



**ADMINISTRATIVE CENTER**

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**GOVERNING BOARD**

Patty Kennedy, President ▪ Pam Reicks, Clerk  
Patti Hussey ▪ Susan Maland ▪ Andrew  
Pulcifer

**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, November 1, 2017**

**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 Amanda Humphrey.
2. Presentation of *Achievement Above All* award to Washington High School student Alexandra McWatters.
3. Presentation of *Certificate of Achievement* to Washington High School’s Dance, Kelly Abramovich, sponsor.
4. Presentation of *Achievement Above All* award to Washington High School support staff employee Kelly Barnes.
5. Presentation of *Volunteer Recognition* award to Washington High School volunteers Cristina and Warren Wilfong.

**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 18, 2017.

\*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>
10/16/2017	267,921.67	N/A	5,686.65
	6,672.48		
	108,614.17		
	216,770.54		
10/23/17	65,506.56	4,070,385.64	142,766.38
	1,675.37		
	123,385.92		
	441,490.45		
	4,040.84		

\*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. Professional visits – Policy Ref. GCCE1. ACOVA (Arizona Council of Vocational Administrators) Fall Conference

Where: Prescott, AZ

When: November 8-9, 2017

Participants: Luanne Ashby (A); Laurie Barden, Teresa Cabrera, Bronwyn Campbell, Fernando Rodriguez, Jason White (G); Olivia Braun, Allan McRae (GW); Theresa Cass, Sylvia Rodriguez, Laura Trezza (I); Denise El Habach, Jennifer Emanuel, Susan Gentry, Reena Gosalia (MV); Johnny Frias (S); Elizabeth Arnold, Kimberly Austin, Brandee Bergen, Jason Latham (T); Ashley Burns, Grace Conway, Sheryl Williams (W); Angelina Miller (OLA); Maryellen Coburn, Craig Mussi (DO)

Purpose: Professional development for college and career readiness

Cost to CTE funds: Registration = \$5,850; Lodging = \$2,470; Meals = \$754;

Transportation = \$2,108; Substitute = \$300

2. 2017 Mega Conference – A World of Opportunities

Where: Litchfield Park, AZ

When: November 15-16, 2017

Participant: Ed Barnes (DO)

Purpose: Strategies and resources for Title I program implementation and transition services

Cost to Title I funds: Registration = \$300

3. AZ Health & PE 2017 State Convention

Where: Phoenix, AZ

When: November 15-16, 2017

Participants: Teresa Schrader (C); Holly Swartz (GW); John Freitas (MV); Christine Freeman (T)

Purpose: Information on state standards, instructional strategies and course development

Cost to Title II funds: Registration = \$240; Substitute = \$600

Cost to Civic funds: Registration = \$120; Substitute = \$200

4. Developing Arizona's Human Capital: Acceleration to 60

Where: Scottsdale, AZ

When: December 7-8, 2017

Participant: Brian Capistran (DO)

Purpose: Represent GUHSD and the Arizona Commission for Postsecondary Education

No Cost

\*F. Student trips – Policy Ref. IJOA1. SHS/WHS FBLA (Future Business Leaders of America)

Where: New Orleans, LA

When: November 15-19, 2017

Participants: 18 students and 2 chaperones

Arrangements: Commercial carrier departing 11/15/17, 7:00 pm returning 11/19/17, 7:00 pm

Purpose: National Fall Leadership Conference

Students will miss 2 school days

Cost to CTE/Club/Tax Credit funds: Transportation = \$11,912; Registration = \$1,390;

Lodging = \$5,300; Substitute = \$400

## Student trips (continued)

2. GWHS Thespians  
 Where: Phoenix, AZ  
 When: November 17-18, 2017  
 Participants: 28 students and 3 chaperones  
 Arrangements: District vehicle departing 11/17/17, 8:30 am returning 11/18/17, 9:00 pm  
 Purpose: State convention  
 Students will miss 1 school day  
 Cost to CTE/Club funds: Transportation = \$160; Registration = \$3,073; Lodging = \$1,233;  
 Substitute \$200
  
