird and Washington High Schools.

D. Negotiations pursuant to ARS 38-431.03(A-5)

1. Update on timelines and process.

E. 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 \_\_\_\_\_.