

## OFFICIAL MINUTES

June 11, 2013

The Governing Board of the Flagstaff Unified School District Number One, Coconino County, Flagstaff, Arizona held a Public Hearing and Regular Meeting on June 11, 2013 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

### **PRELIMINARY**

1. The meeting was called to order at 5:30 pm.

2. Roll Call:

#### Board Members

Ms. Sarah Ells, President  
Ms. Dolores Biggerstaff, Clerk  
Mr. Paul Kulpinski, Member  
Mr. Miguel Vasquez, Member  
Ms. Christine Fredericks, Member

Absent

#### Administrative Staff

Ms. Barbara Hickman, Superintendent  
Ms. Mary K. Walton, Assistant Superintendent  
Mr. Robert Kuhn, Assistant Superintendent  
Dr. Ken Garland, Director of Budget & Finance  
Mr. Dietrich Sauer, Director of Human Resources  
Ms. Karin Eberhard, District Relations Coordinator  
Ms. Kim Branges, Executive Assistant

3. There were no requests to reorder the agenda.

4. Mr. Kulpinski moved to adopt the agenda as submitted. Ms. Biggerstaff seconded; motion carried.

4 people signed the guest register

**PUBLIC HEARING****ARS 15-977****Classroom Site Fund Performance Pay System – Prop 301 Plan**

Ms. Ells declared the Public Hearing open to discuss the proposed Classroom Site Fund Performance Pay System at 5:33 p.m. Ms. Walton reviewed the proposed Classroom Site Fund Performance Pay System – Prop 301 Plan for 2013-2014. Board questions were answered. There were no questions from the public.

Ms. Biggerstaff moved to approve the Classroom Site Fund Performance Pay System – Prop 301 Plan for the 2013-14 school year. Ms. Fredericks seconded; motion carried.

Mr. Kulpinski made a motion to close the Public Hearing for the Classroom Site Fund Performance Pay System – Prop 301 Plan and open the Regular Meeting at 5:45 p.m. Ms. Biggerstaff seconded; motion carried.

**REGULAR MEETING****CALL TO THE PUBLIC****ACTION ITEMS****Consent Agenda**

The Consent Agenda included the following:

1. Minutes of the Regular Meeting held on May 28, 2013
2. Payment Vouchers: AD513A13; AD514A13; AD520B13; AS516A13; AV513A13; APX523B3; APX523A3; AV520A13; AS523B13; AD520A13; AW523A13; and Payrolls 211 and 011 (Detailed information is available upon request.)
3. Multi-Term Agreement with Life Touch for Student Portrait Services – RFP 1218-13
4. District Insurance Coverage and Brokerage Services for FY 2014 – Arizona School Alliance for Workers' Compensation; Arizona School Risk Retention Trust; and Willis of Arizona, Inc.
5. Gifts to District: 13 used welders with a total donation value of \$7,150 from Coconino Community College CTE Department to be used by Flagstaff High School Welding
6. Resignations, appointments, retirements, releases from contract, and leaves of absence:

**RESIGNATIONS, TERMINATIONS**

Certified:

Craig, Steven	CHS; Counselor; Effective June 30, 2013
Gomes, Immaculate	SMS; Science Teacher; Effective June 30, 2013
Highline, Mary	SMS; SE Teacher SP; Effective June 30, 2013

