



**ADMINISTRATIVE CENTER**

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**GOVERNING BOARD**

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

**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, December 6, 2017**

**CONTINUOUS IMPROVEMENT STUDY SESSION**

**APOLLO 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 November 15, 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>
11/13/2017	151,551.29 69,011.41 13,868.14 562,745.73	4,004,606.57	13,829.18
11/20/2017	36,333.57 77,384.81 853,310.96 31,196.37 1,694.67	N/A	29,516.61
11/27/2017	287,776.86 31,874.78 1,668.12 358,388.87	3,955,373.23	13,092.05

**\*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. GCCE****1. Strengthening Children, Families & Schools**

Where: Phoenix, AZ

When: December 8-9, 2017

Participant: Jenice Blair (W)

Purpose: Develop strategies to strengthen family engagement in early learning settings

Cost to Club funds: Registration = \$170

**2. National Athletic Directors Conference**

Where: Phoenix, AZ

When: December 9-12, 2017

Participant: Eric Zimmerman (W); Matt Belden (DO)

Purpose: Annual Athletic Administrators Conference

No cost

## Professional visits (continued)

3. National Athletic Directors Conference  
Where: Phoenix, AZ  
When: December 9-12, 2017  
Participant: Ben White (A); Brian Galbreath (C)  
Purpose: Annual Athletic Administrators Conference  
Cost to Civic funds: Registration = \$670
4. AME (Arizona Marketing Education) Winter Conference  
Where: Sedona, AZ  
When: January 25-27, 2018  
Participant: Jennifer Rice (A)  
Purpose: Professional development for marketing educators  
Cost to CTE funds: Registration = \$230; Meals = \$70; Substitute = \$100
5. 41<sup>st</sup> Annual AzATA (Athletic Trainers Association) Winter Symposium  
Where: Phoenix, AZ  
When: January 27-28, 2018  
Participant: Jon Foster (W)  
Purpose: Professional development specific to athletic trainers  
No cost

\*F. Student trips – Policy Ref. IJOA

1. THS Speech & Debate  
Where: Tucson, AZ  
When: December 9-10, 2017  
Participants: 6 students and 2 chaperones  
Arrangements: District vehicle departing 12/9/17, 6:30 am returning 12/10/17, 6:00 pm  
Purpose: State competition  
No loss of school days  
Cost to Tax Credit funds: Transportation = \$160; Registration/Lodging = \$990
2. GHS Dance  
Where: Buena Park, CA  
When: January 11-14, 2018  
Participants: 7 students and 1 chaperone  
Arrangements: Commercial carrier departing 1/11/18, 3:30 pm returning 1/14/18, 8:30 pm  
Purpose: Professional dance workshops, performances and classes  
Students will miss 1 school day  
Cost to Club funds: Transportation = \$833; Registration = \$1,659; Lodging = \$833;  
Substitute = \$100
3. GWHS Softball  
Where: Bullhead City, AZ  
When: March 8-10, 2018  
Participants: 12 students and 4 chaperones  
Arrangements: Private vehicles departing 3/8/18, 8:00 am returning 3/10/18, 7:00 pm  
Purpose: Tournament  
Students will miss 2 school days  
Cost to Club funds: Substitute = \$200

**\*G. Personnel****1. Certified**

- a. Leave of Absence – Policy Ref. GCCC Professional/Support Staff Leave of Absence  
CHS - Marna Coldwater, Science – Effective 11/20/17  
MVHS - Ben St. Pierre, Special Ed – Effective 12/15/17

**2. Classified****a. Employment – Policy Ref. GDF Support Staff Hiring**

- AHS - Sarah Bradford, ELL Instructional Assistant – Effective 8/14/17  
 Ruben Espinoza, Parking Lot Attendant – Effective 8/14/17  
 Rosina Martinez, Cafeteria Lead – Effective 8/7/17  
CHS - Theresa Chavez, Attendance Secretary – Effective 8/8/17  
 Mary Wight, ELL Instructional Assistant – Effective 8/14/17  
DO - Marti Gibson, Bus Driver – Effective 8/17/17  
GHS - Lance Lawrence, Title One Instructional Assistant – Effective 8/23/17  
GWHS - Joseph Rogers, Cafeteria Assistant – Effective 7/29/17  
IHS - Brianda Aguilar, Special Ed Instructional Assistant – Effective 8/18/17  
 Ron Gorny, Special Ed Instructional Assistant – Effective 8/16/17  
 Rosa Lopez, Cafeteria Assistant – Effective 9/8/17  
MVHS - Kimberly Baker, Special Ed 1 on 1 Instructional Assistant – Effective 8/14/17  
 Rachael Bauer, Counseling Secretary – Effective 8/28/17  
 Ashley Livingston, Attendance Assistant – Effective 8/4/17  
 Manuela Mouton, Special Ed Instructional Assistant – Effective 8/7/17  
 Andrea Wilson, Special Ed Instructional Assistant – Effective 8/14/17  
NS- Jennifer Kingery, Special Ed Instructional Assistant – Effective 8/7/17  
SHS - Abbygail Burk, Cafeteria Assistant – Effective 8/2/17  
 Tommie Clardy, Special Ed Instructional Assistant – Effective 8/21/17  
 Librado Espinoza, Custodian – Effective 8/7/17  
 Sheldon Shaner, Cafeteria Assistant – Effective 8/10/17  
WHS - Rodrigo Lopez, ELL Instructional Assistant – Effective 7/31/17  
 Alexis Rodriguez, Special Ed Instructional Assistant – Effective 8/16/17

