

Agenda

AGENDA

FLAGSTAFF UNIFIED SCHOOL DISTRICT NUMBER ONE
District Administrative Center – 3285 E. Sparrow Avenue – Flagstaff, Arizona
Notice of Meeting of the Governing Board
September 26, 2017
Executive Session – 5:00 pm
Regular Meeting – 5:30 pm

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board and to the general public that the Governing Board of the Flagstaff Unified School District Number One will hold a Board Meeting, which will be open to the public. Pursuant to A.R.S. § 38-431.03(A)(3), the Flagstaff Unified School District Number One Governing Board may vote to go into Executive Session, which will not be open to the public, to get legal advice from the District's attorneys. The District's Attorney may appear telephonically. The Governing Board may consider any item on this agenda in any order and at any time during the meeting. Pursuant to A.R.S. § 38-431.4, members of the Governing Board may participate via speakerphone or other technological devices.

PRELIMINARY

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Roll Call:

Board Members

Ms. Christine Fredericks, President
Ms. Kara Kelty, Clerk
Dr. Carol Haden, Member
Dr. Carole Gilmore, Member
Ms. Kathryn Kozak, Member

Administration

Mr. Michael A. Penca, Superintendent
Ms. Mary K. Walton, Assistant Superintendent
Mr. Robert Kuhn, Assistant Superintendent
Mr. Scott Walmer, Director of Finance
Ms. Dawn Anderson, Director of Human Resources
Ms. Karin Eberhard, District Relations Coordinator
Ms. Kim Branges, Executive Assistant

5. Reorder Agenda - At the Governing Board's discretion, the agenda may be reordered to accommodate guests who are present to address specific agenda items.
6. Agenda - Adoption of the agenda with addenda items, as submitted, is recommended.

Members of the Board may not discuss items that are not specifically identified on the agenda. Additional information about agenda items can be found on the district website at www.fusd1.org or by contacting the Superintendent's office at 928-527-6002.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's office at 928-527-6002. Requests should be made as early as possible to arrange the accommodation.

FLAGSTAFF UNIFIED SCHOOL DISTRICT

Statement of Mission, Vision, Values and Goals

Mission Statement:

Creating opportunities for you to discover your path to excellence.

Vision Statement:

The premiere educational choice for the greater Flagstaff community.

Values:

We value:

- Innovation, by leading the way into the uncertain realm of opportunity.
- High standards with high expectations, supported by shared accountability.
- The diversity of our people, our programs and the accessibility to them.
- Our community and being intentional stewards of the relationships within.
- Inclusivity of all, by ensuring a safe and nurturing environment.

Goals:

- 1) Maintain and Improve Comprehensive Student Opportunities and Services
- 2) Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
- 3) Improve Student Preparedness and Mastery
- 4) Research and Create Desirable and Relevant Educational Opportunities and Services
- 5) Increase Public Engagement and Support for FUSD
- 6) Develop Diversified Partnerships and Revenue Opportunities

EXECUTIVE SESSION

The Governing Board may vote to convene in executive session, which will not be open to the public, pursuant to A.R.S. §38-431.03(A)(2), for a discussion of confidential records. This will be a review of A-F Letter Grades that have not been released to the public.

CALL TO THE PUBLIC – Any person wishing to address the Board on any issue within the jurisdiction of the Board will be granted time to make a presentation at the discretion of the presiding chairperson. Pursuant to A.R.S. § 38-431.01(H), at the conclusion of an open call to the public, Board Members may respond to any criticism, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board will not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. Individual remarks may be limited to three minutes.

CONSENT AGENDA

1. Approval of Minutes of the Regular Meeting held on September 12, 2017
2. Approval of Vouchers: DS822A18; DS821A17; DS817A18; DS815A18; DS811A17; DS809A18; DS807A18 (Detailed information is available upon request)
3. Approval of resignations, nonrenewals, appointments, retirements, releases of contract, leaves of absence, qualified evaluators, substitutes:

RESIGNATIONS/TERMINATIONS

ADMINISTRATION

CERTIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Ashe, Heidi	MEMS	PE Teacher	9/15/2017
Morton, Jeff	Sechrist	Program Specialist	9/22/2017

LICENSED PROFESSIONAL

CLASSIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Hazelton, John	Transportation	Bus Driver	9/29/2017
Markham, Macey	SPED Parapro	Sechrist	9/7/2017
Mayer, Octavio	Transportation	Bus Driver	9/8/2017
Sutton, Desirea	SPED Parapro	CHS	8/17/2017

OTHER

APPOINTMENTS

**Salaries noted for some new hires are based on current verified information at time of preparation of this agenda. Salaries may be subject to change, as more information is received/verified by Human Resources*

CERTIFIED

NAME	LOCATION	TITLE	FTE	SALARY	EFFECTIVE DATE
Dunlap, Codi	CHS	School Nurse	1.0	\$31,441	9/1/2017
Dustin, Sherri	Marshall	SPED Resource Teacher	.5	\$18,024	9/5/2017
Hustead, Heather	Knoles	3 rd Grade Teacher	1.0	\$29,996	9/11/2017
Titus, Misty	FHS	Nurse/Sensory Comm.	1.0	\$30,194	9/15/2017

LICENSED PROFESSIONAL
CLASSIFIED

NAME	LOCATION	TITLE	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Bennett, Emily	Cromer	FACTS SPED Aide	\$11.30	11	9/26/2017
Champlin, Rosemary	Thomas	FACTS/Team Leader	\$15.33	37.5	9/7/2017
Cunningham, Candice	FHS	SPED Parapro	\$11.66	31.75	9/11/2017
Dvorak, Sue	Kinsey	SPED Parapro	\$11.84	30.5	9/6/2017
Enciso, Joaquin	Knoles	SPED Parapro	\$11.81	30.75	9/19/2017
Fleckenstein, Emily	Knoles/Thomas	FACTS Caregiver	\$10.50	16	9/25/2017
Garrett, Brady	DeMiguel	FACTS Caregiver	\$10.50	12	9/4/2017
Howard, Rachael	Sinauga MS	Computer Data Clerk	\$12.39	20	9/11/2017
James, Sammy	Cromer	SPED Parapro	\$12.41	30.5	9/5/2017
Jimenez, Elaine	DeMiguel	FACTS Caregiver	\$10.50	4	9/20/2017
Jimenez, Elaine	Marshall	FACTS SPED Aide	\$11.30	9	9/20/2017
Jolley, Daniel	Transportation	Bus Driver	\$14.32	40	9/5/2017
Mano, Marissa	Thomas	Kindergarten/General Aide	\$10.83	19.25	9/7/2017
Martin, Mercedes	Knoles	SPED Parapro	\$11.81	30.75	9/5/2017
Osborn, Jordyn	FHS	Sub Caregiver/Eagle's Crest Childcare Center	\$10.50	Varies	9/11/2017
Phillips, Linda	CHS	Team Leader TSW (Transition School To Work)	\$14.32	31.5	9/5/2017
Toskey, Colton	CHS	SPED Parapro	\$11.81	31.75	9/15/2017
Wilson, Tasha	Sinagua MS	Instructional Aide	\$11.36	27.5	9/11/2017

STUDENT WORKERS

NAME	LOCATION	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
J.A.	CHS	\$10.50	1	9/18/2017
N.A.	CHS	\$10.50	1	9/18/2017
E.B.	CHS	\$10.50	1	9/18/2017
Z.C.	FHS/Student Event Worker	Per Event	Varies	9/8/2017
G.E.	CHS	\$10.50	1	9/18/2017
C.G.	CHS	\$10.50	1	9/18/2017
U.Q.	CHS	\$10.50	1	9/18/2017
D.T.	CHS	\$10.50	1	9/18/2017
M.V.	CHS	\$10.50	1	9/18/2017

CAMP COLTON

NAME	POSITION	RATE OF PAY	EFFECTIVE DATE
Boudreau, Diana	Environmental Education instructor	\$97/day 9 hour shift	9/5/2017
Boudreau, Diana	Program Assistant/Night Counselor	\$157.50/day 15 hour shift	9/5/2017

ENRICHMENT SKILLS TRAINERS

NAME	RATE OF PAY	HOURS PER WEEK	EFFECTIVE DATE
Whipple, Lee	Per Event	2	9/13/2017

RETURNING RETIREES (TEMP POSITIONS)

TEMPORARY ASSIGNMENT

VOLUNTEERS

NAME	LOCATION	TITLE
Appel, Kristin	FHS	Chaperone Olympic National Park Trip
Barroso, Karissa	Camp Colton	Camp Volunteer
Boose, Michelle	FHS	Chaperone Fall Swimming Team to Phoenix Invitational meets
Bradford, Diane	Kinsey	Library volunteer
Cooperrider, Beth	FHS	Swim and Dive Team volunteer
Goebel, Betsy	Kinsey	Education Coach
Hoffman, Cynthia	Sechrist	Courtyard and Green house volunteer
Lopez, Felipe	FHS	Softball Assistant Coach
Robinson, Edward	CHS	Chess Club volunteer
Streeter, Lauren	FHS	Marching Band volunteer
Strones, Patricia	CHS	Band and mentor the robotics team

COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS

NAME	LOCATION	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Blair, Kira	CHS-Sports Event Worker	\$10.50	Varies	9/6/2017
Currier, Margaret	Sinagua MS-Sports Official	Per Event	Varies	9/18/2017
Hernanskey, Jacob	CHS-Sports Event Worker	Per Event	15	9/6/2017

EXTRA DUTY ASSIGNMENTS

The following individuals are already employed with the District and are being assigned to an extra duty and will receive the associated stipend.

NAME	EXTRA DUTY ASSIGNMENT	SCHOOL	SPRING/FALL	AMOUNT
Doren, Taylor	SE Teacher	District	Full Year	\$1,431.12
Laughlin, Jordan	SE Teacher	District	Full Year	\$1,438.88
McReynolds, Nicole	SE Teacher	District	Full Year	\$1,431.84
Nie, Laura	SE Teacher	District	Full Year	\$1,536.84
Ronn, Amy	SE Teacher	District	Full Year	\$1,471.60

Brown, Ginny	Bridges Program	FHS	Full Year	\$1,680.00
Fisher, Leveta	Bridges Program	FHS	Full Year	\$1,800.00
Gurley, Sarah	Sen. Committee	FHS	Full Year	\$1,800.00
Harris, Kristen	Cross Cat	FHS	Full Year	\$1,800.00
Herberger, Eva	Cross Cat	Marshall	Full Year	\$1,800.00
Joralmon, Molly	Cross Cat	SMS	Full Year	\$1,800.00
Knowles-Short, Maureen	Sp Ed. Behavior Support	MEMS	Full Year	\$1,800.00
Kugler, Gina	Anchor Program	CHS	Full Year	\$1,800.00
Laughlin, Jordan	Behavior Support	DeMiguel	Full Year	\$1,800.00
McDonald, Benjamin	Sp Ed. Behavior Support	FHS – TIA	Full Year	\$1,800.00
Nie, Laura	Behavior Support	Sechrist	Full Year	\$1,800.00
Pennington, Jeremy	Sp Ed. Behavior Support	FHS – TIA	Full Year	\$1,800.00
Polin, Rachel	Sp Ed. Behavior Support	MEMS – TIA	Full Year	\$1,800.00
Ronn, Amy	Cross Cat	Marshall	Full Year	\$1,800.00
Sharp, Carol	Cross Cat	SMS	Full Year	\$1,800.00
Stott, Jessica	Transition to Kindergarten	Kinsey	Full Year	\$1,800.00
Swartzendruber, Dennis	Sp Ed. Behavior Support	FHS – TIA	Full Year	\$1,800.00
Mendez, Susan	Dance – Head Coach	FHS	Fall & Spring	\$4,000.00
Scheel, Kaylee	Dance – Asst Coach	FHS	Fall & Spring	\$2,800.00
Mihoda, Alisha	Program Specialist	District	Full Year	\$5,000.00
Sanborn, Beth	Program Specialist	District	Full Year	\$5,000.00
Schmelzle, Deborah	Program Specialist	District	Full Year	\$5,000.00
Hauer, Denise	Program Specialist	District	Full Year	\$4,543.01
Morton, Jeffrey	Program Specialist	District	Full Year	\$443.55
Mageary, Jennifer	Program Specialist	District	Full Year	\$5,000.00
Rusinsky, Kelli	Program Specialist	District	Full Year	\$5,000.00
Mavrek-Gurne, Lynn	Program Specialist	District	Full Year	\$5,000.00
Lescault, Marcia	Program Specialist	District	Full Year	\$5,000.00
Harper, Patricia	Program Specialist	District	Full Year	\$5,000.00
Martinet, Sara	Program Specialist	District	Full Year	\$5,000.00
Swelnis, Sherry	Program Specialist	District	Full Year	\$5,000.00
Sydney, Sampson	Program Specialist	District	Full Year	\$2,295.08
Barreras, Amy	Speech Language	District	Full year	\$1,250.00
Bycroft, Amber	Speech Language	District	Full Year	\$1,000.00
Cencioso, Julia	Speech Language	District	Full Year	\$1,250.00
Collins, Jessica	Speech Language	District	Full Year	\$500.00
Firth, Lynn	Speech Language	District	Full Year	\$1,250.00
Foss, Lisa	Speech Language	District	Full Year	\$1,250.00
Hammond, Stephanie	Speech Language	District	Full Year	\$1,125.00
Huggard, Heidi	Speech Language	District	Full Year	\$1,250.00
Lalan, Jacob	Speech Language	District	Full Year	\$1,000.00
Martrich, Bianca	Speech Language	District	Full Year	\$1,250.00
Spangenberg, Lynn	Speech Language	District	Full Year	\$1,250.00
Titus, Kelly	Speech Language	District	Full Year	\$1,250.00
Tompkins-Smith, Laura	Speech Language	District	Full Year	\$1,250.00

Valencia, Mary Christina	Speech Language	District	Full Year	\$625.00
West, Valerie	Speech Language	District	Full Year	\$1,250.00
Wilson, Beth	Speech Language	District	Full Year	\$1,250.00
Spangenberg, Lynn	Speech Therapist	District	Full Year	\$3,054.00
Gibbs-Cassidy, Beverlee	Lead Psychologist	District	Full Year	\$3,000.00
Gallad, Erin	Sp. Needs Specialist	District	Full Year	\$10,000.00
Hester, Sarah	Sp. Needs Specialist	District	Full Year	\$5,000.00
Randall, Russell	Sp. Needs Specialist	District	Full Year	\$10,000.00
Dennis, Kimberly	Lead PT	District	Full Year	\$500.00
Cencioso, Julia	Lead Speech Therapist	District	Full Year	\$1,000.00
Zsenai, Sara	Lead Preschool	District	Full year	\$500.00
Thompson, David	Asst. Robotics Coach	Coconino	Full Year	\$1,600.00
Paulsen, Cheryl	Family Engagement	Marshall	Full Year	\$500.00
White, Sheila	PBIS Coordinator	Marshall	Full Year	\$1,000.00
Motes, Erin	Ass. Cheer Coach	Coconino	Fall	\$1,600.00
Cheney, William	Chess Coach	PdH	Fall/Spring	\$2,000.00
Rhoton, Tess	Varsity Volleyball	SMS	Fall	\$675.00
Rosado, Kelisha	Varsity Volleyball	SMS	Fall	\$650.00
Dennis, Kim	Varsity Volleyball	SMS	Fall	\$600.00
Wilson, Marc	Varsity Volleyball	SMS	Fall	\$600.00
Gibson, Krista	JV Volleyball	SMS	Fall	\$600.00
Fields, Chat	JV Volleyball	SMS	Fall	\$600.00
Hasgood, Thomasit	JV Volleyball	SMS	Fall	\$600.00
Boadway, Steve	JV Volleyball	SMS	Fall	\$750.00
Regan, Casey	JV Volleyball	SMS	Fall	\$600.00
Conrad, Emily	Varsity Volleyball	SMS	Fall	\$600.00
Rosado, Kelisha	JV Volleyball	SMS	Fall	\$650.00
Rhode, Steve	Cross Country	SMS	Fall	\$750.00
Viskocil, Tom	Cross Country	SMS	Fall	\$700.00
Osborn, Erin	Cross Country	SMS	Fall	\$625.00
Downey, Gretchen	Cross Country	SMS	Fall	\$625.00
Trejo, Gabe	Soccer Coach	SMS	Fall	\$625.00
Harpst, Michael	Soccer Coach	SMS	Fall	\$600.00
Campbell, Chris	Soccer Coach	SMS	Fall	\$600.00
Reger, Casey	Dept. Chair Primary	Marshall	Full Year	\$1,400.00
Kasch, Russ	Dept. Chair Intermediate	Marshall	Full Year	\$1,300.00

SUBSTITUTES

SUSTITUTE TEACHERS

NAME

Michael Harpst
Don Rabe
Diane Morrow
Kristi Lambright
Stephen Babcock
Mary McGee
Joe Justad
Kaitlyn Rini

SUB-AIDES

NAME

Britney Lawler
Beth Vander Stoep
Tanya Lucius
Carolyn Given

SUB-NURSES

NAME
Cristin Carrillo

SUB-CAREGIVERS

NAME
Jordyn Osborn
Alexis Alarcon
Carolyn Given

RETIREMENTS

The following staff are requesting to retire from the District.