3. MVHS Advanced Dance  
 Where: Buena Park, CA  
 When: January 11-14, 2018  
 Participants: 27 students and 3 chaperones  
 Arrangements: Commercial carrier departing 1/11/18, 3:30 pm returning 1/14/18, 5:00 pm  
 Purpose: Professional dance workshops, performances and classes  
 Students will miss 1 school day  
 Cost to Club funds: Transportation = \$2,000; Registration = \$3,213; Lodging = \$2,520;  
 Substitute = \$100
  
4. AHS Choir  
 Where: Anaheim, CA  
 When: March 17-20, 2018  
 Participants: 50 students and 5 chaperones  
 Arrangements: Commercial carrier departing 3/17/18, 7:30 am returning 3/20/18, 5:00 pm  
 Purpose: Choir tour  
 No loss of school days  
 Cost to Club/Tax Credit funds: Transportation = \$4,052; Lodging = \$7,035
  
5. GHS NJROTC  
 Where: El Paso, TX  
 When: March 19-23, 2018  
 Participants: 28 students and 3 chaperones  
 Arrangements: Commercial carrier departing 3/19/18, 12:00 pm returning 3/23/18, 12:00 pm  
 Purpose: Military base and historical tours  
 No loss of school days  
 Cost to Club/Tax Credit funds: Transportation = \$2,200
  
6. IHS Band  
 Where: Anaheim, CA  
 When: April 20-22, 2018  
 Participants: 45 students and 5 chaperones  
 Arrangements: Commercial carrier departing 4/20/18, 3:00 pm returning 4/22/18, 6:30 pm  
 Purpose: Performance opportunities  
 No loss of school days  
 Cost to Club/Tax Credit funds: Transportation/Registration/Lodging = \$18,750

\*G. Personnel

1. Certified

- a. Leave of Absence – Policy Ref. GCCC Professional/Support Staff Leave of Absence  
GWHS - Melissa Kestle, Science – Effective 1/8/18  
MVHS - Denise El Habach, Guidance Counselor – Effective 12/4/17

2. Classified

- a. Employment – Policy Ref. GDF Support Staff Hiring  
GHS - Lena Apodaca-Meza, Attendance Assistant – Effective 7/17/17  
           Wesley Lima Vaz, Technology Assistant – Effective 7/17/17  
NA - Kathleen DeWeese, Special Programs Secretary – Effective 7/17/17  
THS - Anna Torres, Receptionist – Effective 7/17/17
- b. Leave of Absence – Policy Ref. GCCC Professional/Support Staff Leave of Absence  
CHS - Shauna Alexander, Special Ed Instructional Assistant – Effective 10/23/17  
DO - Charlotte Neisinger, Bus Assistant – Effective 10/30/17
- c. Retirement (ASRS) – Policy Ref. GCQE Retirement of Professional/Support Staff Members  
DO - Linda Harvey, Bus Driver – Effective 10/20/17
- d. Resignation – Policy Ref. GDQB Resignation of Support Staff Members  
AHS - Samantha Vasquez, Title I Instructional Assistant – Effective 10/20/17  
DO - Carlos Jacob Galindo, Bus Assistant – Effective 10/27/17  
GHS - Rosario Suarez, Special Ed Instructional Assistant – Effective 10/30/17

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

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

**III. NEW BUSINESS**

**A. Appointment of Evaluation Officers for the Issuance of Preliminary Notice of Inadequate Classroom Performance**

Under ARS 15-537, it is appropriate for the Governing Board to appoint evaluation officers to issue Preliminary Notices of Inadequate Classroom Performance to certificated personnel. In all cases in which an evaluation officer of the Governing Board issues a Preliminary Notice of Inadequate Classroom Performance, the officer shall report its issuance to the Governing Board within five school days.

