



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 3, 2018

**STUDENT ACHIEVEMENT REPORT
WASHINGTON HIGH SCHOOL
5:00 P.M.**

**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 September 19, 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>
09/17/2018	34,232.86	N/A	11,881.80
	90,509.77		
	566,701.30		
	2,070.72		
	133.00		
09/25/2018	4,860.24	4,412,291.83	15,417.42
	52,629.08		
	182,240.60		
	547,957.16		
	720.85		

*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 19-06 Kitchen Smallwares and Equipment – Standard Restaurant

*F. Professional visits – Policy Ref. GCCE
 1. 2018 Annual Conference on Severe Behavior Disorders of Children & Youth
 Where: Tempe, AZ
 When: October 18-20, 2018
 Participant: Denise Scafone (NA)
 Purpose: Research and methodology for student behavior change and academic growth
 Cost to SPED funds: Registration = \$225; Substitute = \$200

Professional visits (continued)

2. Annual Solution Tree Conference on Assessment & Grading
 Where: Phoenix, AZ
 When: October 22-24, 2018
 Participants: Charity Aguilera, Kim Baron, John Boie, Jessica Coates, Maryellen Coburn, Erin Golden, Demetria Graham, Kim Means, Craig Mussi, Matt Schmitt, Cory Shinkle (DO)
 Purpose: Strategies to enhance assessment and grading practices
 Cost to Title I funds: Registration = \$7,359

3. 2018 AZ Health & PE State Convention
 Where: Phoenix, AZ
 When: October 24-25, 2018
 Participants: Ben Vega (A); Brian Horaski (G); Holly Swartz (GW); Lorrie Gardner (I); John Freitas (MV)
 Purpose: Strategies aligned to State Standards and PE curriculum
 Cost to Title I funds: Registration = \$600; Substitute = \$1,000

4. CASE (Council of Administrators of Special Education) 29th Annual Fall Conference
 Where: Biloxi, MS
 When: November 6-10, 2018
 Participant: Alissa Krantz (DO)
 Purpose: Provide leadership shaping policies and practices that impact education
 No cost

5. Edupoint Users Conference
 Where: Scottsdale, AZ
 When: November 8-9, 2018
 Participants: Charity Aguilera, Chad Barclay, Trina Carricart, Max Coffee, Demetria Graham, Cameron Mack, *Shannon Mitchell, Levi Reicks, Matt Schmitt, Cory Shinkle (DO)
 Purpose: Maintain awareness of Synergy functionality and emerging features
 Cost to Title I funds: Registration = \$2,675
 Cost to *SPED funds: Registration = \$550

6. ASPAA (AZ School Personnel Administrators Association) Fall Conference
 Where: Prescott, AZ
 When: November 14-16, 2018
 Participant: Allison Mattingly (DO)
 Purpose: Professional development for Human Resource Administrators
 Cost to Indirect funds: Registration = \$395; Lodging = \$240; Transportation = \$89

- *G. Student trips – Policy Ref. IJOA
 1. MVHS HOSA (Health Occupations Students of America)
 Where: Prescott, AZ
 When: October 4-6, 2018
 Participants: 11 students and 2 chaperones
 Arrangements: District vehicle departing 10/4/18, 8:30 am returning 10/6/18, 2:00 pm
 Purpose: Officer leadership training
 Students will miss 2 school days
 Cost to CTE funds: Transportation = \$420; Registration/Lodging = \$1,755; Substitute = \$200

Student trips (continued)

2. GHS DECA

Where: Tucson, AZ

When: November 2-3, 2018

Participants: 26 students and 3 chaperones

Arrangements: District vehicles departing 11/2/18, 6:15 am returning 11/3/18, 5:00 pm

Purpose: Ideas to Doors Conference and Mock Competition

Students will miss 1 school day

Cost to Club/CTE funds: Transportation = \$750; Registration = \$780; Lodging = \$833;
Substitute = \$300

3. AHS Key Club

Where: Prescott, AZ

When: November 9-12, 2018

Participants: 18 students and 2 chaperones

Arrangements: District vehicle departing 11/9/18, 3:00 pm returning 11/12/18, 2:00 pm

Purpose: Leadership camp

No loss of school days

Cost to Tax Credit funds: Transportation = \$250; Registration/Lodging = \$2,565

4. GHS NJROTC

Where: Waddell, AZ

When: January 11-12, 2019

Participants: 30 students and 3 chaperones

Arrangements: District vehicle departing 1/11/19, 4:00 pm returning 1/12/19, 12:00 pm

Purpose: Orienteering

No loss of school days

Cost to District funds: Transportation = \$108; Lodging = \$95

5. CHS Spurs

Where: Prescott, AZ

When: February 7-9, 2019

Participants: 24 students and 3 chaperones

Arrangements: District vehicles departing 2/7/19, 5:30 am returning 2/9/19, 11:30 pm