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

RELEASE OF CONTRACT

The following staff are requesting a Leave of Absence from the District

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

LEAVE OF ABSENCE

ADMINISTRATION

CERTIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Bevirt, McKenzie	CHS	School Nurse	11/2/2017

LICENSED PROFESSIONAL

CLASSIFIED

QUALIFIED EVALUATORS

STUDENT TRAVEL

1. Mount Elden Middle School – Alpine Leadership Academy Spring 2018 Overnight Expeditions
2. Summit High School – Outdoor Service Club Youth Leadership Workshop in Zion National Park May 1-May 4, 2018

PRESENTATIONS

1. Wellness Committee Report – Representative from the District’s Wellness Committee will present their report for the 2016-17 school year. (B. Kuhn)

2. Superintendent's Report – (M. Penca)
 - a. Inclusion and Protection Resolution
 - b. Current Events
3. FUSD Highlights – (K. Eberhard)
 - a. Current Events
4. Curriculum and Instruction Report – (M. Walton)
 - a. AzMERIT Achievement Data 2016-17
 - b. Current Events
5. Finance and Budget Report – (S. Walmer)
 - a. Annual Financial Report
6. Operations and Support Services Report – (B. Kuhn)
 - a. Facility Fee Schedule and School Dude Report
 - b. Flagstaff High School Welding Lab Remodel Project
7. Human Resources Report – (D. Anderson)
 - a. Current Events
8. Governing Board Members' Report
 - a. Current Events

DISCUSSION/ACTION ITEMS

1. DeMiguel Easement – Discussion and possible action regarding the first amendment to the Agreement dated October 25, 1988 and Grant of Utility Easement for DeMiguel Elementary School and authorization for Superintendent Michael A. Penca to sign on behalf of the District. (B. Kuhn)
2. Coconino Community College IGA – Discussion and possible action regarding the intergovernmental agreement with Coconino Community College for Dual Enrollment Courses. (B. Kuhn)
3. Purchase of Vehicles – Discussion and possible action regarding the purchase of two (2) fourteen passenger vehicles. (B. Kuhn)
4. Governing Board Meetings, Agenda Preparation and Prioritization – Discussion and possible action regarding agenda preparation, meeting procedures, rules of order, the consent agenda, voting methods, and Board roles and responsibilities. (M. Penca)

5. BoardDocs – Discussion and possible action regarding proceeding with implementation of BoardDocs to create and manage board packets, access information and conduct meetings. (M. Penca)
6. Meeting Dates – The Board may approve additional meeting dates, may reschedule and/or cancel previously scheduled meetings. (C. Fredericks)

INFORMATION ITEMS

1. Future Agenda Items – The Governing Board may identify items they would like placed on a future agenda.

EXECUTIVE SESSION

1. Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to hold an executive session, which will not be open to the public, for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda. This may be conducted by speakerphone.

*Instructions Regarding Confidentiality:

Pursuant to A.R.S. § 38-431.03(C) all are reminded that minutes of or discussions made at executive sessions are confidential by law and that violations of that confidentiality may subject the individuals involved to such penalties as are prescribed by law, including fines, costs, attorneys' fees and removal from office.

ADJOURNMENT OF PUBLIC MEETING

Preliminary

Executive Session

Call to the Public

Consent Agenda

OFFICIAL MINUTES

September 12, 2017

A public meeting of the Flagstaff Unified School District Governing Board was convened on September 12, 2017 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

Ms. Fredericks called the meeting to order at 4:16 pm. This was followed by a Moment of Silence and the Pledge of Allegiance.

Roll Call:

Board Member

Ms. Christine Fredericks, President

Ms. Kara Kelty, Clerk

Dr. Carole Gilmore, Member

Dr. Carol Haden, Member

Ms. Kathryn Kozak, Member

Administrative Staff

Mr. Michael Penca, Superintendent

Ms. Mary K. Walton, Assistant Superintendent

Mr. Robert Kuhn, Assistant Superintendent

Mr. Scott Walmer, Director of Finance

Ms. Dawn Anderson, Director of Human Resources

Ms. Karin Eberhard, District Relations Coordinator

Ms. Kim Branges, Executive Assistant

Dr. Gilmore said she had a Point of Law, Point of Clarification, and a Point of Order she would like to make. Regarding Point of Law, she said ARS 23-961 mandates that the District provide workman's comp and she has copies of statute. On the Point of Clarification, she asked if Superintendent Penca and/or Assistant Superintendent Kuhn could verify that in their recent meeting with The Trust, they were told that no insurance is in place until, and if, the Governing Board approves an employment contract. As for the Point of order, she asked if employment and extra duty contracts under tonight's consideration are part and parcel of the consent agenda.

Dr. Haden moved to adopt the agenda as submitted. Ms. Kelty seconded; motion carried 4-0-1 with Dr. Gilmore abstaining from the vote.

34 people signed the guest register

Worksession

Derek Born, Flagstaff Education Association (FEA) President reviewed the history of past agreements between FEA and FUSD and then reviewed the current proposed agreement. He said that there were problems with the previous agreement but he feels that those issues have been addressed with this proposed agreement. Dr. Gilmore said that she would recuse herself from the vote.

Ms. Kelty made a motion to enter Executive Session at 4:53 pm pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) for discussion or consultation with its attorney(s) for legal advice and in order to consider its position and instruct its attorney(s) regarding the proposed agreement by and between the Flagstaff Education Association and the Flagstaff Unified School District. Ms. Kozak seconded; motion carried 5-0.

The Executive Session ended at 5:49 pm and the public meeting was reconvened.

Ms. Kelty said the Board supports better dialogue with teachers but she feels this agreement falls short. She said she sees value in a meet and confer process.

Ms. Kelty made a motion to not approve the agreement presented tonight but instead direct legal counsel to draft a new agreement. Ms. Kozak seconded; motion carried 4-0. Dr. Gilmore did not vote on this item.

CALL TO THE PUBLIC

CONSENT AGENDA

1. Minutes of the Regular Meeting held on August 22, 2017
2. Minutes of the Special Meeting held on September 5, 2017
3. Vouchers: DS706A17; DS718A17; DS724A17; DS725A17; DS707A17; DS717A18; DS727A18; AD814A18; AD810A17; AD821A18; AD823A17; AX809B18; AD807A18; AX809B17; AX809A18; AX809A17; AD816A18; AD811A17; AD811A18; 015; 313; 315 (Detailed information is available upon request)
4. June 2017 Associated Students Activity Fund Report
5. Monetary Donations:
Charities Aid Foundation America \$20,000 for Sports Equipment/Coach Stipends at Leupp School
Northern Arizona Healthcare/Flagstaff Medical Center \$110,377 for FitKids Program Districtwide
Elizabeth A. Acree \$100 for Karlyn Heilman Donations at Coconino High School
Clifford G. & Lynn Thorsrud Nystrom \$25 for Karlyn Heilman Donations at Coconino High School
The Kula Foundation \$2.60 for Student Supplies at Flagstaff High School
Balfour \$1,500 for Registration/Teacher Appreciation at Flagstaff High School
Wells Fargo Community Support \$65 for Student Supplies at Flagstaff High School

Killip Elementary School PTO \$1,186.55 for Laptop Cart at Killip Elementary School
City of Flagstaff \$2,500 for Mural at Summit High School
DeMiguel Elementary School PTO \$5,500 for Accelerated Reading Program at DeMiguel School
Flagstaff Arts Council \$1,250 for Graphing Calculators at Coconino and Flagstaff High Schools

6. Gifts and Donations: 1 Superstand Youth valued at \$2,000 from Stephen & Sylvia Blanchard for Exceptional Student Services at Sinagua Middle School; 1 five-drawer lateral file cabinet valued at \$450 from Susan Morley for Music/Band at Flagstaff High School
7. Approval of Second Reading of Revisions to Policies BBBA Board Member Qualifications; EEAEA Bus Driver Requirements, Training, and Responsibilities; IJJ Textbook / Supplementary Materials Selection and Adoption; IKE-RB Promotion and Retention of Students; JFAA Admission of Resident Students; and JFABC Admission of Transfer Students Closure of Leupp Student Activities Bank Account

8. Resignations, appointments, retirements, releases from contract, leaves of absence and substitutes:

RESIGNATIONS/TERMINATIONS

ADMINISTRATION

CERTIFIED

Hatch, Dawn	FHS	Sensory Communication/Nurse	8/20/2017
Trainor, Kris	Districtwide	Teacher of the Hearing Impaired	8/7/2017

LICENSED PROFESSIONAL

CLASSIFIED

Ashcroft, Theresa	DeMiguel	General/Kindergarten Aide	8/24/2017
Benally, Darrien	CHS	Band Instructional Aide	8/29/2017
Castro, Nicolas	FHS/TIA	Paraprofessional	6/2/2017
Goldberg, Danielle	FHS	Instructional Aide (Eagles Crest)	8/30/2017
Kies, Gretchen	Sinagua MS	Instructional Aide (Little Ropers)	8/25/2017
Lawler, Britney	Cromer	FACTS Team Leader	9/5/2017
Moss, Claudia	Marshall	SPED Paraprofessional	9/8/2017
Winski, Cathryn	Thomas	FACTS Team Leader	9/12/2017
Wofford, Justina	Transportation	Bus Driver	8/21/2017

OTHER

APPOINTMENTS

*Salaries noted for some new hires are based on current verified information at time of preparation of this agenda. Salaries may be subject to change, as more information is received/verified by Human Resources

ADMINISTRATION

CERTIFIED

Hauer, Denise	Marshall	Program Specialist	1.0	\$31,683	8/28/2017
Wong, Selina	Summit HS	School Counselor	1.0	\$34,252	9/5/2017

LICENSED PROFESSIONAL

CLASSIFIED

Amante, Jessica	Knoles	FACTS Caregiver	\$10.50	19	9/5/2017
Barnhart, Andrea	DeMiguel	Kindergarten Aide	\$11.11	18.75	8/21/2017
Beecroft, Laura	DeMiguel	Kindergarten & General Aide	\$10.83	18.75	8/23/2017
Clark, Susan	Business/Support	Payroll Clerk	\$16.57	40	9/25/2017
Clayton, Staci	Sechrist	SPED Parapro	\$11.81	9.25	8/21/2017
Chacon, Jesus	Knoles	FACTS Caregiver	\$10.50	18	8/28/2017
Del Valle, Maria	Puente De Hozho	Bilingual Immersion Assistant	\$11.81	32	8/16/2017

Garcia, Lorraine	FHS/Eagles Crest Instructional Assist.	\$11.62	9	9/5/2017
Giacomelli, Crystal	Sinagua MS Little Ropers Assist.	\$11.36	27.5	8/22/2017
Gragnano, Joseph	Cromer FACTS Caregiver	\$10.50	15	8/28/2017
Guerrero, Joel	Killip Home School Coordinator	\$15.10	29.5	8/28/2017
Hester, Jackson	CHS TSW Pgm. Secretary	\$13.98	37.5	8/21/2017
Howe, Erin	Sinagua MS Little Ropers Assist.	\$11.36	27.5	8/22/2017
Keegan, Colleen	Cromer Kinder Assist.	\$10.83	20.5	8/29/2017
Lindseth, Kandice	Sechrist SPED Parapro	\$11.81	30.75	9/5/2017
Lom, Rosa	Sinagua MS Little Roper Assist.	\$11.11	20	8/30/2017
McCarthy, Madeline	Marshall SPED Parapro	\$11.30	9	8/17/2017
McGowen, Kaley	DeMiguel FACTS Caregiver	\$10.50	18	8/29/2017
Marandola, Phillip	Sinagua MS SPED Parapro	\$11.81	31.75	8/31/2017
Markham, Macey	Sechrist SPED Parapro	\$11.30	27.75	9/5/2017
Mazza, Natividad	Sinagua MS SPED Parapro	\$11.30	31.75	8/10/2017
Norton, Mary	Thomas Instructional Aide	\$10.83	27	9/7/2017
Patten, Teena	Thomas Instructional Aide	\$10.83	27	8/28/2017
Pressley, Liliana	FHS Eagles Crest Assistant	\$11.36	27.5	8/28/2017
Schaffer, Trystin	Cromer FACTS Team Leader	\$13.95	37.5	8/24/2017
Schraan, Rachel	SMS SPED Parapro	\$11.30	31.75	8/28/2017
Strobel, Erica	Thomas SPED Parapro	\$11.30	30.75	8/21/2017

STUDENT WORKERS

CAMP COLTON

Bundy, Nicole	Environmental Education Instructor	\$97/9 hour shift	8/28/2017
Ly, Michelle	Environmental Education Instructor	\$97/9 hour shift	9/5/2017
Smith, Sarah E.	Environmental Education Instructor	\$97/9 hour shift	9/6/2017

ENRICHMENT SKILLS TRAINERS

RETURNING RETIREES (TEMP POSITIONS)

TEMPORARY ASSIGNMENT

VOLUNTEERS

NAME	LOCATION	TITLE
Benford, Andrew	CHS	Cross Country/Track
Camou, Astrid	CHS	TSW Program
DelGiorgio, Joe	FHS	Golf Team
Garrison, Michael	Thomas	Lego Robotics
Mortensen, Heidi	DeMiguel	PBIS
Tuck, James Allen	Sechrist	Schoolwide
Vevellen, Margaret	Kinsey Classroom;	playground
Waltner, Joe	MEMS/Puente	Schoolwide
Witherspoon, Angela	FHS	Girls' Basketball Program
Whipple, Lee	CHS	Chess Club

COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS

Calahan, Adam	CHS	Sports Event Worker	8/29/2017
Gamble, Connor	FHS	Student Event Worker	8/21/2017

EXTRA DUTY ASSIGNMENTS

The following individuals are already employed with the District and are being assigned to an extra duty and will receive the associated stipend.

Komada, Tom	STEM Program Support	Killip	All year	\$2,500
Harmon, John	Bike Club	Summit	Spring	\$500
Harmon, John	Bike Club	Summit	Fall	\$500
Shupak, Carole	Dept. Chair-SPED	SMS	All Year	\$900
Jones, Holly	Dept. Chair-PE	SMS	All year	\$700
Villegas, Veronica	Dept. Chair-SS	SMS	All Year	\$900
Nelson, Erin	Dept. Chair-Math	SMS	All Year	\$1,100

Stahl, Sara	Dept. Chair-English	SMS	All Year	\$700
Morgan, Heather	Dept. Chair-English	SMS	All Year	\$700
Jenkins, Carrie	Dept. Chair- Science	SMS	All Year	\$1,300
Colvard, Carrie	Combo Music	SMS	All Year	\$2,500
Colvard, Randy	Combo Music	SMS	All Year	\$2,500
Nelson, Erin	Student Council	SMS	All Year	\$500
Morgan, Heather	Student Council	SMS	All Year	\$500
Worssam, Jillian	Yearbook	SMS	All Year	\$2,000
Wertz, Kathryn	NJHS Advisor	SMS	All Year	\$600
Osborne, Erin	NJHS Advisor	SMS	All Year	\$400
Cheney, Bill	Chess Coach	SMS	All Year	\$2,200
Ragan, Tad	TOA	SMS	All Year	\$12,500
Naleski, Sarah	Volleyball	MEMS	1st Team	\$625
Naleski, Sarah	Volleyball	MEMS	2nd Team	\$625
Taylor, Bryan	Soccer	MEMS	Fall	\$625
Baldner-Hathaway, Trevor	Cross Country	MEMS	Fall	\$625
Griffith, Jonathan	Soccer	MEMS	Fall	\$625
Hagerman, Criselle	Volleyball	MEMS	Fall	\$625
Lessley, Ursula	Volleyball	MEMS	Fall	\$600
Baker, Jeanette	Volleyball	MEMS	Fall	\$600
McKay, Tim	MS Band	MEMS	All Year	\$1,800
Good, Jeff	MS Orchestra	MEMS	All Year	\$1,400
Good, Jeff	MS Choir	MEMS	All Year	\$1,400
Frechette, Alexa	NJHS Advisor	MEMS	All Year	\$800
Patton, Lynn	Student Council	MEMS	All Year	\$1,050
Kearns, Robert	Student Council	MEMS	All Year	\$1,050
Dehaven, Christine	Yearbook	MEMS	All Year	\$1,400
Abrams, Lauar	Dept. Chair-CTE	MEMS	All Year	\$900
Petersen, Hesper	Dept. Chair-Math	MEMS	All Year	\$1,000
Penny, Donald	Dept. Chair-PE	MEMS	All Year	\$700
Sawasky, John	Dept. Chair-Science	MEMS	All Year	\$450
Hull, Chris	Dept. Chair-Science	MEMS	All Year	\$450
Collis, Robert	Dept. Chair-SPED	MEMS	All Year	\$900
Irby, Lee	Dept. Chair-SS	MEMS	All Year	\$800
Persinger, Joey	Dept. Chair-English	MEMS	All Year	\$1,000
Slaughter, Cara	TOA	MEMS	All Year	\$12,500
Locke, Brian	CTE-			
Cheney, William	Chess Club	Marshall	All Year	\$1,550
Bacon, Phillip	Photojournalism	Marshall	All Year	\$1,550
MacDonald, Erin	Science Lab/FOSS	Marshall	All Year	\$800
Schwerzel, Andrew	Band Sponsor	CHS	All Year	\$2,000
Schwerzel, Andrew	Orchestra Sponsor	CHS	All Year	\$1,400
Sorden, Diane	CAVIAT Counselor	FHS	Summer	\$2,500
Lyons, Donna	CAVIAT Counselor	CHS	Summer	\$2,500
Pennington, Jeremy	Football, Varsity Asst.	FHS	Fall	\$1,600
Askew, Mitchell	Football, Varsity Asst.	FHS	Fall	\$1,600
Wilson, Cassie	Volleyball, Fresh Head	FHS	Fall	\$1,600
Lopez, Leonard	Softball, Fresh Head	FHS	Fall	\$3,300

SUBSTITUTES

SUSTITUTE TEACHERS

Trevor Baldner-Hathaway; Zachary Carson; Nihal Sarikaya; Elaine Jim; Sherri Dustin; Gail Lagano; Amelia Blake; Michelle Wolfe Vail; Sarah Smith; Rabecca Lausch; Anne McCabe

SUB-AIDES

Eva Hanson; Glenn Best; Johanna Garneau; Kyrsten Conklin; Matthew Coate; Dakota Collins; Merlissa Gorman; Abigail Kahler

SUB-NURSES

Evan Garvey; Sara Shafer; Robin Clark

SUB-CAREGIVERS

Lynette Bybee

RETIREMENTS

The following staff are requesting to retire from the District.