**RECOMMENDATION:** The Governing Board appoints Allison Mattingly, Assistant Superintendent and Craig Mussi, Assistant Superintendent as the evaluation officers to issue Preliminary Notices of Inadequate Classroom Performance to certificated personnel.

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

**B. New Governing Board Policy: JLDB – Restraint and Seclusion**

Restraint and seclusion are not to be used as disciplinary consequences.

A school may permit the use of restraint or seclusion techniques on any student if both of the following apply:

- A. The student's behavior presents an imminent danger of bodily harm to the student or others.
- B. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- A. School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
- B. The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
- C. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- D. The restraint technique employed may not impede the student's ability to breathe.
- E. The restraint technique may not be out of proportion to the student's age or physical condition.

Schools may establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan if the plan is not specific to any individual student.

Schools shall establish reporting and documentation procedures to be followed when a restraint or seclusion technique has been used on a student. The procedures shall include the following requirements:

- A. School personnel shall provide the student's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- B. Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.

Schools shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.

If a school district or charter school summons law enforcement instead of using a restraint or seclusion technique on a student, the school shall comply with the reporting, documentation and review procedures established under the paragraph above. School resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self- defense, defense of others and defense of property (A.R.S. 15-843, subsection B, paragraph 3.)

The District authorizes the use of these Definitions which are included in A.R.S. 15- 105:

- A. "Restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. Restraint does not include any of the following:
1. Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
  2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
  3. The brief holding of a student by one adult for the purpose of calming or comforting the student.
  4. Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.
- B. "School" means a school district, a charter school, a public or private special education school that provides services to students placed by a public school, the Arizona State Schools for the Deaf and the Blind and a private school.
- C. "Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

Adopted:

LEGAL REF.:

A.R.S.

13-403 et seq.

13-2911

15-105

15-341

15-342

15-841

15-842

15-843

15-844

CROSS REF.:

GBEB - Staff Conduct

JIC - Student Conduct

JK – Student Discipline

JKA - Corporal Punishment

JKD - Student Suspension

JKE - Expulsion of Student

**RECOMMENDATION:** The Governing Board approve the second of three readings for policy JLDB – Restraint and Seclusion.

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

**C. Policy Revision: JK – Student Discipline**

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, ~~and may be imposed if the student's behavior affects the school order or in any other situation in which the District may lawfully exercise its authority to discipline a student.~~

When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of ~~pupil~~ students shall not be based on race, color, religion, sex, disability, national origin, ~~or~~ ancestry or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, disability, national origin, ~~or~~ ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. 15-843.

The principal of each District school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of students ~~are is~~ distributed to each student's ~~each student's~~ the parents of each student at the time the student is enrolled ~~is~~ in school ~~each year~~.

The principal of each school shall ensure that all rules pertaining to the discipline, suspension, and expulsion of students are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.



JK (continued)

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

### **~~Behavior Management and Discipline of Students with Special Needs~~**

~~The Superintendent shall oversee a collaborative process for the identification, description, and monitoring of best practices for behavioral management and discipline of special needs students. The practices shall include, but not be limited to:~~

- ~~• authorized and prohibited disciplinary methods,~~
- ~~• recommended and required training for special education program teachers and aides, and~~
- ~~• requirements for conveying notice of disciplinary measures taken.~~

~~The Superintendent shall, by administrative regulation, prescribe procedures for implementation of the best practices, subject to Governing Board approval.~~

### **Temporary Removal**

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- Rules established for the referral of students.
- The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

### Confinement

If confinement is authorized by the Governing Board, in accordance with A.R.S. 15-843, the Superintendent shall ensure that disciplinary policies involving the confinement of students left alone in an enclosed space shall include the following:

- A. A process for prior written parental notification that confinement may be used for disciplinary purposes that is included in the student's enrollment packet or admission form.
- B. A process for written parental consent before confinement is allowed for any student in the School District. The policies shall provide for an exemption to prior written parental consent if a school principal or teacher determines that the student poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the student's parent or guardian in writing by the end of the same day that confinement was used.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others and defense of property (A.R.S. 15-843, subsection B, paragraph 3).

