



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, August 16, 2017

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 August 2, 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>ACH Voucher</u>	<u>Payroll Voucher</u>	<u>Auxiliary/Tax Credit Voucher</u>
07/31/2017	54,436.06	N/A	N/A	78,334.45
08/07/2017	252,646.91	7,195.66	N/A	13,282.45
	157,072.50			
	1,668.12			
	2,828.16			
	*105,513.99			

* Encumbrance Voucher

*C. Purchase orders – Policy Ref. DJA (Enclosure)
As a matter of information to the audience, the procurement of materials and services, in the district, is controlled by the use of a purchase order system. The Board’s approval of the detailed annual budget provides authority for the processing of purchase orders through the Director of Purchasing. After preparation of purchase orders, the Clerk of the Governing Board reviews each of them before making a recommendation to the Governing Board.

*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. Acceptance of gifts – Policy Ref. KCD
1. Donation of a Phantom 3, 4K to the Glendale Union High School District Office.

*F. Professional visits – Policy Ref. GCCE
1. FCCLA (Family, Career & Community Leaders of America) Advisor Boot Camp
Where: Prescott, AZ
When: August 24-26, 2017
Participant: Shawn Morris (G)
Purpose: Professional development for advisors
Cost to CTE funds: Registration = \$200; Lodging = \$300; Meals = \$100; Transportation = \$88;
Substitute = \$200

Professional visits (continued)

2. FBLA (Future Business Leaders of America) Teacher Leadership Conference
Where: Prescott, AZ
When: August 25-26, 2017
Participants: Rebecca McGinnis, David Touhill (W)
Purpose: Professional development for advisors
Cost to CTE funds: Registration = \$400; Lodging = \$400; Meals = \$236; Transportation = \$179;
Substitute = \$200
3. Transition Conference
Where: Scottsdale, AZ
When: August 28-30, 2017
Participants: Troy Damper, Chelsey Gleason, Mary Kellogg, Stephanie Quirin, Nicole Webb (NS)
Purpose: Professional development in transition techniques
Cost to SPED funds: Registration = \$1,520; Substitute = \$900
4. Arizona K12 Center Cognitive Coaching Training
Where: Phoenix, AZ
When: August 31, September 1, 14-15; October 26-27; November 30; December 1, 2017
Participants: Cristi Davis (A); Kathryn Griep, Jennifer Rogers (C); Angela Johnson (G);
Jennifer Walp (GW); Christina Frazen (I); Anne Kauffman (MV); Michelle Olshan (S);
Melissa Zimmerman (T); Amanda Humphrey (W); Demetria Graham (DO)
Purpose: Information and training to refine techniques for more effective teaching
Cost to Title I funds: Registration = \$6,050; Substitute = \$4,400
5. AIAAA (Arizona Interscholastic Athletic Administrators Association) Conference 2017
Where: Prescott, AZ
When: September 8-12, 2017
Participants: Julie Patton (G); Brian Fitzgerald (I); Eddie Lopez (MV); Tim Matteson (S);
Chris Francis (T); Eric Zimmerman (W); Matt Belden (DO)
Purpose: Annual Athletic Administrators Conference
Cost to Civic funds: Registration = \$1,925; Lodging = \$2,424
6. Best Practices and Innovations Conference
Where: Albuquerque, NM
When: September 26-29, 2017
Participant: Maryellen Coburn (DO)
Purpose: Professional development for best practices and trending issues
Cost to CTE funds: Registration = \$520; Lodging = \$542; Meals = \$157; Transportation = \$411
7. NDEO (National Dance Education Organization) Conference
Where: San Antonio, TX
When: November 14-16, 2017
Participant: Kelli Abramovich (W)
Purpose: National conference presenter and professional development for dance educators
Cost to Club funds: Substitute = \$300

Professional visits (continued)

8. AASA (American Association of School Administrators) National Conference on Education
 Where: Nashville, TN
 When: February 14-17, 2018
 Participant: Brian Capistran (DO)
 Purpose: Represent GUHSD at National Conference
 Cost to District funds: Registration = \$690; Lodging = \$765; Meals = \$196; Transportation = \$550