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

Lyons, Marc Facility Services Electrician II 8/10/2017

OTHER

RELEASE OF CONTRACT

The following staff are requesting a Leave of Absence from the District

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

LEAVE OF ABSENCE

ADMINISTRATION

CERTIFIED

Bressler, Jannette Sechrist 2nd Grade Teacher 7/1/2017

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

QUALIFIED EVALUATORS

Ms. Fredericks moved to approve the Consent Agenda as submitted. Ms. Kozak seconded; motion carried 4-0-1 with Dr. Gilmore abstaining from the vote.

STUDENT TRAVEL

1. Coconino High School – Cross Country Team to the Woodbridge Invitational Cross County Classic September 14-16, 2017 in Corona, California

Ms. Fredericks moved to approve Student Travel Item #1 as submitted. Ms. Kelty seconded; motion carried 5-0.

2. Coconino High School – CocoNuts Team to the NexGen Academy ABQ FTC Tournament January 20, 2018 in Albuquerque, New Mexico

Dr. Haden moved to approve Student Travel Item #2 as submitted. Ms. Kelty seconded; motion carried 5-0.

PRESENTATIONS

1. Search and Rescue

Ms. Eberhard introduced representatives from Coconino County Sheriff's Office Search and Rescue. They provided information regarding their Hug a Tree curriculum, which was recently expanded from elementary schools into middle schools. Their plan for the future is to expand the curriculum to high school students. They said the program is preventative search and rescue and the essence of the program is to not get lost and to stay in one place if lost.

2. Superintendent's Report

Mr. Penca reviewed his written report. His report included an update of student counts for this school year. He said the District had 9,968 students on the 15th day, which is 90 more students than the same day last year. He distributed and reviewed the 20th day count comparison, which was September 8th. The 20th day count is 57 more students than the same day last year.

3. FUSD Highlights

Ms. Eberhard provided a PowerPoint presentation on good news stories from around the District.

4. Curriculum and Instruction Report

Ms. Walton introduced Robert Kelty, Puente de Hózhó Elementary School Principal. Dr. Kelty provided information regarding the Puente Language program's International Baccalaureate initiative.

5. Finance and Budget Report

Mr. Walmer answered questions regarding the Monthly Reports on Maintenance and Operations, 301 Funds, District Additional Assistance/Capital Outlay Accounts.

6. Operations and Support Services Report

Mr. Kuhn acknowledged Joe Martin, Director of Transportation, and other members of that department for their contributions to the success of the Climb to Conquer Cancer last month. He then introduced Brandon Kavanagh, legal counsel for the District. Mr. Kavanagh reviewed issues with the original easement near DeMiguel Elementary school where the school meets the Mountain Dell neighborhood and his recommendations for a new agreement that the Board will be asked to approve at a future meeting. Mr. Kuhn provided a report on progress of the Flagstaff High School Welding Lab remodel project.

7. Human Resources Report

Ms. Anderson reviewed her plans for presentations at future Board meetings. There were no questions regarding her written report.

8. Governing Board Members' Report

Board Members reported on various activities, conferences and meetings they have attended.

At 7:41 pm the Board took a ten-minute break. The public meeting was reconvened at 7:51 pm.

GENERAL ADMINISTRATION: DISCUSSION/ACTION ITEMS

1. Student Representation

Ms. Kelty provided a PowerPoint presentation regarding student representatives on the School Board. Board Members discussed options of how student representatives could be involved. Board Members supported the idea of a student advisory council with their chosen representative making presentations to the Board. Mr. Contente-Cuomo recommended that the committee be a committee of the superintendent.

Dr. Gilmore made a motion to give direction that Superintendent Penca and Ms. Kelty move forward with the formation of a student advisory committee and determine a way for students to make presentations to the Governing Board. Ms. Kozak seconded; motion carried 5-0.

2. NARBHA Institute Grant

Ms. Kozak moved to accept the grant from Northern Arizona Regional Behavioral Health Authority (NARBHA) Institute for Integrating Behavioral Health Partnerships staff trainings. Ms. Fredericks seconded; motion carried 5-0.

3. Food Program Procurement Plan

Ms. Fredericks moved to approve adoption of the Child and Adult Care Food Program Procurement Plan. Dr. Haden seconded; motion carried 5-0.

4. ASBA County Meeting

Ms. Fredericks moved to approve Board and Administration attendance at the Arizona School Boards Association Coconino County Meeting on Wednesday, October 25, 2017 in Tuba City, Arizona. Ms. Kozak seconded; motion carried 5-0.

Ms. Fredericks, Ms. Kelty and Dr. Haden indicated that they plan to attend.

5. Flagstaff Middle School Roof

Ms. Kozak moved to approve repairs to the main building roof and replacement of the gym roof at Flagstaff Middle School. Ms. Kelty seconded; motion carried 5-0.

6. Policy Revision JFB

Ms. Fredericks moved to approve the second reading of revisions to Policy JFB Open Enrollment as revised. Dr. Haden seconded; motion carried 5-0.

7. Meeting Dates

INFORMATION ITEMS

1. Future Agenda Items

Dr. Gilmore requested that a representative from the Trust address Worker's Comp at the September 26th meeting.

Ms. Fredericks suggested that Board Members have an FUSD email address. Ms. Anderson said she is working on it and the Board Members will soon have those email addresses.

Ms. Eberhard will take pictures of Board Members prior to the September 26th meeting.

ADJOURNMENT OF REGULAR MEETING – Ms. Kozak moved to adjourn at 8:40 pm. Ms. Fredericks seconded; motion carried. The meeting was adjourned at 8:40 pm.

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

RENT VOUCHERS AS OF SEPTEMBER 20, 2017
TOTALS FOR BOARD
MEETING DATED SEPTEMBER 26, 2017

Accounts Payable	DS822A18	8/23/2017	35,022.28	Carole Gilmore
Accounts Payable	DS821A17	8/24/2017	70,825.60	Carole Gilmore
Accounts Payable	DS817A18	8/17/2017	12,319.26	Carole Gilmore
Accounts Payable	DS815A18	8/17/2017	370,048.39	Carole Gilmore
Accounts Payable	DS811A17	8/11/2017	161,306.28	Carole Gilmore
Accounts Payable	DS809A18	8/10/2017	85,180.69	Carole Gilmore
Accounts Payable	DS807A18	8/10/2017	53,773.10	Carole Gilmore
Auxiliary				
Auxiliary				
Auxiliary				
Auxiliary				
Auxiliary				
Payroll				
Payroll				
Payroll				

FUSD Governing Board Meeting
AGENDA
September 26, 2017
HUMAN RESOURCE SUMMARY

RESIGNATIONS/TERMINATIONS

ADMINISTRATION

CERTIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Ashe, Heidi	MEMS	PE Teacher	9/15/2017
Morton, Jeff	Sechrist	Program Specialist	9/22/2017

LICENSED PROFESSIONAL

CLASSIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Hazelton, John	Transportation	Bus Driver	9/29/2017
Markham, Macey	SPED Parapro	Sechrist	9/7/2017
Mayer, Octavio	Transportation	Bus Driver	9/8/2017
Sutton, Desirea	SPED Parapro	CHS	8/17/2017

OTHER

APPOINTMENTS

**Salaries noted for some new hires are based on current verified information at time of preparation of this agenda. Salaries may be subject to change, as more information is received/verified by Human Resources*

CERTIFIED

NAME	LOCATION	TITLE	FTE	SALARY	EFFECTIVE DATE
Dunlap, Codi	CHS	School Nurse	1.0	\$31,441	9/1/2017
Dustin, Sherri	Marshall	SPED Resource Teacher	.5	\$18,024	9/5/2017
Hustead, Heather	Knoles	3 rd Grade Teacher	1.0	\$29,996	9/11/2017
Titus, Misty	FHS	Nurse/Sensory Comm.	1.0	\$30,194	9/15/2017

LICENSED PROFESSIONAL

CLASSIFIED

NAME	LOCATION	TITLE	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Bennett, Emily	Cromer	FACTS SPED Aide	\$11.30	11	9/26/2017
Champlin, Rosemary	Thomas	FACTS/Team Leader	\$15.33	37.5	9/7/2017
Cunningham, Candice	FHS	SPED Parapro	\$11.66	31.75	9/11/2017
Dvorak, Sue	Kinsey	SPED Parapro	\$11.84	30.5	9/6/2017
Enciso, Joaquin	Knoles	SPED Parapro	\$11.81	30.75	9/19/2017
Fleckenstein, Emily	Knoles/Thomas	FACTS Caregiver	\$10.50	16	9/25/2017
Garrett, Brady	DeMiguel	FACTS Caregiver	\$10.50	12	9/4/2017
Howard, Rachael	Sinauga MS	Computer Data Clerk	\$12.39	20	9/11/2017
James, Sammy	Cromer	SPED Parapro	\$12.41	30.5	9/5/2017
Jimenez, Elaine	DeMiguel	FACTS Caregiver	\$10.50	4	9/20/2017
Jimenez, Elaine	Marshall	FACTS SPED Aide	\$11.30	9	9/20/2017
Jolley, Daniel	Transportation	Bus Driver	\$14.32	40	9/5/2017
Mano, Marissa	Thomas	Kindergarten/General Aide	\$10.83	19.25	9/7/2017
Martin, Mercedes	Knoles	SPED Parapro	\$11.81	30.75	9/5/2017
Osborn, Jordyn	FHS	Sub Caregiver/Eagle's Crest Childcare Center	\$10.50	Varies	9/11/2017

Phillips, Linda	CHS	Team Leader TSW (Transition School To Work)	\$14.32	31.5	9/5/2017
Toskey, Colton	CHS	SPED Parapro	\$11.81	31.75	9/15/2017
Wilson, Tasha	Sinagua MS	Instructional Aide	\$11.36	27.5	9/11/2017

STUDENT WORKERS

NAME	LOCATION	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
J.A.	CHS	\$10.50	1	9/18/2017
N.A.	CHS	\$10.50	1	9/18/2017
E.B.	CHS	\$10.50	1	9/18/2017
Z.C.	FHS/Student Event Worker	Per Event	Varies	9/8/2017
G.E.	CHS	\$10.50	1	9/18/2017
C.G.	CHS	\$10.50	1	9/18/2017
U.Q.	CHS	\$10.50	1	9/18/2017
D.T.	CHS	\$10.50	1	9/18/2017
M.V.	CHS	\$10.50	1	9/18/2017

CAMP COLTON

NAME	POSITION	RATE OF PAY	EFFECTIVE DATE
Boudreau, Diana	Environmental Education instructor	\$97/day 9 hour shift	9/5/2017
Boudreau, Diana	Program Assistant/Night Counselor	\$157.50/day 15 hour shift	9/5/2017

ENRICHMENT SKILLS TRAINERS

NAME	RATE OF PAY	HOURS PER WEEK	EFFECTIVE DATE
Whipple, Lee	Per Event	2	9/13/2017

RETURNING RETIREES (TEMP POSITIONS)

TEMPORARY ASSIGNMENT

VOLUNTEERS

NAME	LOCATION	TITLE
Appel, Kristin	FHS	Chaperone Olympic National Park Trip
Barroso, Karissa	Camp Colton	Camp Volunteer
Boose, Michelle	FHS	Chaperone Fall Swimming Team to Phoenix Invitational meets
Bradford, Diane	Kinsey	Library volunteer
Cooperrider, Beth	FHS	Swim and Dive Team volunteer
Goebel, Betsy	Kinsey	Education Coach
Hoffman, Cynthia	Sechrist	Courtyard and Green house volunteer
Lopez, Felipe	FHS	Softball Assistant Coach
Robinson, Edward	CHS	Chess Club volunteer
Streeter, Lauren	FHS	Marching Band volunteer
Strones, Patricia	CHS	Band and mentor the robotics team

COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS

NAME	LOCATION	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Blair, Kira	CHS-Sports Event Worker	\$10.50	Varies	9/6/2017
Currier, Margaret	Sinagua MS-Sports Official	Per Event	Varies	9/18/2017
Hernanskey, Jacob	CHS-Sports Event Worker	Per Event	15	9/6/2017

EXTRA DUTY ASSIGNMENTS

The following individuals are already employed with the District and are being assigned to an extra duty and will receive the associated stipend.

NAME	EXTRA DUTY ASSIGNMENT	SCHOOL	SPRING/FALL	AMOUNT
Doren, Taylor	SE Teacher	District	Full Year	\$1,431.12
Laughlin, Jordan	SE Teacher	District	Full Year	\$1,438.88
McReynolds, Nicole	SE Teacher	District	Full Year	\$1,431.84
Nie, Laura	SE Teacher	District	Full Year	\$1,536.84
Ronn, Amy	SE Teacher	District	Full Year	\$1,471.60
Brown, Ginny	Bridges Program	FHS	Full Year	\$1,680.00
Fisher, Leveta	Bridges Program	FHS	Full Year	\$1,800.00
Gurley, Sarah	Sen. Committee	FHS	Full Year	\$1,800.00
Harris, Kristen	Cross Cat	FHS	Full Year	\$1,800.00
Herberger, Eva	Cross Cat	Marshall	Full Year	\$1,800.00
Joralmon, Molly	Cross Cat	SMS	Full Year	\$1,800.00
Knowles-Short, Maureen	Sp Ed. Behavior Support	MEMS	Full Year	\$1,800.00

Kugler, Gina	Anchor Program	CHS	Full Year	\$1,800.00
Laughlin, Jordan	Behavior Support	DeMiguel	Full Year	\$1,800.00
McDonald, Benjamin	Sp Ed. Behavior Support	FHS – TIA	Full Year	\$1,800.00
Nie, Laura	Behavior Support	Sechrist	Full Year	\$1,800.00
Pennington, Jeremy	Sp Ed. Behavior Support	FHS – TIA	Full Year	\$1,800.00
Polin, Rachel	Sp Ed. Behavior Support	MEMS – TIA	Full Year	\$1,800.00
Ronn, Amy	Cross Cat	Marshall	Full Year	\$1,800.00
Sharp, Carol	Cross Cat	SMS	Full Year	\$1,800.00
Stott, Jessica	Transition to Kindergarten	Kinsey	Full Year	\$1,800.00
Swartzendruber, Dennis	Sp Ed. Behavior Support	FHS – TIA	Full Year	\$1,800.00
Mendez, Susan	Dance – Head Coach	FHS	Fall & Spring	\$4,000.00
Scheel, Kaylee	Dance – Asst Coach	FHS	Fall & Spring	\$2,800.00
Mihoda, Alisha	Program Specialist	District	Full Year	\$5,000.00
Sanborn, Beth	Program Specialist	District	Full Year	\$5,000.00
Schmelzle, Deborah	Program Specialist	District	Full Year	\$5,000.00
Hauer, Denise	Program Specialist	District	Full Year	\$4,543.01
Morton, Jeffrey	Program Specialist	District	Full Year	\$443.55
Mageary, Jennifer	Program Specialist	District	Full Year	\$5,000.00
Rusinsky, Kelli	Program Specialist	District	Full Year	\$5,000.00
Mavrek-Gurne, Lynn	Program Specialist	District	Full Year	\$5,000.00
Lescault, Marcia	Program Specialist	District	Full Year	\$5,000.00
Harper, Patricia	Program Specialist	District	Full Year	\$5,000.00
Martinet, Sara	Program Specialist	District	Full Year	\$5,000.00
Swelnis, Sherry	Program Specialist	District	Full Year	\$5,000.00
Sydnie, Sampson	Program Specialist	District	Full Year	\$2,295.08
Barreras, Amy	Speech Language	District	Full year	\$1,250.00
Bycroft, Amber	Speech Language	District	Full Year	\$1,000.00
Cencioso, Julia	Speech Language	District	Full Year	\$1,250.00
Collins, Jessica	Speech Language	District	Full Year	\$500.00
Firth, Lynn	Speech Language	District	Full Year	\$1,250.00
Foss, Lisa	Speech Language	District	Full Year	\$1,250.00
Hammond, Stephanie	Speech Language	District	Full Year	\$1,125.00
Huggard, Heidi	Speech Language	District	Full Year	\$1,250.00
Lalan, Jacob	Speech Language	District	Full Year	\$1,000.00
Martrich, Bianca	Speech Language	District	Full Year	\$1,250.00
Spangenberg, Lynn	Speech Language	District	Full Year	\$1,250.00
Titus, Kelly	Speech Language	District	Full Year	\$1,250.00
Tompkins-Smith, Laura	Speech Language	District	Full Year	\$1,250.00
Valencia, Mary Christina	Speech Language	District	Full Year	\$625.00
West, Valerie	Speech Language	District	Full Year	\$1,250.00
Wilson, Beth	Speech Language	District	Full Year	\$1,250.00
Spangenberg, Lynn	Speech Therapist	District	Full Year	\$3,054.00