Jowers, Candace Leupp; 5th Grade Teacher; Effective June 30, 2013  
 Swan, Reid CHS; Science Teacher; Effective June 30, 2013  
 Classified:  
 Botti, Lauren Sechrist; Inst. Aide/Kindergarten; Effective June 30, 2013  
 Hay, Kelsey Knoles; SE Parapro SE; Effective June 30, 2013  
 Miller, Susan Thomas; Health Inst Aide (Fit Kids); Effective June 30, 2013  
 Peterson, Jennifer Admin Center/Payroll; Account Clerk; Effective June 7, 2013  
 Rodriques, Maria Thomas; Custodian; Effective June 13, 2013  
 Rygiel, Ashlee FHS; SE Parapro; Effective June 30, 2013  
 Smartschools:  
**APPOINTMENTS**  
 Administration:  
 Drake, Travis Admin. Center; FACTS Coordinator, \$52756, 1.0 FTE; Eff June 3, 2013  
 Galvan, Pete SMS; Assistant Principal; \$65505; 1.0 FTE; Effective July 1, 2013  
 Certified:  
 Beeken, Alex CHS; Music (Choir), \$16,176; 0.50 FTE; OYO; Eff August 7, 2013  
 Briggs, Kathleen Killip; Preschool Teacher; \$32352; 1.0 FTE; Effective July 17, 2013  
 Brumm, Logan FHS; Economics; \$32352; 1.0 FTE; Effective August 7, 2013  
 Dodgen, Melina Thomas; 1st/2nd SEI; \$32352; 1.0 FTE; Effective August 7, 2013  
 Doerfler, Travis C. Kinsey; 5th Grade; \$32352, 1.0 FTE; Effective August 7, 2013  
 Helleson, Jon DeMiguel; 5th Grade; \$35973, 1.0 FTE; Effective August 7, 2013  
 Henderson, Carrie Kinsey; 1st/2nd SEI; \$33988; 1.0 FTE; Effective August 7, 2013  
 Kirk, James M FHS; Music (Choir); \$25459.20; 0.60 FTE; OYO; Effective August 7, 2013  
 Mimran, Jamie L. Sechrist; RTI Specialist; \$37140, 1.0 FTE; Effective August 7, 2013  
 Murray, Daniel John DeMiguel; 5th Grade; \$35710; 1.0 FTE; OYO; Effective August 7, 2013  
 Nyhart, Pamela M Kinsey; Kindergarten; \$35710; 1.0 FTE; Effective August 7, 2013  
 Owens, Renda M. Killip; 5th Grade Dual Cert; \$32352; 1.0 FTE; Effective July 17, 2013  
 Pitcher, Mark I Cromer; 5th Grade; \$32352; 1.0 FTE; Effective August 7, 2013  
 Randolph, Natalie New Start; Counselor, \$38067; 1.0 FTE; Effective August 7, 2013  
 Reason, Janelle Kay Marshall; Art/Science Integration Splist; \$36233, 1.0 FTE; Eff Aug 7, 2013  
 Ruiz, Jaime Nicole Thomas; 5th Grade; \$32352; 1.0 FTE; Effective August 7, 2013  
 Shaddy, Larry Dean Marshall; Technology; \$25881.60; 0.80 FTE; OYO; Effective Aug 7, 2013  
 Smith, Kayley L MEMS; Art; \$19411.20; 0.60 FTE; OYO; Effective August 7, 2013  
 Wennig, Katie Eileen Kinsey; 5th Grade, \$34487; 1.0 FTE; Effective August 7, 2013  
 Zavas, Anthony Summer School Only; HS Geometry; \$27.11/Hour; Effective June 10, 2013  
 Classified:  
 Giacobbe, Laura R. FHS; SE Parapro 1:1; \$10.86/hour, 31.5 hours/week, 9 month position, Effective May 15, 2013  
 Modrell, Ian Patrick Transportation; Bus Driver; \$12.34/hour; 6 hours/day, 9 month position; Effective May 19, 2013  
 Robles, Sonia Transportation; Bus Aide; \$10.59/hour; 30 hours/week, 9 month position; Effective May 22, 2013  
 L.B.-Student Worker: FHS; 7.5hrs/wk; \$7.80/hr; Effective June 3, 2013  
 J.D.-Student Worker: FHS; 7.5hrs/wk; \$7.80/hr; Effective June 3, 2013  
 D.K.-Student Worker: FHS; 7.5hrs/wk; \$7.80/hr; Effective June 3, 2013  
 A.M.-Student Worker: FHS; 7.5hrs/wk; \$7.80/hr; Effective June 3, 2013  
 R.S.-Student Worker: FHS; 7.5hrs/wk; \$7.80/hr; Effective June 3, 2013  
 Coach/Other:  
 Newton, Sean Arthur FHS; Varsity Tennis; \$1600, Effective February 4, 2013 to May 3, 2013  
 Rice, Ernie Joe FHS; Varsity Tennis; \$2000; Effective February 4, 2013 to May 3, 2013  
 Temporary/Other:  
 Volunteers:  
**RETIREMENT**  
 The following administrator(s)/teacher(s)/support staff are requesting to retire from the District:  
 Certified:

Rawlinson, Vicki Knoles; Physical Education Teacher; Effective June 30, 2013.  
Requesting participation in the Phased Retirement Program

Sensibaugh, Elaine DeMiguel; 3rd Grade Teacher; Effective June 30, 2013

Classified:

Administrative:

#### RELEASE OF CONTRACT

The following administrator(s)/teacher(s)/support staff are requesting to be released from their contract:

Certified:

Classified:

Administrative:

#### LEAVE OF ABSENCE

The following administrator(s)/teacher(s)/support staff are requesting a Leave of Absence from the District:

Administrative:

Certified:

Bittner, Margaret Knoles; 4th Grade Teacher; Requesting a One Year Leave of Absence

Johanson, Jo'el SMS, Math Teacher; Requesting a One Year Leave of Absence

Classified:

QUALIFIED EVALUATORS: None at this time

Mr. Kulpinski moved to approve the Consent Agenda as submitted. Ms. Biggerstaff seconded; motion carried.

#### **Student Travel (none)**

### **PRESENTATIONS**

#### **1. Superintendent's Report**

Ms. Hickman updated the Board on current events throughout the District. She then reviewed the information provided regarding preschools.