Purpose: State wrestling tournament

Students will miss 2 school days

Cost to District funds: Transportation = \$400

6. GWHS Performing Arts

Where: Los Angeles, CA

When: March 16-19, 2019

Participants: 125 students and 14 chaperones

Arrangements: Commercial carrier departing 3/16/19, 6:00 am returning 3/19/19, 6:00 pm

Purpose: Performance opportunities and university tour

No loss of school days

Cost to Club/Tax Credit funds: Transportation/Registration/Lodging = \$62,375

Student trips (continued)

7. AHS NJROTC

Where: Waddell, AZ

When: March 21-22, 2019

Participants: 20 students and 2 chaperones

Arrangements: District vehicles departing 3/21/19, 6:00 am returning 3/22/19, 2:00 pm

Purpose: Leadership training

No loss of school days

Cost to District funds: Transportation = \$40; Lodging = \$115

8. AHS NJROTC

Where: Sierra Vista, AZ

When: May 27-31, 2019

Participants: 10 students and 1 chaperone

Arrangements: District vehicles departing 5/27/19, 6:00 am returning 5/31/19, 4:00 pm

Purpose: Leadership training

No loss of school days

Cost to CTE funds: Transportation = \$625; Lodging = \$115

*H. Personnel1. Certifieda. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of AbsenceMVHS - Kim Dismuke, Special Ed – Effective 9/28/18SHS - Michelle Pisarcik, Visual Arts – Effective 11/28/18b. Resignation – Policy Ref. GCQC Resignation of Professional Staff MembersGHS - Susan Blum, Social Studies – Effective 10/5/182. Classifieda. Employment – Policy Ref. GDF Support Staff HiringGHS - Bernardo Ortiz, Campus Technology Assistant – Effective 5/7/18IHS - Sharon Gates, Cafeteria Assistant – Effective 3/12/18b. Leave of Absence – Policy Ref. GCCC Professional/Support Leave of AbsenceAHS - Jaicey Hebert, Athletic Secretary – Effective 12/5/18c. Resignation – Policy Ref. GDQB Resignation of Support Staff MembersCHS - Bethany Witcher, College and Career Center Specialist – Effective 10/12/18MVHS - Christopher Romero, Special Ed Instructional Assistant – Effective 9/28/18**RECOMMENDATION:** The Governing Board approve the recommendations for Consent 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.

Brian Capistran, Superintendent
Matt Belden, Asst. Superintendent
Allison Mattingly, Asst. Superintendent
Craig Mussi, Assoc. Superintendent

Joshua Dean, Chief IT & Research Officer
Alissa Krantz, Director Special Education
Christine Lord, Admin. Online Learning
Denise Scafone, Admin. Northern Academy
Principals and Assistant Principals

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

Motion_____Second_____Vote_____

B. Approval and Authorization to Post the Annual Financial Report (AFR) - Fiscal Year 2018

(Enclosure)

ARS 15-904 requires school districts to prepare and submit an AFR, in electronic format, by October 15. In accordance with ARS 15-904, the AFR will be posted on the Arizona Department of Education website. Additionally, a narrative summary of CSF (Classroom Site Funds) usage at the district level will be filed with the Arizona Department of Education by November 15, 2018.

RECOMMENDATION: The Governing Board approve, sign and authorize the posting of the Annual Financial Report for fiscal year 2018.

Motion_____Second_____Vote_____

C. 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 2018-2019 school year.

RECOMMENDATION: The Governing Board authorize 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_____

D. BGD – Board Review of Regulations: (Enclosure)

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 second of three readings for policy BGD – Board Review of Regulations

Motion_____Second_____Vote_____

E. 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 second of three readings for policy BEDF – Voting Method.

Motion_____Second_____Vote_____

F. 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 second of three readings for policy DICA – Budget Format.

Motion _____ Second _____ Vote _____

G. 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 second of three readings for policy DIE – Audits/Financial Monitoring.

Motion _____ Second _____ Vote _____

H. 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 second of three readings for policy JFBA – Unsafe School Choice.

Motion _____ Second _____ Vote _____

I. 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 second of three readings for policy JLCC – Communicable/Infectious Diseases.

Motion _____ Second _____ Vote _____

IV. INFORMATION AND REPORTS

- A. Suspension reports (Enclosure)
- B. Financial reports (Enclosure)

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 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
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 order

B. Minutes

Review the minutes of the executive session held on September 19, 2018.

- C. Student discipline matters ARS 15-843
 - 1. Hear recommendation for long-term suspension at Washington High School.
 - 2. Level III appeal requests for long-term suspensions at Independence High School.

- 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 _____.