Gibbs-Cassidy, Beverlee	Lead Psychologist	District	Full Year	\$3,000.00
Gallad, Erin	Sp. Needs Specialist	District	Full Year	\$10,000.00
Hester, Sarah	Sp. Needs Specialist	District	Full Year	\$5,000.00
Randall, Russell	Sp. Needs Specialist	District	Full Year	\$10,000.00
Dennis, Kimberly	Lead PT	District	Full Year	\$500.00
Cencioso, Julia	Lead Speech Therapist	District	Full Year	\$1,000.00
Zsenai, Sara	Lead Preschool	District	Full year	\$500.00
Thompson, David	Asst. Robotics Coach	Coconino	Full Year	\$1,600.00
Paulsen, Cheryl	Family Engagement	Marshall	Full Year	\$500.00
White, Sheila	PBIS Coordinator	Marshall	Full Year	\$1,000.00
Motes, Erin	Ass. Cheer Coach	Coconino	Fall	\$1,600.00
Cheney, William	Chess Coach	PdH	Fall/Spring	\$2,000.00
Rhoton, Tess	Varsity Volleyball	SMS	Fall	\$675.00
Rosado, Kelisha	Varsity Volleyball	SMS	Fall	\$650.00
Dennis, Kim	Varsity Volleyball	SMS	Fall	\$600.00
Wilson, Marc	Varsity Volleyball	SMS	Fall	\$600.00
Gibson, Krista	JV Volleyball	SMS	Fall	\$600.00
Fields, Chat	JV Volleyball	SMS	Fall	\$600.00
Hasgood, Thomasit	JV Volleyball	SMS	Fall	\$600.00
Boadway, Steve	JV Volleyball	SMS	Fall	\$750.00
Regan, Casey	JV Volleyball	SMS	Fall	\$600.00
Conrad, Emily	Varsity Volleyball	SMS	Fall	\$600.00
Rosado, Kelisha	JV Volleyball	SMS	Fall	\$650.00
Rhode, Steve	Cross Country	SMS	Fall	\$750.00
Viskocil, Tom	Cross Country	SMS	Fall	\$700.00
Osborn, Erin	Cross Country	SMS	Fall	\$625.00
Downey, Gretchen	Cross Country	SMS	Fall	\$625.00
Trejo, Gabe	Soccer Coach	SMS	Fall	\$625.00
Harpst, Michael	Soccer Coach	SMS	Fall	\$600.00
Campbell, Chris	Soccer Coach	SMS	Fall	\$600.00
Reger, Casey	Dept. Chair Primary	Marshall	Full Year	\$1,400.00
Kasch, Russ	Dept. Chair Intermediate	Marshall	Full Year	\$1,300.00

SUBSTITUTES

SUSTITUTE TEACHERS

NAME
Michael Harpst
Don Rabe
Diane Morrow
Kristi Lambright
Stephen Babcock
Mary McGee
Joe Justad
Kaitlyn Rini

SUB-AIDES

NAME
Britney Lawler
Beth Vander Stoep
Tanya Lucius
Carolyn Given

SUB-NURSES

NAME
Cristin Carrillo

SUB-CAREGIVERS

NAME
Jordyn Osborn
Alexis Alarcon
Carolyn Given

RETIREMENTS

The following staff are requesting to retire from the District.

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

RELEASE OF CONTRACT

The following staff are requesting a Leave of Absence from the District

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

LEAVE OF ABSENCE**ADMINISTRATION**

CERTIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Bevirt, McKenzie	CHS	School Nurse	11/2/2017

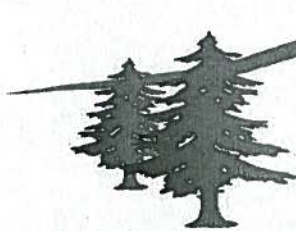
LICENSED PROFESSIONAL

CLASSIFIED

OTHER

QUALIFIED EVALUATORS

Student Travel



FLAGSTAFF UNIFIED

School District

Out of State Travel Application

X Yearly Event

All yearly event applications must be submitted to a school administrator and the Governing Board at least 90 days prior to the event.

 Opportunity Trip

All opportunity trip event applications must be submitted to a school administrator and the Governing Board as soon as possible.

Name of School/Group: Alpine Leadership Academy at MEMS

of Students* Approximately 300

Event: Alpine Leadership Academy Overnight Spring Expeditions

Destination: Differ by grade, see attached spreadsheet

Event Dates: Differ by grade, see attached spreadsheet

Travel Dates: Differ by grade, see attached spreadsheet

Total Days of School Lost: Differ by grade, see attached spreadsheet Substitute(s) necessary? **Yes**

Teacher(s)/Sponsor(s) Differ by grade, see attached spreadsheet

Number of Chaperones* Differ by grade, see attached spreadsheet

Is this an AIA event? **No** If not, describe relation of trip to curriculum: Alpine Leadership Academy provides students with experiential place-based capstone opportunities at the end of each school year. Students will have an opportunity to immerse themselves in Colorado Plateau studies first hand. They will spend time researching different aspects of their trip throughout the spring semester and their learning will culminate in this final, overnight expedition of that semester

Will this event have potential for additional travel such as state, regional, national, or world events?
No

Summary of the itinerary and activities: Please see attached menu options for each grade.

Means of Transportation: Grand Canyon Youth will provide transportation for all river-based trips. Alpine teachers will drive FUSD vehicles for all land-based trips.

How have parents been notified? Parents will receive the attached menu option form as soon as all trips are approved.

Funding Source(s): All trips will be paid for with tax credits, donations from parents and community members, fundraising, and financial aid from the Flagstaff Community Foundation.

What assistance is available for students who can't afford to go? We provide financial aid from Flagstaff Community Foundation grant we received jointly with Grand Canyon Youth. All other community donations also go towards financial aid.

Building Level Administrative Approval

9 19 17

Date

FUSD Policy related to Out-of-State Travel must be followed in order to receive approval.

*IJOA-RB requires a minimum of 24:1 ratio of students to coach/sponsor.

Groups who are coached/sponsored by a member of the opposite sex will be accompanied by a member of each sex.

Alpine Leadership Academy Out of State Travel Application							
Grade level	Event dates (includes travel dates)	Destination	Approximate number of students	Total days of school lost	Total number of chaperones	Number of chaperones who are teachers	Other details
6	Red 4/16--> 4/17	Lee's Ferry to Glen Canyon Dam and back	23	2	7	1 Alpine 6 teacher	Guided by Grand Canyon Youth
6	Orange 4/17--> 4/18	Lee's Ferry to Glen Canyon Dam and back	23	2	7	1 Alpine 6 teacher	Guided by Grand Canyon Youth
6	Yellow 4/18--> 4/19	Lee's Ferry to Glen Canyon Dam and back	23	2	7	1 Alpine 6 teacher	Guided by Grand Canyon Youth
6	Green 4/19--> 4/20	Lee's Ferry to Glen Canyon Dam and back	23	2	7	1 Alpine 6 teacher	Guided by Grand Canyon Youth
6	Blue 4/20--> 4/21	Camping at Lee's Ferry (no river trip component)	23	1	5	4 Alpine 6 teachers	
7	Red 4/18--> 4/21	Upper San Juan: Bluff, UT --> Mexican Hat, UT	23	3	7	1 Alpine 7 teacher and 1 other MEMS teacher or administrator	Guided by Grand Canyon Youth
7	Orange 4/21--> 4/25	Lower San Juan: Mexican Hat, UT --> Clay Hills Crossing, UT	23	0 if snow days are not used --- 3 if snow days are used	7	1 Alpine 7 teacher and 1 other MEMS teacher or administrator	Guided by Grand Canyon Youth
7	Yellow 4/24--> 4/27	Upper San Juan: Bluff, UT --> Mexican Hat, UT	23	2 if snow days are not used --- 4 if snow days are used	7	1 Alpine 7 teacher and 1 other MEMS teacher or administrator	Guided by Grand Canyon Youth
7	Green 5/2--> 5/4	Sedona, AZ (Chavez Crossing)	23	3	3	3 Alpine 7 teachers	
7	Blue 5/9--> 5/11	Homalovi State Park (Winslow, AZ) --> Fool Hollow, AZ	23	1 if snow days are not used --- 3 if snow days are used	3	3 Alpine 7 teachers	
8	Red 4/22--> 4/25	Diamond Down: Diamond Creek --> Pearce Ferry	23	0 if snow days are not used --- 3 if snow days are used	7	1 Alpine 8 teacher and 1 other MEMS teacher or administrator	Guide by Grand Canyon Youth
8	Orange 5/2 --> 5/5	Diamond Down: Diamond Creek --> Pearce Ferry	23	3	7	1 Alpine 8 teacher and 1 other MEMS teacher or administrator	Guide by Grand Canyon Youth
8	Yellow 5/1 --> 5/4	Zion National Park	25 Alpine students and 4 Summit mentor students	4	5	2 Alpine 8 teachers, 1 Summit teacher, 1 other MEMS teacher or administrator	Climbing trip guided by Zion Adventure Guides. Hiking trips guided by Alpine 8 teachers.
8	Green 5/8 --> 5/11	Navajo National Monument/ Canyon de Chelly	25	2 if snow days are not used --- 4 if snow days are used	5	3 Alpine 8 teachers	Guided by Grand Canyon Youth



Hello Alpine 6 Families,

We are pleased to announce our upcoming spring menu of learning expeditions! We will be offering five different learning expeditions. Students will each be able to attend ONE of these. Please read through the attached descriptions, dates, and costs. Based on your family schedule and your student's interest, please fill out the program preference page and return to your child's Colorado Plateau teacher by October 11th.

Program Timeline:

(all forms and money will be returned to your child's Colorado Plateau teacher)

- **October 11th: THIS paper is due**
- Early November: Spring expedition rosters will be announced (based on student preference, friend requests, and expedition paragraphs) and applications will be distributed.
- November 15th: **ALL applications are DUE.**
- December 8th: **ALL deposits are DUE (you can always pay more than this price if you would like to claim it as a tax credit for tax year 2017).**
- December 15th: **ALL TAX CREDITS DUE** for tax year 2017 (or postmarked by December 31st). More tax credit info to come with trip applications.
- January-April: Fundraising, educational prep, service projects.
- April/May: Pre-trip meetings & learning expeditions!

Program Descriptions:

- “ Lee's Ferry is the launch point for all Grand Canyon river trips. While most trips go downstream, you will head upstream towards Horseshoe Bend & Glen Canyon Dam, a beautiful stretch of canyon.
- “ Glen Canyon Dam and the reservoir it creates, Lake Powell, are 15 miles upstream of Lee's Ferry. This is the only remaining stretch of Glen Canyon. The rest of the canyon is hundreds of feet below the surface of Lake Powell.
- “ Lee's Ferry was once a prominent river crossing managed by John Doyle Lee. In fact, you can still see the ruts of the old wagon trains and visit his old homestead, Lonely Dell. Lee's Ferry was the only place you could cross the river by wagon train in 700 miles.
- “ Navajo Sandstone is the predominant rock feature. Wildlife is abundant in this stretch. Keep your eyes open for bighorn sheep, great blue heron, trout, wild horses, lizards and peregrine falcons.

The following page must be turned into your Colorado Plateau teacher by October 11th!!!

Name:

Choose a Program Date

Which program dates work best for you? Please rank the dates from 1 (first choice) to 5 (last choice).

Consider any personal travel plans you may have, sports events, musical performances, or family events that might conflict.

Trip Name	Trip Dates	Trip Price	Preference - Please rank ALL trips. 1 is first choice. 5 is last choice
Red	April 16th-17th	TBD	
Orange	April 17th-18th	TBD	
Yellow	April 18th-19th	TBD	
Green	April 19th-20st	TBD	
Blue (Land-based trip ONLY)	April 20st-21nd	TBD	

Who are three friends you would like to see on your trip? *One will be guaranteed!*

1. _____ 2. _____
3. _____

Expedition Paragraph: Why do you want to attend this learning expedition? What will you gain as a student and as a person by taking part in this expedition? Please write a well-crafted paragraph that will help your teachers to understand why you should attend this expedition.

Help us to gauge our financial aid goal

We recognize that each family's situation is unique. In order to set a financial aid goal, it is helpful to know what your child's financial need would be in order to attend a spring expedition of choice.

Since we know that middle school students sometimes struggle to come up with ideas on how to earn money for their trips, we encourage them to work in their communities doing things like babysitting, yard work, walking dogs, and doing other chores. We also hold the Alpine Hike-A-Thon to help provide a structure to their fundraising. All money earned per individual will go directly towards that individual's spring expedition. It is common for students to ask extended family and neighbors to sponsor them through tax credit donations for this event.

Sometimes, even with careful planning and a lot of student effort, families are not able to reach the fundraising goal needed to make the trips happen. Usually, parents and guardians are aware that this situation will arise ahead of time. If you feel that this is a likely scenario for your student, please indicate the amount of support you anticipate needing below. Once students are assigned to specific trips and we have a more accurate estimate of financial need (with a formal "financial aid request" form), financial aid will be awarded.

Please check ONE of the choices below:

☐ No financial aid is necessary.

☐ Financial aid is necessary. Requested amount: \$ _____

Thank you again for your support with the spring learning expeditions! We are excited to get the ball rolling. Please let us know if you have any further questions!

Alpine 6



Hello Alpine Coyotes Families,

We are pleased to announce our upcoming spring menu of learning expeditions! We will be offering five different learning expeditions. Students will each be able to attend ONE of these. Please read through the attached descriptions, dates, and costs. Based on your family schedule and your student's interest, please fill out the program preference page and return to Ms. Manygoats by October 11th.

Program Timeline

- **October 11th: THIS paper is due**
- Early November: Spring expedition rosters will be announced (based on student preference, friend requests, and expedition paragraphs) and applications will be distributed.
- November 15th: **ALL applications are DUE.**
- December 8th: **ALL deposits are DUE (you can always pay more than this price if you would like to claim it as a tax credit for tax year 2017).**
- December 15th: **ALL TAX CREDITS DUE** for tax year 2017 (or postmarked by December 31st). More tax credit info to come with trip applications.
- January-April: Fundraising, educational prep, service projects.
- April/May: Pre-trip meetings & learning expeditions!

Program Descriptions:

Sedona

Dates: May 2nd - May 4th

Cost: TBD

Expedition Specifics: Alpine students will spend three full days in Sedona, exploring Oak Creek Canyon and Wet Beaver Creek. This expedition will include hiking, exploring riparian areas, and swimming. Students will camp near Oak Creek and use that area as a launching point for the expedition. Students will visit local heritage sites, hike on trails in riparian areas along Oak Creek and Wet Beaver Creek where we collect water samples.

Curricular Focus: River ecology; geology of Oak Creek Canyon and the Mogollon Rim; Ancient Civilization and Westward Migration and settlements; Leave No Trace ethics.

Upper San Juan

Dates: April 18th-21st and April 24th - 27th

Cost: TBD

Expedition Specifics: Alpine students will raft from Sand Island to Mexican Hat on the San Juan River. This section of the San Juan contains many prehistoric sites including petroglyphs, moki steps, and ruins. It begins in an open desert section but quickly meanders into steep canyon walls. Students will have endless opportunities to hike and explore water pools. They will spend four days in the area with professional guides.

Curricular Focus: river ecology; geology; Ancient Civilization and Westward Migration and settlements

Lower San Juan

Dates: April 21st-April 25th

Cost: TBD

Expedition Specifics: Alpine students will raft from Mexican Hat to Clay Hills on the San Juan River. This section of the San Juan contains meanders through steep canyon walls, historical spots, and ends in open desert. Students will have endless opportunities to hike and explore water pools. They will spend five days in the area with professional guides.

Curricular Focus: river ecology; geology; Ancient Civilization and Westward Migration and settlements

Petrified Forest

Dates: May 9th- May 11th

Cost: TBD

Expedition Specifics: The first day of this expedition will be in Petrified Forest National Park and will include hiking and camping in Homolovi State Park. Then students will depart for Fool Hollow Lake Recreation Area near Show Low. They will explore the Mogollon Rim and surrounding areas. **Curricular Focus:** Mogollon Rim ecology; geology and human history or the area.

The following page must be turned into Ms. Manygoats by October 11th!!!

Name:

Choose a Program Date

Which program dates work best for you? Please rank the dates from 1 (first choice) to 5 (last choice).

Consider any personal travel plans you may have, sports events, musical performances, or family events that might conflict.