**b. Leave of Absence – Policy Ref. GCCC Professional/Support Staff Leave of Absenc**

- DO - Harriett Curley, Bus Driver – Effective 10/23/17  
IHS - Julie Holt, Bookstore Manager – Effective 12/15/17

**c. Retirement (ASRS) – Policy Ref. GCQE Retirement of Professional/Support Staff Members**

- DO - Susan Schuh, Accounting I – Accounts Payable – Effective 2/1/18

**d. Resignation – Policy Ref. GDQB Resignation of Support Staff Members**

- AHS - Lloyd Hardin, Special Ed Instructional Assistant – Effective 11/27/17  
DO - Tina Herrera, Payroll Clerk – Effective 12/12/17  
 Yajayra Ramirez, Bus Assistant – Effective 11/10/17  
IHS - Kristina Washington, Special Ed Instructional Assistant – Effective 11/13/17  
NA - Charles Desselles, Special Ed Instructional Assistant – Effective 11/20/17

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

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

**III. NEW BUSINESS****A. Special Meeting**

Per ARS §15-905, the Governing Board shall hold a meeting between January 1 and January 15 to elect a Board President and Clerk. Since a regular board meeting does not fall within this timeline, it is necessary to call a special meeting.

**RECOMMENDATION:** The Governing Board hold a special meeting on Wednesday, January 10, 2018 at 5:00 pm to elect a Board President and Clerk.

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

**B. Policy Revision: GCQF Discipline, Suspension and Dismissal of Professional Staff Members Categories of Misconduct**

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- Engaging in unprofessional conduct.
- Committing fraud in securing appointment.
- Exhibiting incompetency in their work.
- Exhibiting inefficiency in their work.
- Exhibiting improper attitudes.
- Neglecting their duties.
- Engaging in acts of insubordination.
- Engaging in acts of child abuse or child molestation.
- Engaging in acts of dishonesty.
- Being under the influence of alcohol while on duty.
- Engaging in the illicit use of narcotics or habit-forming drugs.
- Being absent without authorized leave.
- Engaging in discourteous treatment of the public.
- Engaging in improper political activity.
- Engaging in willful disobedience.
- Being involved in misuse or unauthorized use of school property.
- Being involved in excessive absenteeism.
- Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

## **Statutory Requirements**

Certificated staff members disciplined under A.R.S. [15-341](#), A.R.S. [15-539](#), or other applicable statutes:

- May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. [15-341](#).
- May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. [15-539](#).
- Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. [15-341](#) or A.R.S. [15-539](#), whichever is appropriate.
- Shall, if disciplined under A.R.S. [15-539](#) or other applicable statutes, excluding A.R.S. [15-341](#), receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.
- Shall have the right to a hearing in accordance with the following:
  - *Suspension under A.R.S. [15-341](#).* The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.
  - *Dismissal or dismissal with suspension included under A.R.S. [15-539](#).* A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

## **General Provisions for Discipline Under A.R.S. [15-341](#)**

General provisions for discipline are as follows:

- *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. [15-341](#), the procedures outlined herein shall be followed.
- *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.
- *Notice.* Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.
- *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to

continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.

- *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.
- *Definition of work days.* For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.
- *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

### **Procedure for Discipline Under A.R.S. [15-341](#)**

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. [15-341](#):

#### ***Step 1 - Notice:***

- Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline.

The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:

- The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.
- A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
- A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
- Copies of any available relevant documentation, at the discretion of the supervising administrator.
- *Glendale Union Education Association (GUEA) Process* - The employee may select a witness from the local pool of GUEA representatives to be present at any time during a conference with an administrator involving:
  - ~ an investigation,
  - ~ discipline,
  - ~ evaluation, or
  - ~ any matter in which the principal will be bringing another administrator.

***Step 2 - Hearing:***

- At the meeting, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.
- The supervising administrator shall conduct the meeting in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

***Step 3 - Decision (in writing):***

- At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

***Step 4 - Appeal:***

- Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer.

The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- Determination was founded upon error of construction or application of any pertinent regulations or policies.
- Determination was unsupported by any evidence as disclosed by the entire record.
- Determination was materially affected by unlawful procedure.
- Determination was based on violation of any statutory or constitutional right.
- Determination was arbitrary and capricious.
- The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.