*G. Student trips – Policy Ref. IJOA

1. GHS Cross Country
 Where: Flagstaff, AZ
 When: September 1-4, 2017
 Participants: 26 students and 3 chaperones
 Arrangements: District vehicles departing 9/1/17, 3:00 pm returning 9/4/17, 3:00 pm
 Purpose: Conditioning and leadership training
 No loss of school days
 Cost to Tax Credit funds: Transportation = \$875
2. AHS/GHS/GWHS/MVHS/THS DECA (Distributive Education Clubs of America)
 Where: Prescott, AZ
 When: September 7-9, 2017
 Participants: 27 students and 5 chaperones
 Arrangements: District vehicle departing 9/7/17, 11:00 am returning 9/9/17, 6:00 pm
 Purpose: Officer training
 Students will miss 1.5 school days
 Cost to Club funds: Transportation = \$250; Registration = \$4,160; Substitute = \$640
3. GWHS Cross Country
 Where: San Diego, CA
 When: September 15-17, 2017
 Participants: 20 students and 3 chaperones
 Arrangements: Commercial carrier departing 9/15/17, 8:30 am returning 9/17/17, 3:30 pm
 Purpose: Cross Country Invitational
 Students will miss 1 school day
 Cost to Tax Credit/Club funds: Transportation = \$712; Registration = \$300; Lodging = \$1,560
4. GHS NJROTC
 Where: Waddell, AZ
 When: September 29-30, 2017
 Participants: 30 students and 3 chaperones
 Arrangements: District vehicle departing 9/29/17, 2:45 pm returning 9/30/17, 1:00 pm
 Purpose: Team and leadership building
 No loss of school days
 Cost to District funds: Transportation = \$78

*H. Personnel

1. Administrativea. Reclassification – Policy Ref. GCQA Professional Staff Promotion

DO - Firas Werdy, from Campus Technology Assistant at SHS to I.T. Specialist at D.O. – Effective 8/7/17

2. Certifieda. Employment – Policy Ref. GCF Professional Staff Hiring

IHS - Leah Whetsell, Math – Effective 7/31/17

b. Re-employment

SHS - Daniel Mannix, Girls' P.E. – Effective 8/7/17

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

GHS - Lacey McIvor, Spanish – Effective 7/31/17

IHS - Stephanie Ehrick, Media Center Director – Effective 11/17/17

d. Resignation – Policy Ref. GCQC Resignation of Professional Staff Members

AHS - Christopher Jordan, Math – Effective 7/31/17

e. Employment Release

GHS - Ben McIvor, P.E. – Effective 7/31/17

3. Classifieda. Reclassification – Policy Ref. GDP Support Staff Promotions and Reclassifications

AHS - Ashley Miller, from COOP Instructional Assistant to COOP Assistant Director – Effective 8/7/17

John Whitney, from Parking Lot Attendant to Title One Instructional Assistant – Effective 8/7/17

CHS - Putri Nasution, from ELL Instructional Assistant to CTE Instructional Assistant – Effective 8/14/17

Jazmin Hernandez Padilla, from CTE Instructional Assistant at WHS to Receptionist at CHS – Effective 8/7/17

DO - Donna Bielecki, from Credentials Secretary at AHS to Special Ed Records Secretary at DO – Effective 8/21/17

Maria Hernandez, from Accounts Payable/Payroll Supervisor to Payroll Clerk – Effective 9/1/17

Gary Naylor, from Bus Driver at SHS to Activity Driver at DO – Effective 8/7/17

GHS - Phillip Kersey, from Maintenance III at MVHS to Custodian at GHS – Effective 7/7/17

MVHS - Susan King, from Special Ed Instructional Assistant at GHS to Special Ed Instructional Assistant at MVHS – Effective 7/31/17

Maria Ocasio, from Special Ed Instructional Assistant at Next Step to Special Ed Instructional Assistant at MVHS – Effective 7/31/17

Rachel Schumer, from Attendance Assistant to Attendance Secretary – Effective 7/25/17

Donna Sutton, from Special Ed Instructional Assistant at GHS to Special Ed Instructional Assistant at MVHS – Effective 7/31/17

SHS - Maria Zatarain, from Custodian to Night Lead – Effective 7/27/17

Personnel (continued)

- b. Employment – Policy Ref. GDF Support Staff Hiring
AHS - John Whitney, Parking Lot Attendant – Effective 2/21/17
MVHS - Katie Grimaskas, Two Hour Title One Instructional Assistant – Effective 8/2/17
SHS - Maria Zatarain, Custodian – Effective 4/19/17

- c. Re-employment
DO - Nathaniel Green, Activity Driver – Effective 7/24/17
NA - Aaliyah Crawford, Special Ed Instructional Assistant – Effective 7/31/17
SHS - Andrea Lopez, Special Ed Instructional Assistant – Effective 7/31/17