Trip Name	Trip Dates	Trip Price	Preference - Please rank ALL trips. 1 is first choice. 5 is last choice
Red: Lower San Juan (with Grand Canyon Youth)	April 18th - April 21st	TBD	
Orange: Lower San Juan (with Grand Canyon Youth)	April 21st - April 25th	TBD	
Yellow: Upper San Juan (with Grand Canyon Youth)	April 24th-April 27th	TBD	
Green: Sedona	May 2nd - May 4th	TBD	
Blue: Petrified Forest	May 9th-11th	TBD	

Who are three friends you would like to see on your trip? *One will be guaranteed!*

1. _____ 2. _____
3. _____

Expedition Paragraph: What is your first choice learning expedition? Why is this your first choice? What will you gain as a student and as a person by taking part in this expedition? Please write a well-crafted paragraph that will help your teachers to understand why you should attend this expedition.

Help us to gauge our financial aid goal

We recognize that each family's situation is unique. In order to set a financial aid goal, it is helpful to know what your child's financial need would be in order to attend a spring expedition of choice.

Since we know that middle school students sometimes struggle to come up with ideas on how to earn money for their trips, we encourage them to work in their communities doing things like babysitting, yard work, walking dogs, and doing other chores. We also hold the Alpine Hike-A-Thon to help provide a structure to their fundraising. All money earned per individual will go directly towards that individual's spring expedition. It is common for students to ask extended family and neighbors to sponsor them through tax credit donations for this event.

Sometimes, even with careful planning and a lot of student effort, families are not able to reach the fundraising goal needed to make the trips happen. Usually, parents and guardians are aware that this situation will arise ahead of time. If you feel that this is a likely scenario for your student, please indicate the amount of support you anticipate needing below. Once students are assigned to specific trips and we have a more accurate estimate of financial need (with a formal "financial aid request" form), financial aid will be awarded.

Please check ONE of the choices below:

☐ No financial aid is necessary.

☐ Financial aid is necessary. Requested amount: \$ _____

Thank you again for your support with the spring learning expeditions! We are excited to get the ball rolling. Please let us know if you have any further questions!

Alpine Coyotes



Hello Alpine Ravens Families,

We are pleased to announce our upcoming spring menu of learning expeditions! We will be offering four different learning expeditions. Students will each be able to attend ONE of these. Please read through the attached descriptions, dates, and costs. Based on your family schedule and your student's interest, please fill out the program preference page and return to Ms. Goulden by October 11th.

Program Timeline

- **October 11th: THIS paper is due**
- Early November: Spring expedition rosters will be announced (based on student preference, friend requests, and expedition paragraphs) and applications will be distributed.
- November 15th: **ALL applications are DUE.**
- December 8th: **ALL deposits are DUE (you can always pay more than this price if you would like to claim it as a tax credit for tax year 2017).**
- December 15th: **ALL TAX CREDITS DUE** for tax year 2017 (or postmarked by December 31st). More tax credit info to come with trip applications.
- January-April: Fundraising, educational prep, service projects.
- April/May: Pre-trip meetings & learning expeditions!

Program Descriptions:

Red Trip: Diamond Down (Colorado River)

Dates: April 22nd-25th

Cost: TBD

Expedition Specifics: Alpine will again be partnering with Grand Canyon Youth to raft the lowest portion of the Grand Canyon. This trip is accessed via the Diamond Creek road and ends on Lake Mead National Recreation Area. Youth spend 4 days learning about the area with professional guides in paddle rafts.

Curricular Focus: River ecology; geology of the Grand Canyon; government management of natural resources

Orange Trip: Diamond Down (Colorado River)

Dates: May 2nd - May 5th

Cost: TBD

Expedition Specifics: Alpine will again be partnering with Grand Canyon Youth to raft the lowest portion of the Grand Canyon. This trip is accessed via the Diamond Creek road and ends on Lake Mead National Recreation Area. Youth spend 4 days learning about the area with professional guides in paddle rafts.

Curricular Focus: River ecology; geology of the Grand Canyon; government management of natural resources

Yellow Trip: Zion National Park

Dates: May 1st - May 4th

Cost: TBD

Expedition Specifics: This expedition will include 3 nights camping in Zion National Park. Students will be hiking to locations that include, but are not limited to the following: the Narrows, Angel's Landing, and the Emerald Pools. There will be also be a day of rock-climbing and canyoneering with Zion Adventure Company.
Curricular Focus: Desert ecology; geology of Zion; government management of natural resources

Green Trip: Navajo Nation Monument/Canyon de Chelley

Dates: May 8th - May 11th

Cost: TBD

Expedition Specifics: Alpine students will spend the first day and night in Navajo National Monument. They will focus on geology and human history of that area thru exploration and hikes. The second and third days will be spend in Canyon de Chelley, with a Navajo cultural focus. They will stay with a family in the canyon.

Curricular Focus: ancient and recent human history on the Colorado Plateau, geology of the Canyon de Chelley

The following page must be turned into Ms. Goulden by October 11th!!!

Name:

Choose a Program Date

Which program dates work best for you? Please rank the dates from 1 (first choice) to 4 (last choice).

Consider any personal travel plans you may have, sports events, musical performances, or family events that might conflict.

Trip Name	Trip Dates	Trip Price	Preference - Please rank ALL trips. 1 is first choice. 4 is last choice
Red: Diamond Down (with Grand Canyon Youth)	April 26th- April 29th (includes a weekend day)	TBD	
Orange: Diamond Down (with Grand Canyon Youth)	May 1st - May 4th	TBD	
Yellow: Zion National Park	May 2 nd – May 5 th	TBD	
Green: Navajo National Monument/Canyon de Chelley	May 10th - May 12th	TBD	

Who are three friends you would like to see on your trip? *One will be guaranteed!*

1. _____ 2. _____
3. _____

Expedition Paragraph: What is your first choice learning expedition? Why is this your first choice? What will you gain as a student and as a person by taking part in this expedition? Please write a well-crafted paragraph that will help your teachers to understand why you should attend this expedition.

Help us to gauge our financial aid goal

We recognize that each family's situation is unique. In order to set a financial aid goal, it is helpful to know what your child's financial need would be in order to attend a spring expedition of choice.

Since we know that middle school students sometimes struggle to come up with ideas on how to earn money for their trips, we encourage them to work in their communities doing things like babysitting, yard work, walking dogs, and doing other chores. We also hold the Alpine Hike-A-Thon to help provide a structure to their fundraising. All money earned per individual will go directly towards that individual's spring expedition. It is common for students to ask extended family and neighbors to sponsor them through tax credit donations for this event.

Sometimes, even with careful planning and a lot of student effort, families are not able to reach the fundraising goal needed to make the trips happen. Usually, parents and guardians are aware that this situation will arise ahead of time. If you feel that this is a likely scenario for your student, please indicate the amount of support you anticipate needing below. Once students are assigned to specific trips and we have a more accurate estimate of financial need (with a formal "financial aid request" form), financial aid will be awarded.

Please check ONE of the choices below:

- ☐ No financial aid is necessary.
☐ Financial aid is necessary. Requested amount: \$ _____

Thank you again for your support with the spring learning expeditions! We are excited to get the ball rolling. Please let us know if you have any further questions!

Alpine Ravens



Out of State Travel Application

☒ Yearly Event

All yearly event applications must be submitted to a school administrator and the Governing Board at least 90 days prior to the event.

☐ Opportunity Trip

All opportunity trip event applications must be submitted to a school administrator and the Governing Board as soon as possible.

Name of School/Group: Summit HS Outdoor Service Club

of Students: 4

Event: Youth Leadership Workshop (Summit's component to Alpine's learning expedition)

Destination: Zion National Park

Event Dates: May 1st, 2018 to May 4th, 2018

Travel Dates: May 1st and May 4th

Total Days of School Lost: 4

Substitute necessary? Yes

Teacher(s)/Sponsor(s) RaeAnn Wanland

Number of Chaperones: 5 chaperones total (this includes 3 staff from MEMS and 1 staff from Summit)

Is this an AIA event? No

Describe relation of trip to curriculum: This workshop will focus on developing leadership qualities through implementation, constructive communication, discussion and assessment of effectiveness, modeling and reflection. Summit students will support Alpine's objectives and will participate in Alpine's programming within their role of Youth Leader.

Will this event have potential for additional travel such as state, regional, national, or world events?

Yes ☐ No ☒ If yes, please include additional travel information for approval along with this request.

Summary of the itinerary and activities:

- Depart Tuesday with Alpine and assist in camp setup upon arrival
- Daily AM and PM debriefings and check-ins with leadership team
- Assist facilitation of Alpine activities, including hiking and guided rock climbing clinic
- Final debrief and next-steps dinner Thursday evening for leadership team only
- Camp breakdown and cleanup prior to departure Friday morning

Means of Transportation: FUSD vehicles driven my chaperones

How have parents been notified? Summit Outdoors Expedition Informational Packets and Required Forms

Funding Source(s) Tax Credit funds, possibly PTO assistance

What assistance is available for students who can't afford to go? There will be no fees for students to attend

Chris Koontz

Building Level Administrative Approval

9/20/17
Date

FUSD Policy related to Out-of-State Travel must be followed in order to receive approval.

*IJOA-RB requires a minimum of 24:1 ratio of students to coach/sponsor.

Groups who are coached/sponsored by a member of the opposite sex will be accompanied by a member of each sex.

Presentations



**Board Meeting
September 26, 2017**

Goal 1: Maintain and Improve Comprehensive Student Opportunities and Services
Goal 5: Increase Public Engagement and Support for FUSD
Goal 6: Develop Diversified Partnerships and Revenue Opportunities

Wellness Committee Report

I would like to thank all the members from the FUSD Wellness Committee that have worked on the 2016-2017 school report which will be presented to the Board.

Bob Kuhn
Assistant Superintendent

Goals:

1. Maintain and Improve Comprehensive Student Opportunities and Services
2. Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
3. Improve Student Preparedness and Mastery
4. Research and Create Desirable and Relevant Educational Opportunities and Services
5. Increase Public Engagement and Support for FUSD
6. Develop Diversified Partnerships and Revenue Opportunities

Calendar:

- September 11 Weekly Meeting with Director of Finance Scott Walmer (*Goals 1, 6*)
- September 11 Meeting with Ken Garland and Dick Foreman/Arizona Business and Education Coalition (*Goals 5, 6*)
- September 11 Administrative Council Meeting (*Goals 1, 3, 4*)
- September 11 Special Education Parent Advisory Committee meeting (*Goals 1, 5*)
- September 12 Weekly meeting with Board President Christine Fredericks (*Goals 1, 5*)
- September 12 Weekly Meeting with Assistant Superintendent Mary K. Walton (*Goal 1, 3*)
- September 12 Webinar-DecisionEd with R. Hagstrom, M. Walton, S. Walmer (*Goals 3, 4*)
- September 12 Weekly Cabinet Meeting (*Goal 1*)
- September 12 Governing Board Meeting (*Goals 1, 5*)
- September 13 LAUNCH Flagstaff Community Leadership Council (*Goals 3, 5, 6*)
- September 13 Weekly Meeting with Assistant Superintendent Bob Kuhn (*Goal 1*)
- September 13 Meeting with S. Smith, S. Walton, G. Wischmann (*Goal 1*)
- September 13 Northern Arizona Planetary Science Alliance poster session at NAU (*Goal 5*)
- September 14 Bond Oversight Committee Mtg. (*Goals 1, 5, 6*)
- September 14 Weekly Meeting with District Relations Coordinator Karin Eberhard (*Goal 5*)
- September 14 Weekly Meeting with Human Resources Director Dawn Anderson (*Goal 2*)
- September 14 Site Visit- Killip Elementary (*Goal 5*)
- September 14 Board Retreat Planning- Kerry Blume (*Goals 1, 5*)
- September 14 Activities/Athletics- CHS Volleyball (*Goal 5*)
- September 15 Alliance Meeting- City, County, FUSD, CCC and NAU (*Goal 6*)
- September 15 Site Visits- Marshall Elementary and Flagstaff High School (*Goal 1*)
- September 15 Education Film Series/LAUNCH Flagstaff (*Goals 3, 5, 6*)
- September 18 Weekly Meeting with Director of Finance Scott Walmer (*Goals 1, 6*)
- September 18 Site Visits- MEMS, Puente de Hozho Elementary, Thomas Elementary (*Goal 1*)
- September 19 Weekly meeting with Board President Christine Fredericks (*Goals 1, 5*)
- September 19 Meeting to discuss concurrent enrollment and instructional minutes with M. Walton, D. Dirksen, S. Walmer, M. Knight, G. Marquez, K. Garland (*Goals 1, 6*)
- September 19 Weekly Cabinet Meeting (*Goal 1*)
- September 19 Board Retreat (*Goals 1, 5*)
- September 20 Weekly Meeting with Assistant Superintendent Bob Kuhn (*Goal 1*)
- September 20 Administrative Meeting- Elementary (*Goals 1, 3, 4*)
- September 20 Math Department Professional Learning- Sinagua Middle School (*Goals 2, 3*)
- September 20 Site Visit- STEM Displays at City Hall (*Goals 1, 5*)
- September 20 Activities/Athletics- FHS Swimming and Diving (*Goal 5*)
- September 21 Weekly Meeting with Human Resources Director Dawn Anderson (*Goal 2*)
- September 21 Site Visits- DeMiguel Elementary and Kinsey Elementary (*Goal 1*)
- September 21 Monthly meeting with Certified Liaison/FEA Derek Born (*Goal 2*)
- September 21 Webinar-DecisionEd with R. Hagstrom, M. Walton, S. Walmer (*Goals 3, 4*)
- September 21 Grand Canyon Youth Watershed Collective Meeting (*Goal 1, 5, 6*)

- September 21 Parent Advisory Committee (*Goal 5*)
- September 22 Site Visits- Leupp Elementary, Cromer Elementary, Summit High School (*Goal 1*)
- September 22 Meeting with Director of Exceptional Student Services Susan Smith (*Goals 1, 3*)
- September 22 Flagstaff Festival of Science Reception and Keynote (*Goals 5, 6*)
- September 22 Activities/Athletics- CHS Football (*Goal 5*)

Goals:

1. Maintain and Improve Comprehensive Student Opportunities and Services
2. Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
3. Improve Student Preparedness and Mastery
4. Research and Create Desirable and Relevant Educational Opportunities and Services
5. Increase Public Engagement and Support for FUSD
6. Develop Diversified Partnerships and Revenue Opportunities

Calendar:

September 12, 2017

- Meeting with Mashall Parents – Forming a 501(c)3 PTO (*Goal 1 & 6*)

September 13, 2017

- Meeting with Mayor Evans, Vice Mayor Whelen, Joe Gutierrez, two representatives from the Flagstaff Boys and Girls Club – introduction for possible collaborative efforts for after school programing. (*Goals 5 & 6*)

September 14, 2017

- Weekly meeting with Superintendent Michael Penca (*Goals 5 & 6*)
- Meeting with the Interior Design Club at CHS – discuss marketing and public relations strategies – (*Goals 5 & 6*)

September 19, 2017

- Flagstaff City Council – Presentation of students, staff and administration to receive a Proclamation for FUSD STEM Education (*Goals 5 & 6*)
- FUSD Governing Board Retreat (*Goals 1, 2, 3, 4, 5 & 6*)

September 20, 2017

- Meeting at CAVIAT – College and CTE Tour planning (*Goal 5 & 6*)
- Meeting at Flagstaff Mall – Kick off for Elevate My School Fundraiser for 6 FUSD schools (*Goal 5 & 6*)
- Blackboard Webinar – Website accessibility tools (*Goal 5*)

September 21, 2017

- Boys and Girls Club Board Meeting (*Goals 5 & 6*)
- Superintendent Parent Advisory Committee (*Goal 5*)

September 22, 2017

- Live stream attendance at the monthly Arizona School Public Relations Association meeting (*Goals 5 & 6*)
- Meeting with Sylvia Johnson and Paul Kulpinski – United Way Campaign (*Goals 3, 4, 5 & 6*)

September 25, 2017

- AZ Community Foundation of Flagstaff Grant Awards (*Goals 1, 3, 4, 5, and 6*)

Meeting Date: September 26, 2017

EXECUTIVE SUMMARY: AzMERIT Achievement Data Report

Board Goals:

- Goal #1: Maintain and improve comprehensive student opportunities and services.
- Goal #2: Recruit and retain highly qualified, motivated and excelling staff.
- Goal #3: Improve student preparedness and mastery.
- Goal #4: Research and create desirable and relevant educational opportunities and services.
- Goal #5: Increase public engagement and support for FUSD.
- Goal #6: Develop diversified partnerships and revenue opportunities.



Action/Discussion Item



Information Item

Background and Discussion:

Goals 1,3: Dr. Robert Hagstrom, Director of Research and Assessment, will provide to the Governing Board FUSD results on the AzMERIT test that was administered in April of 2017. Aggregated data from the ELA (English Language Arts), Mathematics and AIMS Science tests will be presented. Site administrators will also be in attendance to share information or to answer questions from the Board.