#### **2. Curriculum and Instruction Report**

- a. Technology Regulation I-63II IJND-R – Ms. Walton reviewed the revised regulation related to Technology Resources. She thanked Mr. Kulpinski and Derek Born for their work on revising the regulation.
- b. Fit Kids Update – Richard Henn, Director of Fit Kids of Arizona, presented an overview of the first year of the Fit Kids program in FUSD and their projection for the 2013-2014 school year.

#### **3. Operations and Support Services Report**

Mr. Kuhn reviewed his written report.

#### 4. Finance and Budget Report

Dr. Garland provided a PowerPoint presentation that included the maintenance and operations operating statement for the period July 1, 2012 through May 31, 2013, 301 funds, and capital outlay budgets as of May 31, 2013. He reviewed timeline considerations regarding adoption of next year's budget and his capital outlay spending plan proposal for fiscal years 2014-2016. It was suggested that a retreat be scheduled in late summer to further discuss long range budget strategies.

### **ACTION ITEMS** – Items for consideration, discussion, direction, and possible approval

#### **General Administration**

##### 1. FUSD Technology Plan

Ms. Walton introduced Mary Knight, Director of Technology. Ms. Knight reviewed the proposed technology plan for the district. This plan would be in effect for three years beginning July 1, 2013.

Ms. Biggerstaff moved to approve the FUSD Technology Plan for July 1, 2013 – June 30, 2016. Mr. Kulpinski seconded; motion carried.

##### 2. Literature List Grades 6-12

Ms. Walton reviewed some corrections to the literature list. On the Seventh Grade list, she said that *Downriver* was written by John Hart, not Will Hobbs and *Year of Impossible Goodbyes* should be taken off the list. She said the final page is the Twelfth Grade list.

Mr. Kulpinski moved to approve the identified required and supplemental Literature List for Grades 6-12 as revised. Ms. Biggerstaff seconded; motion carried.

##### 3. Facility Fee Schedule for 2013-14

Mr. Kuhn reviewed the current fees and procedures for use of district facilities. He said he plans to form a committee during the next school year to review and revise the fee schedule. Cost of personnel, utilities, and cleaning services will be considered.

Mr. Kulpinski moved to approve the facility fee schedule and procedures for the 2013-14 school year. Ms. Biggerstaff seconded; motion carried.

##### 4. Policy Revision J-5200 JLCB Immunizations of Students

Mr. Kulpinski moved to approve the first reading of revisions to Policy J-5200, JLCB Immunizations of Students. Ms. Fredericks seconded; motion carried.

5. Policy Revision C-1350 CFD School Based Management

Ms. Biggerstaff expressed concern with some of the wording in the proposed policy revision. She will forward her suggested changes to Ms. Eberhard and her changes may be included in the second reading.

Mr. Kulpinski moved to approve the first reading of revisions to Policy C-1350 CFD School Based Management. Ms. Ells seconded; motion carried.

6. Policy Revision E-0550 EBC Emergencies

Ms. Biggerstaff moved to approve the first reading of revisions to Policy E-0550 EBC Emergencies. Ms. Fredericks seconded; motion carried.

7. Policy Revision J-4350 JJIB Interscholastic Sports

Mr. Kulpinski moved to approve the first reading of revisions to Policy J-4350 JJIB Interscholastic Sports as revised. Ms. Biggerstaff seconded; motion carried.

8. Policy Revision G-5350 GCO Evaluation of Professional Staff Member

Mr. Kulpinski moved to approve the second reading of revisions to Policy G-5350 GCO Evaluation of Professional Staff Member. Ms. Ells seconded; motion carried.

9. ASBA Summer Leadership Institute

Mr. Kulpinski moved to approve Board and Administration attendance at the Arizona School Boards Association Summer Leadership Institute in Flagstaff on July 25-27, 2013. Ms. Biggerstaff seconded; motion carried.

10. Meeting Dates

Ms. Hickman suggested that a worksession be scheduled before the regular meeting on August 27, 2013 to discuss things the Board would like to review during a retreat on long range budget planning and strategies. She also asked Board Members if they would be present at the June 25 and July 9 meetings. Ms. Biggerstaff, Ms. Fredericks and Mr. Vasquez will be out of town on June 25<sup>th</sup>. Ms. Biggerstaff said she could participate by telephone. Ms. Fredericks said she likely can as well. Mr. Vasquez is still out of the country so will not be able to participate. Mr. Kulpinski and Mr. Vasquez will miss the July 9 meeting. If it becomes necessary to schedule a meeting for July 23, Ms. Ells and Mr. Vasquez would be absent.

Mr. Kulpinski moved to approve the addition of a budget worksession on August 27, 2013 at 4:30 pm. Ms. Biggerstaff seconded; motion carried.

**INFORMATION ITEMS**1. Governing Board Members' Report

Mr. Kulpinski reported on a recent Arizona School Boards Association meeting he attended.

2. Future Agenda Items**ADJOURNMENT OF PUBLIC MEETING**

The public meeting was adjourned at 8:40 pm.

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