- d. Retirement – Policy Ref. GCQE Retirement of Professional/Support Staff
DO - Karen Peachy, Bus Assistant – Effective 8/2/17

- e. Resignation – Policy Ref. GDQB Resignation of Support Staff Members
AHS - Veronica Fimbres-Bastidos, Career Center Specialist – Effective 8/3/17
CHS - Jose DeVera, Parking Lot Attendant – Effective 5/24/17
Mercedes Meza, Attendance Secretary – Effective 8/10/17
Amanda Ramos, Receptionist – Effective 8/4/17
DO - Nicole Armstrong, Bus Assistant – Effective 8/18/17
Manuel Torres, Bus Driver – Effective 7/29/17
GHS - Ayesha Barker, Title One Instructional Assistant – Effective 8/3/17
IHS - Allison Carmona, Special Ed Instructional Assistant – Effective 5/24/17
Roman Castro, Campus Technology Assistant – Effective 8/11/17
MVHS - Michael Arseneault, Title One Instructional Assistant – Effective 8/25/17
THS - Alma Rosa Gonzalez Medina, Cafeteria Assistant – Effective 5/23/17

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

Motion _____ Second _____ Vote _____

III. NEW BUSINESS

A. BCA – Board Member Ethics

As a member of the Governing Board of the Glendale Union High School District, I will strive to improve public education, and to that end I will:

- ~~I shall listen.~~
- ~~I shall represent the entire community without fear or favor.~~
- ~~I shall inform myself on the proper duties and functions of a Governing Board member. I shall learn the school law of the State of Arizona.~~
- ~~I shall accept office as a Governing Board member only as a means of unselfish service.~~
- ~~I shall recognize the integrity of my predecessors and associates and the merit of their work.~~

- ~~I shall recognize that school business may be legally transacted only in regular meetings of the Governing Board.~~
- ~~I shall recognize that authority rests with the Governing Board only in legal session, and that a Governing Board member has no authority except at a regular meeting of the Governing Board.~~
- ~~I shall immediately inform the Superintendent of any significant District problem brought to my attention.~~
- ~~I shall recognize that to promise in advance of a meeting as to how I will vote on any question which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented at the meeting.~~
- ~~As a member of a non-partisan board, I shall make no commitments to any group or committee requesting my influence.~~
- ~~I shall observe the right and obligation of teachers to teach.~~
- I shall consider myself a trustee of public education and shall do my utmost to defend it, protect it, and conserve it.
- Attend all Governing Board meetings, insofar as possible, and become informed concerning the issues to be considered; further, I will listen to the positions of my fellow Board members with an open heart and mind.
- Recognize that I, as a Board member, should endeavor to make policy decisions only AFTER a full discussion, at a publicly held Board meeting; and I understand that school business may only be transacted at such a meeting.
- As a member of a non-partisan Governing Board, render all decisions based solely on the available facts and my independent judgment, and refuse to surrender that judgment or make any commitments to any group, committee or outside organization requesting my influence.
- Encourage the free expression of opinion by all Board members and seek systematic communication between the Board and students, staff and the community.
- Work with other Board members to establish effective Board Policies and will delegate authority for the schools and district office to the Superintendent; and agree to immediately inform the Superintendent of any significant situation/problem/concern that is brought to my attention.
- Respect and protect the right and obligation of teachers to teach and will support the employment of those best and most highly qualified.
- Communicate to other Board members and Superintendent any and all public reaction to Board Policies and school programs.

- Inform myself through individual study and participation in programs that provide accurate information, on the proper duties and functions of a Governing Board member and about Arizona education law and current educational issues.
- Accept the office of Governing Board member only as a means of unselfish service. I will avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain.
- Take no private action that will compromise the Governing Board or the Administration. I will respect the confidentiality of information that is privileged under applicable law and recognize the integrity of my predecessors and associates and the merit of their work.
- Remember, always, that I am a trustee of my district and of public education, and I will do my utmost to protect it, defend it and conserve it.

Adopted: ~~December 1, 2010~~

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

RECOMMENDATION: The Governing Board approve the first of three readings for BCA – Board Member Ethics.

Motion _____ Second _____ Vote _____

B. EFDA – Collection of Money/Food Tickets

~~Charges for lunches served in the school cafeterias and snack bars will be sufficient to make the food service operations entirely self-sustaining insofar as is practicable. All receipts from cafeterias and snack bars will be deposited to the District cafeteria fund.~~

Meal Charges

To ensure students receive the nutrition they need to stay focused during the school day the District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintain the financial integrity of the district food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

The District provides the following regarding meal charges:

- A. Students are allowed to charge up to \$9.00.
- B. No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.