Presented by: Mary K. Walton, Assistant Superintendent of Curriculum & Instruction

Goals:

1. Maintain and Improve Comprehensive Student Opportunities and Services
2. Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
3. Improve Student Preparedness and Mastery
4. Research and Create Desirable and Relevant Educational Opportunities and Services
5. Increase Public Engagement and Support for FUSD
6. Develop Diversified Partnerships and Revenue Opportunities

Calendar:

- September 13, Attended LAUNCH Flagstaff breakfast – Goals 5, 6
- September 13, Attended information meeting on school bus wifi – Goals 1, 4
- September 13, Co-facilitated the ELACT committee – Goals 3, 4
- September 14, Attended the Educational Workforce Chamber mtg. – Goals 5, 6
- September 14, Attended 4th grade water festival @ Foxglen Park – Goals 1, 4
- September 14, Attended the LAUNCH Flagstaff Post-secondary CAN – Goals 1, 4, 5
- September 14, Co-facilitated the ELACT committee – Goals 3, 4
- September 15, Site visits to CHS & FHS – Goals 1, 3, 4
- September 18, Participated in the Comprehensive Needs Assessment & Integration Action Plan meeting – Goals 1, 2, 3, 4
- September 18, Meeting with MEMS team for strategic planning – Goals 1, 3, 4
- September 19, Weekly meeting with Superintendent Penca – Goals 1, 4
- September 19, Meeting on policy changes to student reporting – Goal 4
- September 19, Weekly cabinet meeting – Goals 1 - 6
- September 19, Attended Governing Board Retreat – Goals 1 - 6
- September 20, Facilitated the Eleteam meeting (elementary principals) – Goals 1, 3, 4
- September 20, - Meeting with middle school instructional specialists – Goals 1, 3, 4
- September 20, - Attended LAUNCH Flagstaff film series - Goal 5
- September 21, - Meeting with middle school administration regarding Gradebook – Goal 3
- September 21, - Attended meeting for data warehouse information – Goal 4
- September 21, - Attended Grand Canyon Youth meeting – Goals 5, 6
- September 22, - Site visit to Kinsey – Goals 1, 2
- September 22, - Attended the Program Specialist meeting – Goals 1, 3
- September 22, - Attended the VIP reception for Festival of Science – Goals 5, 6
- September 25, - Facilitated the Select team meeting – Goals 1, 3, 4
- September 25, - Attended Gradebook district meeting – Goal 3
- September 25, - Attended Friends of Camp Colton master planning meeting – Goals 5, 6
- September 26, - Weekly meeting with Superintendent Penca – Goals 1, 4
- September 26, - Weekly cabinet meeting – Goals 1 - 6
- September 26, - Governing Board meeting – Goals 1-6

EXECUTIVE SUMMARY

Meeting Date: September 26, 2017

Subject: Annual Financial Report

Board Goals: 1, 4

- 1) Maintain and Improve Comprehensive Student Opportunities and Services**
- 2) Recruit and Retain Highly Qualified, Motivated, and Excelling Staff**
- 3) Improve Student Preparedness and Mastery**
- 4) Research and Create Desirable and Relevant Educational Opportunities and Services**
- 5) Increase Public Engagement and Support for FUSD**
- 6) Develop Diversified Partnerships and Revenue Opportunities**

☐ Action/Discussion Item

☒ Information Item

Background and Discussion

The FUSD Annual Financial Report (AFR) for the period ending June 30, 2017 will be brought for formal approval to the meeting of October 10. That report will be available for examination along with the agenda prior to that meeting.

The AFR is primarily a cash based report. While it does present some budget information it generally shows beginning cash, revenues, expenditures and ending cash for each fund or groups of funds (for example, several grants are combined with related grants funded by the same legislation, such as Title I).

A review of the prior year AFR may give the reader some insight into how the document flows and lead to an easier analysis of the FY 2017 document when it becomes available.

The AFR for FY 2016 can be found on the FUSD Website under the “Departments” tab. Click “Finance.” From the column on the left, click “FY 2018 Expenditure Budget & Annual Financial

Reports (AFR) for FY 2015 and FY 2016.” Scroll to the bottom and click “**FY 2016 Annual Financial Report (AFR).**”

Page 1 contains summary information for our Levy Funds concluding with the cash position of each.

Page 2 shows detailed Maintenance and Operations expenditure information, comparing the current to prior years and to budget.

Page 3 shows detailed Classroom Site Funds (aka Prop 301) expenditure information, comparing the current to prior years and to budget.

Page 4 shows detailed Unrestricted Capital (aka District Additional Assistance) expenditure information, comparing the current to prior years and to budget. Also included are various tables required under statute.

Page 5 shows summary information for federal and state grants. The reader will note several negative cash balances. This is because the report cuts off at June 30 before final completion reports and reimbursement requests have been prepared or received.

Page 6 shows summary information for funds not shown elsewhere. Included here are the accounts we refer to as “cash accounts.” Other notable funds shown are Instructional Improvement (aka Indian Gaming), Food Services, Career and Technical Education, Gifts and Donations, Extracurricular Tax Credit Donations, and the remaining Levy Funds.

Pages 7 thru 9 contain tables required by various statutes.

Fiscal Impact

While the essence of this document is the fiscal impact for a given year, the document itself has none.

Recommendation to the Board

Information only with action to come at the subsequent meeting.

Presented by:

Scott Walmer, Director of Finance



**Operations and Support Services
Board Meeting
September 26, 2017**

Goal 1: Maintain and Improve Comprehensive Student Opportunities and Services
Goal 3: Improve Student Preparedness and Mastery
Goal 5: Increase Public Engagement and Support for FUSD
Goal 6: Develop Diversified Partnerships and Revenue Opportunities

Support Services:

Elaine Keller and Jaime Selestewa, will present on the School Dude Facility Rental Software and how it ties into the facility fees schedule.

Construction Project:

Flagstaff High School Welding Lab/Metal Shop: I will have a brief update for the Board on the progress of the construction.

Bob Kuhn
Assistant Superintendent

Goals:

1. Maintain and Improve Comprehensive Student Opportunities and Services
2. Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
3. Improve Student Preparedness and Mastery
4. Research and Create Desirable and Relevant Educational Opportunities and Services
5. Increase Public Engagement and Support for FUSD
6. Develop Diversified Partnerships and Revenue Opportunities

Calendar:

September 11, 2017

- Monthly Administrators Council meeting (*Goal 1, 2 & 3*)

September 12, 2017

- Attended monthly Nurses staff meeting (*Goal 2 & 4*)
- Meeting with Superintendent, Michael Penca (*Goal 2*)
- Weekly Cabinet Meeting (*Goal 1, 2 & 4*)

September 13, 2017

- Meeting with Dawn LaCivita re: Negotiations & Voice structure, meeting minute requirements, report out criteria and associated support requirements (*Goal 1, 2 & 4*)
- Met with Anthony West, Universal Legacies re: intern partnership opportunities (*Goal 6*)

September 14, 2017

- Attended Society of Human Resource Management webinar – Metrics and Strategic Planning (*Goal 2 & 4*)
- Weekly Meeting with Superintendent, Michael Penca (*Goal 2*)

September 19, 2017

- Weekly Cabinet Meeting (*Goal 1, 2 & 4*)
- Board/Cabinet Retreat (*All Goals*)

September 20, 2017

- Meeting with Chris Grove re: Application of Employment form revision (*Goal 2*)
- Weekly Meeting with Superintendent, Michael Penca (*Goal 2*)

Discussion/ Action Items

Kenneth H. Brendel
Brandon J. Kavanagh
Eliza Read
Jeffrey D. Dollins
James D. Griffith
Thomas E. Dietrich

100 North Elden Street
Post Office Box 10
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Brandon J. Kavanagh
Partner/Member



Of Counsel/Retired:
Stephen K. Smith
A. Dean Pickett

H. Karl Mangum
1908 - 1993
Douglas J. Wall
1927 - 2016
Daniel J. Stoops
1934 - 2015
Robert W. Warden
1930 - 2012

September 20, 2017

Via Email Only

Bob Kuhn
Assistant Superintendent for Operations
Flagstaff Unified School District
bkuhn@fUSD1.org

RE: Staff Report on DeMiguel Elementary School access matter and proposed amendment to 1988 agreement for Board approval.

Dear Bob:

Please provide this letter to the members of the Flagstaff Unified School District ("FUSD") Governing Board ("Board") as a staff report regarding the proposed amendment up for consideration on September 26, 2017. This letter does not include legal advice and may be included in the Board packet.

This matter is fact intensive due to the long history at DeMiguel Elementary School ("DeMiguel") leading up to the proposed amendment. I will therefore provide an executive summary and proposed motion for approval along with a summary of the background facts.

I. Recommended Motion and Executive Summary.

I move to approve the First Amendment to Agreement dated October 25, 1988 and Grant of Utility Easement [and authorizing Superintendent Michael Penca to sign on behalf of the District] [with any necessary revisions to the amendment approved by Mangum, Wall, Stoops & Warden as legal counsel for the District].

We recommend the Board approve the amendment to the 1988 agreement between FUSD and the various owners of real property in Mountain Dell on the outside edge of the DeMiguel campus. We further recommend that the Board authorize the Superintendent to sign the amendment with any non-substantive changes necessary as approved by our office as legal

counsel. We will need to work with Pioneer Title to add to and confirm all legal descriptions before recording and we do not believe the Board would want the process delayed in reapproving the amendment as modified along those lines.

The amendment resolves a nearly 30-year old legal issue that has developed over time as the different owners of the residential lots involved have changed over time. The amendment benefits the District by confirming and expanding the easement rights of the District to include a public utility easement in the same area as an existing easement for a walkway used by DeMiguel students living in Mountain Dell. Therefore, the amendment describes a mutually beneficial legal agreement negotiated at "arm's length" between the various owners of the Mountain Dell lots and FUSD.

II. Facts.

In the mid-1980s, as DeMiguel was being completed and houses were being built in Mountain Dell, an odd-shaped parcel of land that looks like a wide, smashed hat with a full brim ("Hat Parcel") became the center of a dispute between the Mountain Dell owners, Jamison Construction, and FUSD based upon Jamison Construction trying to sell FUSD land claimed to be owned by the residential owners. Ultimately, all the parties involved reached an agreement in 1988 that was recorded. Jamison Construction agreed to transfer the Hat Parcel to all of the then-current owners on the edge of Mountain Dell as the Hat Parcel abutted each of their lots. As part of the agreement, FUSD was granted an easement on two lots on the edge of Mountain Dell that also crossed the Hat Parcel. The easement was for access only so that students of DeMiguel School could walk directly onto the DeMiguel campus without having to be bussed out of the Mountain Dell subdivision and through University Heights to reach the campus from the other side. This agreement appeared to resolve the quiet title issues between the parties and provided FUSD a beneficial easement.

Over the years, the 1988 agreement has come to need amendment for two main reasons. First, Jamison Construction deeded the Hat Parcel to all the then-current owners as tenants in common. In other words, every owner owned part of the undivided whole of the Hat Parcel instead of the specific sliver of the Hat Parcel that was adjacent to their individual lots. None of the 1988 owners realized this when then went to sell their lots to others. Since 1988, the residential lots next to the Hat Parcel have changed hands multiple times with the Hat Parcel remaining in the names of the 1988 owners. The buyers of such lots ("New Owners") thought that the areas in the Hat Parcel next to their lots had also been sold to them and the sellers likely thought that they had sold their portion of the Hat Parcel to the New Owners. Many New Owners included such slivers of the Hat Parcel in their fenced yards. Second, FUSD has over time come to need the use of the easement for installation of various utilities and expansion of the scope of the easement to a public utility easement would allow FUSD to not have to go back to the owners each time a utility installation was needed.

The proposed amendment has been negotiated with all the New Owners being represented to FUSD as in agreement with the terms of the amendment; however, we do not yet have their

Bob Kuhn
Flagstaff Unified School District
RE: Proposed Amendment/DeMiguel Access
September 20, 2017
Page 3 of 3

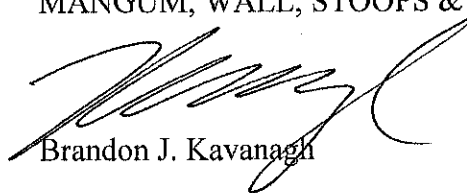
MANGUM WALL STOOPS & WARDEN PLLC
Attorneys Serving Arizona Since 1955

signatures on the document as the various owners are looking to the District to confirm it is prepared to proceed. We therefore recommend approval of the amendment with authority delegated to the Superintendent to sign. There may be some additional revisions to update and add legal descriptions; therefore, we further recommend that the Board also authorize any additional revisions as reviewed and approved by our office as legal counsel.

As discussed on September 12, I am available by phone to appear at the September 26, 2017, Board meeting if the Board has any questions in open session or if an executive session is deemed necessary.

Sincerely,

MANGUM, WALL, STOOPS & WARDEN, P.L.L.C.

A handwritten signature in black ink, appearing to read 'Brandon J. Kavanagh', is written over the typed name.

Brandon J. Kavanagh

BJK:jsh

WHEN RECORDED, RETURN TO:

Flagstaff Unified School District No. 1
c/o Mangum, Wall, Stoops & Warden PLLC
100 N. Elden Street
Flagstaff, Arizona 86001

**FIRST AMENDMENT TO AGREEMENT DATED OCTOBER 25, 1988
AND GRANT OF UTILITY EASEMENT**

This First Amendment to Agreement dated October 25, 1988 and Grant of Utility Easement (the "Amendment") is made this _____ day of _____, 2017, by and between:

(a) Flagstaff Unified School District No. 1, a political subdivision of the State of Arizona ("District") and owner of the real property commonly known as Coconino County Assessor Parcel No. 112-09-001M, legally described in Exhibit A, which is attached hereto and incorporated herein by reference, and utilized as the Manuel DeMiguel Elementary School ("School Property");

(b) Mark A. Buzzard and Anne E. Buzzard, husband and wife as joint tenants with right of survivorship, owners of the real property commonly known as Coconino County Assessor Parcel No. 112-11-066 ("M&A Buzzard Property");

(c) Ellen L. Vaughan, also known as Ellen Vaughan, an unmarried woman, owner of the real property commonly known as Coconino County Assessor Parcel No. 112-11-065 ("Vaughan Property");

(d) Gered C. Ryan, an unmarried man, owner of the real property commonly known as Coconino County Assessor Parcel No. 112-11-064, and legally described in Exhibit B, which is attached hereto and incorporated herein by reference ("G Ryan Property");

(e) William W. Wolf and Martha J. Wolf, husband and wife as joint tenants with right of survivorship, owners of the real property commonly known as Coconino County Assessor Parcel No. 112-11-063, and legally described in Exhibit C, which is attached hereto and incorporated herein by reference ("Wolf Property");

(f) Bradley C. Burdsal, an unmarried man when he took title and is now married to Alyssa Collins Burdsal, owner of the real property commonly known as Coconino County Assessor Parcel No. 112-11-062 ("Burdsal Property");

(g) Rebekah M. Ryan and Sean M. Ryan, wife and husband as community property with right of survivorship, owners of the real property commonly known as Coconino County Assessor Parcel No. 112-11-051F (“R&S Ryan Property”); and

(h) Brian Buzzard and Rachel Buzzard, husband and wife as community property with right of survivorship, owners of the real property commonly known as Coconino County Assessor Parcel No. 112-11-051G (“B&R Buzzard Property”).

Collectively, the owners listed in (b) through (h) above are referred to herein as the “Successor Owners”. Successor Owners and District are collectively referred to as the “Parties” and are individually referred to as a “Party”.

RECITALS

A. Penney Frank and David Frank, wife and husband; Pam Green and Henry Taylor, wife and husband; Jennifer Witt and Daniel Witt, wife and husband; and Martha Wolf and Williams Wolf, wife and husband (collectively, the “Original Owners”) entered into an Agreement dated October 25, 1988 and recorded at Docket 1255, Page 176 of the Coconino County Recorder’s Office (“Agreement”) with the District and Jamison Henderson Construction Co., Inc. (“Jamison”). Original Owners entered into the Agreement to settle a contested claim to quiet title to ownership of certain real property described in the Agreement, commonly known as Coconino County Assessor Parcel No. 112-09-001N, and legally described and defined in the Agreement as the “Disputed Parcel”.

B. As part of the Agreement, the Original Owners conveyed certain easements to the District, to benefit the School Property, across the existing lots of the Original Owners as well as the Disputed Parcel in exchange for receiving title to the Disputed Parcel. Specifically, Original Owners Wolf and Original Owners Witt conveyed to the District an easement for a pedestrian path and walkway to allow access from the Mountain Del Subdivision to the School Property. In addition, the collective Original Owners granted the District the same pedestrian path easement across the abutting portion of the Disputed Parcel.

C. Jamison transferred title to the Disputed Parcel to all of the Original Owners collectively and not based upon what portions of the Disputed Parcel abutted the lots owned by the Original Owners.

D. With the passage of time, ownership of the Disputed Parcel began to lag behind ownership of the abutting lots.

E. In January of 2017, the Original Owners worked with the Successor Owners to separate out the applicable portions of the Disputed Parcel and reunify title to the applicable portions of the Disputed Parcel with ownership of the abutting M&A Buzzard Property, Vaughan Property, G Ryan Property, Wolf Property, Burdsal Property, R&S Ryan Property, and B&R Buzzard Property through a series of special warranty deeds from the Original Owners to the

Successor Owners recorded on January 31, 2017, at Coconino County Recorder's Office Document Nos. 3776042, 3776043, 3776044, 3776045, 3776046, 3776047, and 3776048.