The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. [15-341](#), does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- Counseling of a certificated staff member concerning expectations of future conduct.
- Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

**General Provisions for Suspension Without Pay or Dismissal Under A.R.S. [15-539](#)**

***Step 1 - Notice:***

- The Governing Board, except as otherwise provided by A.R.S. [15-539](#), shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.
  - If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.
  - Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. [15-540](#).
  - As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.
- The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.
- Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

***Step 2***  ***Hearing for Suspension Without Pay or Dismissal:***

- The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. [15-541](#).
  - The Governing Board may provide, by vote at its annual organizational meeting, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.
- If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:
  - hold the hearing,
  - hear the evidence,
  - prepare a record of the hearing, and
  - issue a recommendation to the Board for action.
- If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.
- A hearing held pursuant to A.R.S. [15-541](#) may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.
- The hearing shall be held
  - not less than fifteen (15) days, nor
  - not more than thirty (30) days
  - after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.
- Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.
- The teacher may request that the hearing be conducted in public or private.
- The Governing Board shall provide any officer, appointee, or employee to be considered or discussed at a meeting with written notice of the executive session as is appropriate but not less than twenty-four (24) hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.
- At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.
- An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.
- The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.
- Within ten (10) days after a hearing conducted by the Governing Board the Board shall

- determine whether there existed good and just cause for the notice of dismissal or suspension, and
- affirm or withdraw the notice of dismissal or suspension.
- Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall
  - deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.
- Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.
- The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.
  - Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

### **Additional Provisions and Conditions**

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. [15-551](#).

*Amendments.* The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

*Severability.* If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

#### Teachers Working Under a Short Term Certification

A teacher who holds a teaching intern certificate, an emergency teaching certificate or another type of nonstandard certificate, that is valid for one (1) year or less, may be dismissed by the Board effective ten (10) days after delivery of the notice of dismissal to the teacher without complying

with the requirements of A.R.S. conditions found in 15-537, 15-538, or 15-541. Notice of the Board's authority to dismiss pursuant to this shall be included in each teacher's contract.

Adopted: ~~September 21, 2011~~

LEGAL REF.:

A.R.S.

[13-2911](#)

[15-203](#)

[15-341](#)

[15-342](#)  
[15-350](#)  
[15-503](#)  
[15-507](#)  
[15-508](#)  
[15-514](#)  
[15-536](#)  
[15-538](#)  
[15-538.01](#)  
[15-539](#)  
[15-540](#)  
[15-541](#)  
[15-542](#)  
[15-543](#)  
[15-549](#)  
[15-551](#)  
[41-770](#)

CROSS REF.:

[DKA](#) - Payroll Procedures/Schedules

[GCJ](#) - Professional Staff Noncontinuing and Continuing Status

[GCO](#) - Evaluation of Professional Staff Members

**RECOMMENDATION:** The Governing Board approve the second of three readings for policy GCQF Discipline, Suspension and Dismissal of Professional Staff Members

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

**C. New Governing Board Policy: IJNDBA Website Accessibility (W3C/WAI's Web Content Accessibility Guidelines)**

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C/WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

<https://www.section508.gov/content/learn/laws-and-policies>

The Superintendent will establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

A Website Accessibility Concerns/Complaints form related to the accessibility of websites developed or maintained by the District is available at each school and at the District office. The form includes identification information, date, description of the problem, location of the inaccessible site, and the solution suggested.

The concern or complaint may be made verbally, by e-mail, in writing or by completing the form provided by the District. All such communications will be forwarded to a staff member or consultant designated by the Superintendent.

Each concern or complaint will be processed and the person initiating the communication will receive a timely response, including the provision of access to the website information requested.

Adopted:

LEGAL REF.:

A.R.S.

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504) (Section 508 as amended) 42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

CROSS REF.:

AC - Nondiscrimination/Equal Opportunity GBA - Equal Employment Opportunity

JB - Equal Educational Opportunities

KED - Public Concerns/Complaints about Facilities or Services

**RECOMMENDATION:** The Governing Board approve the second of three readings for policy IJNDBA Website Accessibility.

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

**IV. INFORMATION AND REPORTS**

- A. Suspension reports (Enclosure)
- B. Financial reports (Enclosure)
- C. Bid specifications (Enclosure)
  - 1. RFP 18-20 Informational Materials for Career and Technical Education Program
  - 2. BID 18-21 Notice of Public Sale-Used School Buses and Vans
- D. Civic Center report (Enclosure) - Louis Wiegand, Chief Financial Officer

**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**

Dec 20	Reception – AAA Cortez	Administrative center/Board patio – 7:00 pm
	Regular meeting	Administrative center/Board room – 7:30 pm
Dec 25-Jan 5	Winter recess	District office and all schools closed
Jan 8	Professional Development Day	No students on campus
Jan 9	2 <sup>nd</sup> semester begins	
Jan 11	Pathways to America’s Top Colleges	Moon Valley High School – 5:00 pm
Jan 15	Martin L. King Jr. Day	District office and all schools closed
Jan 17	Reception – AAA Glendale	Administrative Center/Board patio – 7:00 pm
	Regular meeting	Administrative Center/Board room – 7:30 pm
Jan 18	Future Freshman Night	All Schools – 6:30 pm
Jan 27	Study Session	Administrative Center/Board room – 8:00 am

**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 November 15, 2017.

**C. Student discipline matters ARS 15-843**

1. Hear recommendation for long-term suspension at Greenway High School.

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

1. Update on process.

**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 \_\_\_\_\_.