JK (continued)

**Threatened an Educational Institution**

*Threatened an educational institution* means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil student on a case-by-case basis and may reassign a pupil student subject to expulsion to an alternative education program if the pupil student participates in mediation, community service, restitution or other programs in which the pupil student takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil student to an alternative education program.

~~Information concerning a student's disciplinary record will be held in the strictest confidence.~~

~~Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.~~

*Adopted:* December 1, 2010

## LEGAL REF.:

A.R.S. 13-403 *et seq.*

13-2911

15-341

15-342

15-841

15-842

15-843

15-844

## CROSS REF.:

GBEB - Staff Conduct

JIC - Student Conduct

JKA - Corporal Punishment

JKD - Student Suspension

JKE - Expulsion of Students

**RECOMMENDATION:** The Governing Board approve the second of three readings for policy JK-Student Discipline.

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

**D. Policy Revision: IHBA - Special Instructional Programs and Accommodations for Disabled Students (Section 504 of the Rehabilitation Act of 1973)**

It is the responsibility of the District to identify, evaluate and provide free appropriate public education (FAPE), ~~including accommodations~~ as are necessary to ensure that a student eligible under Section 504 has equal access to services, programs and activities offered to students without disabilities. ~~It is the responsibility of the District to identify a specific 504 Coordinator.~~ Under this policy, a student who may need special services or programs within the intent of Section 504 is one who:

~~For a student to qualify for Section 504 protection, the student must meet three (3) criteria: 1) have a mental or physical impairment, 2) which substantially limits, 3) one (1) or more major life activities.~~

- Has a physical or mental impairment that substantially limits one (1) or more major life activities which include, but are not limited to, caring for oneself, performing manual tasks, walking, hearing, seeing, speaking, breathing, learning and working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communication; or
- Has a record of such impairment or is regarded as having such impairment; and
- Requires regular or special education and related aids and services that are designed to meet the individual needs of the student as adequately as the needs of non-disabled students.

Students may be eligible for services under the provisions of Section 504 even though they ~~do not require services~~ are eligible for and receive services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified, according to IDEA criteria, are not addressed under this policy. The needs of such ~~IDEA-eligible~~ students are provided for under District Policy IHB and its regulations and under state and federal laws and regulations.

Adopted: ~~December 1, 2010~~

LEGAL REF.:

A.R.S.

[15-708](#)

29 U.S.C. 706

29 U.S.C. 794

CROSS REF.:

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities and Services

**RECOMMENDATION:** The Governing Board approve the second of three readings for policy IHBA - Special Instructional Programs and Accommodations for Disabled Students.

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

**IV. INFORMATION AND REPORTS**

A. Suspension reports (Enclosure)

B. Financial reports (Enclosure)

**RECOMMENDATION:** 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:** The Governing Board accept the Current Events as presented.

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

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

Nov 10	Veterans’ Day Holiday Observed	District office and all schools closed
Nov 15	Reception – AAA Apollo	Administrative center/Board patio – 7:00 pm
	Regular meeting	Administrative center/Board room – 7:30 pm
Nov 16	Honors & Advanced Placement Information Night	Moon Valley Auditorium – 6:30 pm
Nov 23-24	Thanksgiving recess	District office and all schools closed
Dec 6	Continuous Improvement Report	Apollo High School – 5:00 pm
	Regular Meeting	Administrative center/Board room – 7:30 pm
Dec 20	Reception – AAA Cortez	Administrative center/Board patio – 7:00 pm
	Regular meeting	Administrative center/Board room – 7:30 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 October 4, 2017.
- C. Student discipline matters ARS 15-843
  - 1. Hear recommendation for long-term suspension at Cortez High School.
- D. Negotiations pursuant to ARS 38-431.03(A-5)
  - 1. Status update.
- E. 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 \_\_\_\_\_.