F. The Successor Owners are now the successors in interest to the Original Owners for the Disputed Property.

G. District has come to need the use of the path and walkway access easement through a broader scope to include full public utility installation, repair, and use as well as the original access purpose.

H. District and Successor Owners wish to amend the Agreement to confirm the consent of the District to the transfer of ownership of the Disputed Parcel to the Successor Owners and for Successor Owners of the Wolf Property and the G Ryan Property to provide District an expanded scope of easement in the same area as described in the Agreement for use as a utility easement.

THEREFORE, based upon the mutual promises and other consideration described below, the adequacy of which is hereby acknowledged by the parties, it is agreed as follows:

AGREEMENT

I. Consent to Transfer of Interest in the Disputed Property.

To the extent required under the Agreement, the District hereby consents to the transfer of the interest in the Disputed Parcel from the Original Owners to the Successor Owners.

II. Grant of Public Utility Easement and Pedestrian Access.

In exchange for the consent of District to the transfer of the Disputed Parcel, Gered C. Ryan, an unmarried man, as owner of the G Ryan Property, and William W. Wolf and Martha J. Wolf, husband and wife as joint tenants with right of survivorship, as owners of the Wolf Property, (collectively, the "Easement Grantors") hereby grant and convey to the District a non-exclusive easement for public utility purposes ("Utility Easement") under, over and across the real property of Grantor situated in Coconino County, Arizona, subject to the terms and conditions set forth below. The Utility Easement granted to the District on a portion of the G Ryan Property and the Wolf Property is described in Exhibit D, which is attached hereto and incorporated herein by reference ("Easement Area").

A. The Utility Easement is hereby granted for the purposes of enabling District, or a public utility with the consent of the District, to locate, construct, operate, repair, replace, remove, alter and maintain underground and appurtenant facilities and fixtures for use in connection therewith, within the Easement Area, for public utility services.

B. District, and any public utility with facilities in the Easement Area, shall at all times have the right of full and free ingress and egress to and along the Utility Easement for the purposes herein specified.

C. The Utility Easement shall include the right of ingress and egress across adjacent property owned or controlled by Easement Grantors, where reasonably required for District or a public utility to gain access to the Easement Area.

D. The Utility Easement shall include the right to remove, alter or maintain vegetation, improvements or obstructions within the Easement Area, where such vegetation, improvements or obstructions conflict with, hinder or obstruct District's or the public utility's purposes for this Utility Easement as stated in Section A above.

E. Upon District's or a public utility's completion of any removal, alteration or maintenance of utility improvements in the Easement Area, such party shall restore the portions of the Easement Area disturbed by such removal, alteration or maintenance activities to as near the pre-disturbance condition, or to as near an Easement Grantors-approved different condition, as the physical characteristics of the utility improvements reasonably allow. This restoration obligation shall be enforceable by Easement Grantors, individually or jointly as applicable, in the event of use of, or construction within, the Easement Area by District's or a public utility's agent or licensee. Routine or standard on-going maintenance (including snow removal as appropriate) of the surface appearance of the Easement Area shall be the responsibility of the District along with fencing and pavement installed by District pursuant to the Agreement for use of the area for pedestrian access. It is explicitly noted that the terms of this Amendment, including this subsection E, and the original Agreement do not create any rights or causes of action for any third parties.

F. To the extent allowed by Arizona law, each party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct or other fault of the Indemnitor or its officers, officials, agents, employees, or volunteers. Notwithstanding any other provision of this Amendment or Agreement to the contrary, any agreement by the District to defend, hold harmless or indemnify another Party shall be limited to, and payable only from, the District's available insurance or self-insurance coverage for liability assumed by contract, if any, available as a part of its general liability insurance program. The Easement Grantors hereby waive and release the District from any and all claims the Easement Grantors may have had for any prior use of the Easement Area for utilities that may or may not have exceeded the prior scope of the easement granted in the original Agreement.

III. Miscellaneous.

A. This Amendment along with the original Agreement constitute the entire agreement between the parties and shall supercede any prior oral agreement between the District and Original Owners and Successor Owners. The Agreement remains in full force and effect to the extent not amended by this Amendment. Any provision of the original Agreement not specifically modified, stricken, or otherwise specifically changed by reference to the specific clause of the original Agreement by the terms of this Amendment shall remain in full force and effect.

B. No Party may assign any right or delegate a duty or responsibility under this Amendment or the Agreement without the prior written consent of the other Party.

C. The terms of this Amendment and the Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

D. If any part of this Amendment or the Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Amendment and the Agreement shall remain in full force and effect with those offending portions omitted.

E. No failure to enforce any condition or covenant of this Amendment and the Agreement shall imply or constitute a waiver of the right to insist upon performance of such condition or covenant, or of any other provision hereof, nor shall any waiver by any Party of any breach of any one or more conditions or covenants of this Amendment or the Agreement constitute a waiver of any succeeding or other breach hereunder.

F. As required by A.R.S. §35-393.01, each Party certifies to the District that such Party is not currently engaged in a boycott of Israel and will not engage in a boycott of Israel during the term of this Amendment and Agreement.

G. Pursuant to A.R.S. §38-511, the District may, within three (3) years after the execution of this Amendment, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Amendment is at any time while the Amendment is in effect, an employee or agent of any other Party to the Amendment in any capacity or a consultant to any other Party, of the contract with respect to the subject matter of the Amendment and the Agreement. A cancellation made pursuant to this provision shall be effective when the other Party receives written notice from the District of the cancellation unless the notice specifies a later time. Any cancellation rights under this Amendment shall apply only to this Amendment and not the original Agreement, which Agreement shall remain in effect as though not amended should this Amendment be cancelled.

H. This Amendment may be signed in counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates noted below.

DISTRICT:

Flagstaff Unified School District No. 1

Date

Name: _____

Title: _____

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared _____, for and on behalf of Flagstaff Unified School District No. 1, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

Approved as to Form Only:

Mangum, Wall, Stoops & Warden PLLC
District's Legal Counsel

Date

SUCCESSOR OWNERS:

Mark A. Buzzard

Date

Anne E. Buzzard

Date

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared Mark A. Buzzard and Anne E. Buzzard, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

SUCCESSOR OWNERS:

Ellen L. Vaughan

Date

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared Ellen L. Vaughan, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

SUCCESSOR OWNERS AND EASEMENT GRANTOR:

Gered C. Ryan

Date

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared Gered C. Ryan, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

SUCCESSOR OWNERS AND EASEMENT GRANTOR:

William W. Wolf

Date

Martha J. Wolf

Date

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared William W. Wolf and Martha J. Wolf, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

SUCCESSOR OWNERS:

Bradley C. Burdsal

Date

Alyssa Collins Burdsal

Date

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared Bradley C. Burdsal and Alyssa Collins Burdsal, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

SUCCESSOR OWNERS:

Rebekah M. Ryan

Date

Sean M. Ryan

Date

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared Rebekah M. Ryan and Sean M. Ryan, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

SUCCESSOR OWNERS:

Brian Buzzard

Date

Rachel Buzzard

Date

STATE OF ARIZONA)
) ss.
County of Coconino)

On this _____ day of _____, 2017, before me personally appeared Brian Buzzard and Rachel Buzzard, whom I know personally to be the person who signed the above document or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he or she signed the above document.

Notary Public

My Commission Expires:

EXHIBIT A

Legal Description of School Property

[See Attached]

EXHIBIT B

Legal Description of G Ryan Property

Parcel 1:

Lot 35, MOUNTAIN DELL SUBDIVISION, as shown on the plat thereof, recorded in Book 2 of Maps, Page 122, records of Coconino County, Arizona.

Parcel 2:

The real property described in the Special Warranty Deed dated November 23, 2016, and recorded on January 31, 2017, at Document No. 3776046, records of Coconino County, Arizona.

EXHIBIT C

Legal Description of Wolf Property

Parcel 1:

Lot 34, MOUNTAIN DELL SUBDIVISION, as shown on the plat thereof, recorded in Book 2 of Maps, Page 122, records of Coconino County, Arizona.

Parcel 2:

The real property described in the Special Warranty Deed dated November 23, 2016, and recorded on January 31, 2017, at Document No. 3776045, records of Coconino County, Arizona.

EXHIBIT D

Legal Description of Public Utility Easement to Benefit School Property

Parcel 1:

The westerly 5.5 feet of Lot 34, MOUNTAIN DELL SUBDIVISION, as shown on the plat thereof, recorded in Book 2 of Maps, Page 122, records of Coconino County, Arizona.

Parcel 2:

The westerly 5.5 feet of the real property described in the Special Warranty Deed dated November 23, 2016, and recorded on January 31, 2017, at Document No. 3776045, records of Coconino County, Arizona.

Parcel 3:

The easterly 4.5 feet of Lot 35, MOUNTAIN DELL SUBDIVISION, as shown on the plat thereof, recorded in Book 2 of Maps, Page 122, records of Coconino County, Arizona.

Parcel 4:

The easterly 4.5 feet of the real property described in the Special Warranty Deed dated November 23, 2016, and recorded on January 31, 2017, at Document No. 3776046, records of Coconino County, Arizona.

EXECUTIVE SUMMARY

Meeting Date: 9-26-17

Subject: Dual Enrollment IGA with Coconino Community College

Board Goals:

- 1) **Maintain and Improve Comprehensive Student Opportunities and Services**
- 2) **Recruit and Retain Highly Qualified, Motivated, and Excelling Staff**
- 3) **Improve Student Preparedness and Mastery**
- 4) **Research and Create Desirable and Relevant Educational Opportunities and Services**
- 5) **Develop Diversified Partnerships and Revenue Opportunities**

☒ Action/Discussion Item

☐ Information Item

Background and Discussion: Coconino Community College and the District have had a dual enrollment IGA in place for years. This IGA is for the 17-18 school year and is the same agreement as the past school year 16-17. This IGA allows students in our high schools to receive college credit for classes.

Fiscal Impact: The impact is on page 14.

Recommendation to the Board: The Board approve the 17-18 Dual Enrollment IGA with Coconino Community College.

Presented by: Bob Kuhn

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
COCONINO COUNTY COMMUNITY COLLEGE DISTRICT
AND
FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1**

This Intergovernmental Agreement ("Agreement") is entered into this _____ day of _____, 2017, between **Coconino County Community College District** ("College"), and **Flagstaff Unified School District No. 1** ("School District") (collectively "Parties"). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes ("A.R.S.") § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a "Dual Enrollment Course" is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

- A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

- A. This Agreement shall be effective:
 - i. After the governing boards of School District and College have approved it; and
 - ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).
- B. The term of this Agreement shall be from the Effective Date through June 30, 2018 (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph E in this Section 4.1 who meet College’s prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

D. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

E. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.

F. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

G. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

H. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

- I. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section

504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with School District in determining appropriate accommodations or special education services, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College’s catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(E) above.

F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

5.2 Instructors and Instruction

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

5.4 Policy and Procedure

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary registration forms;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
5. is aware of the requirements for determination of in-state tuition.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations or special education services. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

5.6 Reporting

School District will provide to College any data or other information that is required for the submission of the report required by A.R.S. § 15-1821.01(2)(b).

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor’s employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Student

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit A.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out of state tuition rates.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit A. The Billing Format shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student's education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 Risk to Health or Safety

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five working days of such meeting. If reconciliation is not achieved within the five day period, this Agreement will automatically terminate.

10.3 No Relief from Obligations

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.4 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations, including Executive Order 2009-09, which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the ADA.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College: Alexandra Purchase, M.S.
Dual Enrollment and CAVIAT Program Manager
Coconino Community College
2800 S. Lone Tree Road
Flagstaff, AZ 86005

If to School District: Michael Penca
Superintendent
Flagstaff Unified School District #1
3285 E. Sparrow Avenue
Flagstaff, AZ 86004-7794

COLLEGE

SCHOOL DISTRICT

By: Colleen A. Smith, Ph.D.
Title: President

By: Michael A. Penca
Title: Superintendent

Date

Date

FUSD1/Coconino Community College Dual Enrollment FY18

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the College.

By: _____
Legal Counsel for College

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the School District.

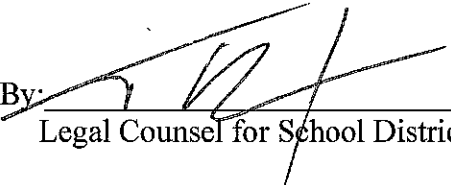
By:  _____
Legal Counsel for School District

EXHIBIT A FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate N/A in the blank. Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows (*check appropriate line*):

- X School District shall provide and pay all instructors.
 College shall provide and pay all instructors.
 Each party shall provide and pay for instructors as follows: _____.

2. COSTS/REIMBURSEMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District Four and no/100 Dollars (\$4.00) per credit hour for each properly enrolled student for each course with a maximum of thirty (30) students per course. The College shall supply course rosters to the School District within twenty (20) business days following the availability of Full Time Student Equivalent (FTSE) data, and the School District, within twenty (20) business days of receipt of the course rosters, shall add an amount to cover employer variable costs for each instructor, then send the final invoice to the College for payment. The variable costs shall include the following for each instructor:

- Arizona State Retirement System costs (the employer's share only)
- Social Security costs (the employer's share only)
- Medicare costs (the employer's share only)
- Unemployment costs
- Workers' Compensation costs

3. EXPLANATION OF TUITION AND FEES/COSTS TO THE COLLEGE

A. Tuition for Arts and Sciences (AS) Courses:

College tuition is Ten and no/100 Dollars (\$10.00) per credit hour for each in-state student and Thirty-five and no/100 Dollars (\$35.00) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

B. Tuition for Career and Technical Education (CTE) Courses:

College tuition is 0 Dollars (\$0) per credit hour for each in-state student and 0 Dollars (\$0) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

C. Additional Fees and/or Costs:

To enroll in some courses, students must take and pass the Accuplacer placement test prior to enrollment. Taking the test is without charge for the first and second attempts, but third and subsequent attempts will cost Twelve and no/100 Dollars (\$12.00) each. The College will invoice the School District or collect this amount from the student, where applicable.

4. COLLECTION OF TUITION, FEES/COSTS TO THE COLLEGE (*check appropriate lines*)

 School District is responsible for payment of tuition to the College.

 X Each student is responsible for payment of tuition to the College.

 School District is responsible for payment of any incurred Accuplacer testing costs.

 X Each Student is responsible for payment of any incurred Accuplacer testing costs.

A. For tuition and fee/cost payments required to be made by the School District to the College, School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate.

B. For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

C. The College will invoice to the School District any applicable tuition costs and/or testing fees within twenty (20) business days following the availability of FTSE data.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program. If tuition and/or additional fees and costs are the responsibility of individual students, a student will be eligible for tuition and fee and cost scholarships in compliance with College policies and procedures.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The School District and College shall send invoices to the other to the attention and at the address listed below, within the timeframes described earlier in this document. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:

Coconino Community College
ATTN: Accounts Payable
2800 S. Lone Tree Road
Flagstaff, AZ 86005

Invoices to be sent to the School District:

Flagstaff Unified School District #1
ATTN: Ginger Wischmann
3285 E. Sparrow Avenue
Flagstaff, AZ 86004-7794

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year (*specify dollar amount*):

\$ 294 (\$588 @ 50%) per FTSE

Portion of that FTSE distributed to School District (*specify percentage or dollar amount*):

N/A

Amount School District returned to College (*specify percentage or dollar amount*):

N/A

EXHIBIT B

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course list and descriptions, refer to the current College catalog. This list is subject to change throughout the school year as new articulation agreements are approved.

The number of students admitted for any Dual Enrollment Course shall not be less than **one (1)** student per section and shall not exceed a maximum of **thirty (30)** students per section, except and to the extent that the Parties agree otherwise in writing in specified circumstances. All courses are subject to fees outlined in Exhibit A. Courses designated with an asterisk (*) are subject to placement testing or other prerequisites.