At least one (1) advance written communication shall be given to the student and parent/guardian prior to providing additional meals beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200. 426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Adopted: December 1, 2010

LEGAL REF.:

The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.:

JL - Student Wellness

RECOMMENDATION: The Governing Board approve the first of three readings for EFDA – Collection of Money and Food Tickets.

Motion _____ Second _____ Vote _____

C. JL – Student Wellness

~~Nutrition and physical activity have a great impact on the health of students, which in turn, contribute to their academic success. Proper nutrition has shown to help improve overall academic performance. Regular physical activity has been shown to reduce disruptive behavior in the classroom, promoting better learning and concentration. In accordance with district goals to continually improve student achievement, it is essential to support wellness, sound nutrition, and regular physical activity in our district.~~

The School District strives to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

- A. Nutrition Guidelines: ~~Nutrition guidelines shall be established in order to provide healthy food options and encourage students to make healthy nutritional choices on school campuses and during school related activities.~~ All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.

- B. Nutrition Education: ~~Nutrition education shall be integrated into the school environment to increase knowledge and develop a better understanding of healthy eating practices among the students and staff. The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.~~

- C. ~~Educational programs designed to develop the skills and knowledge that encourage participation in regular physical activity and promote a lifetime of physical activity and wellness.~~

- C. Physical Activity: ~~Provide opportunities for students to be physically active on campus during and outside of regular school hours. The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.~~

- D. Sunscreen: ~~The goal is to emphasize skin health and promote the application of sunscreen products and to inform students that a student who attends school in this District may possess and use a topical sunscreen product while on school property or at a school-sponsored event without a note or prescription from a licensed health care professional.~~

- E. Other School-Based Activities: ~~Establish District and local school Wellness Committees to ensure compliance, measure implementation and recommend improvements to the program. The goal is to create a total school environment that is conducive to healthy eating and physical activity.~~

- F. Evaluation/Implementation: ~~A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. Such evaluation will be measurable. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have an opportunity to participate in the evaluation and implementation of this policy.~~

- G. Parent, Community and Staff Involvement: ~~A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.~~

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. The Superintendent shall institute and clearly communicate a meal charge policy to all District households and District staff responsible for policy enforcement that is consistent with aspects of the Healthy Hunger-Free Kids Act of 2010 applicable to the District. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

Adopted: ~~December 1, 2010~~

LEGAL REF.:
A.R.S. ~~45-108~~
15-242

42 U. S. C. 1751 *et seq.* (National School Lunch Act) 42 U. S. C. 1771 *et seq.* (Child Nutrition Act)
~~Section 204 of Public Law 108-265~~

CROSS REF.:
ABA - Community Involvement in Education ABAA - Parental Involvement
BBA - Board Powers and Responsibilities EF - Food Services
EFDA - Collection of Money/Food Tickets
EFE - Competitive Food Sales/Vending Machines IA - Instructional Goals and Objectives

RECOMMENDATION: The Governing Board approve the first of three readings for JL – Student Wellness.

Motion _____ Second _____ Vote _____

IV. INFORMATION AND REPORTS

- A. Financial reports (Enclosure)
- B. Bid specifications (Enclosure)
 - 1. RFP 18-01R Graduation Venue
 - 2. BID 18-15 Cooling Towers

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

Aug 21	Open House	Glendale High School – 6:30 pm
Aug 22	Open House	Apollo High School – 6:00 pm
		Cortez High School – 6:00 pm
		Thunderbird High School – 6:00 pm
Aug 24	Open House	Moon Valley High School – 6:00 pm
Aug 28	Open House	Washington High School – 6:00 pm
Aug 29	Open House	Independence High School – 6:30 pm
Sept 4	Labor Day Holiday	All Schools and District Office closed
Sept 6	Regular meeting	Administrative Center/Board room – 7:30 pm
Sept 20	Reception – National Merit	Administrative Center/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 June 21, 2017.

C. Discussion/consideration of confidential information pursuant to ARS 38-431.03

1. Receipt of confidential matters subsequent to the posting of the agenda.

VIII. RECONVENE INTO PUBLIC MEETING**IX. POSSIBLE MOTION(S) ON SPECIFIC ITEM(S) DISCUSSED IN EXECUTIVE SESSION (Each item will be identified and voted on separately.)****X. ADJOURNMENT**

The meeting adjourned at _____.