FUSD1

Flagstaff High School

<u>HS Course Name</u>	<u>PS Course Prefix</u>	<u>PS Course Name</u>	<u>AS or CTE</u>	<u>Credit Hours</u>	<u>Teacher</u>
AP Biology	BIO 181*	Unity of Life: Life of Cell	AS	4	Lenz
Astronomy	PHY 180	Introduction to Astronomy	AS	4	Whitson
Automotive II	AUT 100	Automotive Basics	CTE	3	El Nounw
Automotive III	AUT 106*	Automotive Engines	CTE	3	El Nounw
AP/DE Calculus	MAT 220*	Calculus	AS	5	Bain
College Mathematics	MAT 142*	College Mathematics	AS	3	Corcoran
College Physics II	PHY 112*	College Physics II	AS	4	Whitson
Culinary Arts I	HRM 140	Food Production Concepts	CTE	3	Pastor
Culinary Arts II	HRM 240*	Commercial Food Production	CTE	3	Pastor
DE English 11	ENG 101*	College Composition I	AS	3	Halaberda
DE Graphic Design	ART 135*	Adobe Photoshop	AS	3	Quick
DE/AP College Physics I	PHY 111*	College Physics I	AS	4	Whitson

Digital Photography I	ART 136	Introduction to Digital Photography	AS	3	Cornett
Digital Photography II	ART 236	Digital Photography II	AS	3	Cornett
Diné History	HIS 238	Navajo History	AS	3	Begay
Dollars & Sense	BUS 100*	Mathematics of Business	CTE	3	Kraus
Early Childhood Development I	ECE 100	Introduction to Early Childhood Education	CTE	3	Cooke
FHS Screen Printing	BUS 207	Principles of Marketing	CTE	3	Quick
Graphic Design II	ART 130*	Computer Graphics I	AS	3	Quick
Navajo 3	NAV 101	Beginning Navajo I	AS	4	Begay
Navajo IV	NAV 102*	Beginning Navajo II	AS	4	Begay
Pre-Calculus	MAT 187*	Pre-Calculus	AS	5	Bain
US History (fall)	HIS 131	US History to 1877	AS	3	Askew
US History (spring)	HIS 132	US History to 1877	AS	3	Askew
Welding I	WLD 102	Basic Welding Fabrication	CTE	3	Rust
Welding II	WLD 106*	Intermediate Welding	CTE	3	Rust

Coconino High School

<u>HS Course Name</u>	<u>PS Course Prefix</u>	<u>PS Course Name</u>	<u>AS or CTE</u>	<u>Credit Hours</u>	<u>Teacher</u>
Automotive II	AUT 100	Automotive Basics	CTE	3	Locke
Automotive III	AUT 106*	Automotive Engines	CTE	3	Locke
CAD/Precision	DFT 155	Solidworks and the Manufacturing Environment	CTE	3	Howdeshell
Digital Photography I	ART 136	Digital Photography I	AS	3	Viskocil
Digital Photography II/III	ART 236	Digital Photography II	AS	3	Viskocil

Digital Media II ¹	ART 130*/ CIS 117*	Computer Graphics I Intro to Web Page Design	AS CTE	6	Shaddy
Dual Enrollment English 12	ENG 102*	College Composition II	AS	3	Buzan
DE Math	MAT 142*	College Mathematics	AS	3	Casados
DE Pre-AP Pre-calculus	MAT 187*	Pre-Calculus	AS	5	Casados
Diné History	HIS 238	Navajo History	AS	3	Goh
Navajo III	NAV 101	Beginning Navajo I	AS	4	Goh
Navajo IV	NAV 102*	Beginning Navajo II	AS	4	Goh
Culinary Arts I	HRM 140	Food Production Concepts	CTE	3	Penny
Culinary Arts II	HRM 240*	Commercial Food Production	CTE	3	Penny
Principles of Engineering I/II/III	DFT 110/ DFT150*/ DFT 200*/ MCH 110	Technical Drafting and CAD Fundamentals Machining I	CTE CTE	12	Howdeshell

¹The Arts and Sciences (AS) portion of this program requires that tuition be collected from the student, as detailed in Exhibit A.

Summit High School

<u>HS Course Name</u>	<u>PS Course Prefix</u>	<u>PS course Name</u>	<u>AS or CTE</u>	<u>Credit Hours</u>	<u>Teacher</u>
Parenting College/Child Growth and Development	ECE 234	Child Growth and Development	CTE	3	Hobbs

EXECUTIVE SUMMARY

Meeting Date:9-26-17

Subject: Purchase of Two 14 Passenger Collin Mini Busses from RWC

Board Goals:

- 1) **Maintain and Improve Comprehensive Student Opportunities and Services**
- 3) **Research and Create Desirable and Relevant Educational Opportunities and Services**
- 2) **Increase Public Engagement and Support for FUSD**

☒ Action/Discussion Item

☐ Information Item

Background and Discussion: As presented to and approved by the Bond Oversight Committee and requested by the transportation administration:

The District purchase two mini 14 passenger busses to be used in the fleet, which now includes six. These busses are used for field trips and sporting events and they can be driven by teachers.

Fiscal Impact: 2012 Bond Monies, \$130,322.73

Recommendation to the Board: The Board approve the purchase of two mini busses.

Presented by: Bob Kuhn

EXECUTIVE SUMMARY

Meeting Date: September 26, 2017

Subject: Governing Board Meetings, Agenda Preparation and Prioritization

Board Goals:

- 1) Maintain and Improve Comprehensive Student Opportunities and Services**
- 2) Recruit and Retain Highly Qualified, Motivated, and Excelling Staff**
- 3) Improve Student Preparedness and Mastery**
- 4) Research and Create Desirable and Relevant Educational Opportunities and Services**
- 5) Increase Public Engagement and Support for FUSD**
- 6) Develop Diversified Partnerships and Revenue Opportunities**

☒ Action/Discussion Item

☐ Information Item

Background and Discussion

Follow up to Board Retreat discussion on September 19, 2017

Recommendation to the Board

Discussion and possible action as directed by the Governing Board, which may include revisions to Policies.

BBA ©

BOARD POWERS AND RESPONSIBILITIES

The Board shall act as the general agent of the state of Arizona in carrying out the will of the people of this District in the matter of public education.

The Board is authorized under the laws of the state of Arizona to adopt all needed policies and regulations for the organization, evaluation, and governance in the District.

The Board performs the following basic functions necessary to the discharging of its responsibilities: legislative, executive, and appraisal.

- The legislative function is the policy-making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.
- The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.
- The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.

The duties and obligations of an individual Board member include the following:

- To become familiar with the state's school laws, regulations of the State Department of Education, and District policies, rules, and regulations.
- To have a general knowledge of the educational aims and objectives of the system.

- To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.
- To vote and act in Board meetings impartially for the good of the District.
- To accept the will of the majority vote in all cases, and give wholehearted support to the resulting policy.
- To accept the responsibility for confidentiality in appropriate matters, especially those dealing with personnel and the divulging of privileged information that could cost the District money, support, or public confidence.
- To represent the Board and the District to the public in a manner that promotes both interest and support.
- To refer complaints to the proper school authorities and to refrain from individual counsel and action.
- To perform other appropriate duties that may arise.

Adopted: date of manual adoption

LEGAL
A.R.S.
[15-321](#)
[15-341](#)
[15-342](#)
A.G.O.
I81-054

REF.:

**BBAA ©
BOARD MEMBER AUTHORITY
AND RESPONSIBILITIES**

All powers of the Board lie in its action as a public body. A "meeting" is defined as the gathering of a quorum of members of a public body to propose or take legal action, including any deliberations with respect to such action that has been properly noticed, pursuant to Arizona Revised Statutes.

Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.

Adopted: date of manual adoption

LEGAL

REF.:

A.R.S.

[15-321](#)

[15-341](#)

[15-342](#)

[15-381](#)

CROSS REF.:

[AA](#) - School District Legal Status

[BBA](#) - Board Powers and Responsibilities

**BDB
BOARD OFFICERS**

President

The duties of the President of the Board shall be as follows:

- Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.
- Consult with the Superintendent on the agenda for each meeting.
- Consult with Board members on the agenda(s).
- Encourage and maintain orderly and democratic participation.
- Keep all discussions factual and on the subject at hand.
- Allow for full and complete exploration of each item of business.

In the absence of the President of the Board, the Clerk shall assume that position temporarily and perform the functions of the President.

In the absence of the President and Clerk, Board members shall select a temporary president, which shall be recorded in the minutes.

Clerk

The clerk shall perform such duties as assigned by the Governing Board.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

CROSS REF.:

[BEDB](#) - Agenda

[BEDBA](#) - Agenda Preparation and Dissemination

BDB © BOARD OFFICERS

President

The duties of the President of the Board shall be as follows:

- A. Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.
- B. Consult with the Superintendent and, on behalf of the Governing Board as a whole, approve items to be placed on the agenda for each meeting.
- C. Encourage and maintain orderly and democratic participation.
- D. Keep all discussions factual and on the subject at hand.
- E. Allow for full and complete exploration of each item of business.

In the absence of the President of the Board, the Board members shall select a temporary president, which selection shall be recorded in the minutes.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

CROSS REF.:

[BEDB](#) - Agenda

[BEDBA](#) - Agenda Preparation and Dissemination

**BDG ©
SCHOOL ATTORNEY**

The District may use the services of the County Attorney. However, when the Board deems it to be in the best interest of the District the Board may retain private counsel and services. Compensation and purpose should be determined at the time of employment of private counsel.

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[11-532](#)

[15-341](#)

[15-343](#)

[38-431.07](#)

**BDG ©
SCHOOL ATTORNEY**

The Governing Board may employ an attorney to represent the District if the county attorney consents. The purpose for which an attorney is hired shall be set forth in writing by the Board.

The Governing Board may employ legal counsel without the consent of the county attorney when, in its discretion, it deems it advisable.

Compensation and purpose should be determined at the time of employment of private counsel.

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.

Adopted: date of Manual adoption

LEGAL

REF.:

A.R.S.

[11-532](#)

[15-341](#)

[15-343](#)

[38-431.07](#)

BE ©

SCHOOL BOARD MEETINGS

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

Notice of all Governing Board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. [38-431.02](#) and described in Board Policy BEDA.

Regular Board Meetings

The second (2nd) and fourth (4th) Tuesdays of each calendar month are designated as the regular Board meeting dates, except when the date falls on a legal holiday, in which event the meeting will be held the next day at the same hour. The Board, by majority vote, may also cancel or postpone a meeting.

A regular meeting may be rescheduled or canceled:

- By majority vote of the Board when noticed as a meeting agenda item.
- By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:

- Significantly inclement weather conditions, or
- A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- When the absence of a quorum of the Board will render the meeting impermissible.

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

Adopted: October 25, 2011

LEGAL REF.:

A.R.S.

[15-321](#)

[15-843](#)

[38-431](#) *et seq.*

A.G.O.

I79-45

CROSS REF.:

[BEC](#) - Executive Sessions/Open Meetings

[BEDA](#) - Notification of Board Meetings

[BEDB](#) - Agenda

[BEDC](#) - Quorum

BEC ©

EXECUTIVE SESSIONS / OPEN MEETINGS

The Board may enter into executive session after the following requirements have been met:

- A. A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.
- B. The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.
- C. The Board President has identified the section or sections of A.R.S. [38-431.03](#) that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.
- D. The executive session is authorized by a vote in open session, either during the current Governing Board meeting or at a prior meeting of the Board designating the time and the date of the future executive session.

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.

No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

Adopted: December 13, 2016

LEGAL REF.:

A.R.S.

[15-843](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

A.G.O.

I79-45

I79-49

I79-126

I79-136

I80-118

I80-146

I81-058

I81-060

I81-090

CROSS REF.:

[BBBB](#) - Board Member Oath of Office

[BEDA](#) - Notification of Board Meetings

[BEDG](#) - Minutes

[JKD](#) - Student Suspension

**BED ©
MEETING PROCEDURES / BYLAWS**

The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

BEDB AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. [38-431.02](#)*)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular Meetings

Preliminary:

- Call to order
- Moment of silence
- Pledge of allegiance
- Roll call
- Reorder agenda
- Adoption of the agenda (*discussion of items is not in order*)

Call To The Public (Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action)

Action Items (Matters on which the Governing Board may take legal action during the meeting)

- Consent Agenda Items (When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained)
- Student Travel

Presentations - Information and Discussion items (Matters about which the Board may engage in discussion but will take no action during the meeting)

- Superintendent
 - Summary of current events
 - Celebrations and recognitions
 - Reports (Notice must be specific as to type of report that will be given, subject matter and whom will be making the report)

Action Items - Specific items of District business (as listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action)

For Your Information (Items to be heard only: the Board will not propose, discuss, or take legal action during the meeting)

Adjournment

Special Meetings:

- Call to order
- Items for which the special meeting was called (May include timely action, discussion, and information items as conditioned for regular meetings)
- Announcements
- Adjournment

Executive Sessions:

- An executive session may be scheduled, as necessary, during either a regular or special meeting. (See *Arizona Attorney General Agency Handbook Section 7.6.7*)
 - When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.

- The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. [38-431.03](#)(A)(3).

Emergency Meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by [38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for the Disabled

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's office at 928-527-6002. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: January 14, 2014

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

CROSS REF.:

[BDB](#) - Board Officers

[BEC](#) - Executive Sessions/Open Meetings

BEDB © AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. [38-431.02](#)*)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular meetings:

- A. Call to order
- B. Adoption of the agenda (*discussion of items is not in order*)
- C. Pledge of allegiance
- D. Board Meeting minutes not previously approved
- E. Information only items (*Items to be heard only; the Board will not propose, discuss, or take legal action during the meeting unless the specific matter is properly noticed for legal action.*)
 - 1. Summary of current events
 - a. Superintendent
 - i. Celebrations and recognitions
 - b. Governing Board members
 - 2. Reports (*Notice must be specific as to type of report that will be given, subject matter and whom will be making the report*)
- F. Public comments (*members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action*)

G. Action items (*Matters on which the Governing Board may take legal action during the meeting*)

1. Consent agenda items (*When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained*)

2. Specific items of District business (*as listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action*)

H. Information and Discussion items (*Matters about which the Board may engage in discussion but will take no action during the meeting*)

I. Information items (*The Board will not propose, discuss, or take legal action during the meeting*)

1. Requests for future agenda items

J. Adjournment

Special meetings:

A. Call to order

B. Items for which the special meeting was called (*May include timely action, discussion, and information items as conditioned for regular meetings*)

C. Announcements

D. Adjournment

Executive sessions:

A. An executive session may be scheduled, as necessary, during either a regular or special meeting. (*See Arizona Attorney General Agency Handbook Section 7.6.7*)

1. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.
2. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. [38-431.03](#)(A)(3).

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by [38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for the Disabled

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [*name of designated agency contact person*] at [*telephone number and TDD telephone number*]. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

CROSS REF.:

[BDB](#) - Board Officers

[BEC](#) - Executive Sessions/Open Meetings

BEDB-E

EXHIBIT

AGENDA

AGENDA TEMPLATE

Preliminary:

- Call to order
- Moment of silence
- Pledge of allegiance
- Roll call
- Reorder agenda
- Adoption of agenda

Call to the Public

Action Items:

- Consent agenda
- Student travel

Presentations:

- Curriculum report
- Superintendent's report
- Operations report
- Budget and finance report

- Governing Board members' report

Action Items:

- General administration

For Your Information:

- Informational items

Executive Session (if necessary)

Adjournment

BEDB-E ©

EXHIBIT

AGENDA

Form 7.7

Sample Notice and Agenda of Public Meeting and Executive Session

Sections 7.6.4, 7.6.8, 7.7.2, 7.7.4, and 7.10.1 NOTICE AND AGENDA OF MEETING OF THE ARIZONA COMMISSION ON THE ENVIRONMENT

Pursuant to A.R.S. § [38-431.02](#), notice is

hereby given to the members of the Arizona Commission on the Environment and to the general public that the Arizona Commission on the Environment will hold a meeting open to the public on January 21, 2000, beginning at 8:30 a.m. in Room 201, Health Building, 1740 West Adams, Phoenix, Arizona. As indicated in the following agenda, the Arizona Commission on the Environment may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The agenda for the meeting is as follows:

- I. Call to Order. (Chairman Smith)
- II. Approval of Minutes of October 19, 1999 Meeting.
- III. Committee Reports. (Oral reports of the following committees and discussion thereon.)
 1. Computer Committee. Report by the chair of the Commission's Advisory Committee on proposals for acquiring a new computer system for the Commission.
- IV. Personnel.
 1. Consideration of applicants for Director of the Commission. The Commission may vote to discuss

this matter in executive session pursuant to A. R.S. § [38-431.03](#)(A)(1). The names of the applicants may be obtained by contacting the Commission's Executive Secretary.

2. Selection of Director of the Commission. The Commission may defer a decision on this matter to a later date.

V. Litigation.

1. *State v. Acme Polluters*. Discussion and decision concerning possible settlement. The Commission may vote to discuss this matter with the Commission's attorneys in executive session pursuant to A.R.S. § [38-431.03](#)(A)(3) and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.

2. Instituting Litigation. Discussion with and instruction to the Commission's attorneys concerning the filing of an enforcement action against The Brown Corporation. The Commission may discuss this matter in executive session pursuant to A.R.S. § [38-431.03](#)(A)(2), (3), and (4). The Commission may decide the matter in the public meeting or defer decision to a later date.

VI. Consent Agenda.

Approval of routine warrants, purchase orders, travel claims, employee leave and transfer requests, and employee resignations. (Documentation concerning the matters on the consent agenda may be reviewed at the Commission's office.) Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any Commission member.

1. Approval of purchase order numbers 1204, 1205, and 1206 for purchase of computer equipment.

2. Approval of travel claims for employees John Q. Smith and Mary M. McGee.

3. Approval of resignation of Daniel Warren and resolution to thank Daniel Warren for ten years of service.

VII. Call to the Public.

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

VIII. Summary of Current Events.

The chief administrator, presiding officer or a member of the board may present a brief summary of current events pursuant to A.R.S. § [38-431.02](#)(K). The Board will not discuss or take action on any current event summary.

The Board may discuss future dates for meetings and direct staff to place matters on future agendas.

IX. Future Meeting Dates and Items for Future Agendas.

A copy of the agenda background material provided to Commission members (with the exception of material relating to possible executive sessions) is available for public inspection at the Commission's office, Room 402, Health Building, 1740 West Adams, Phoenix, Arizona.

Dated this 7th day of January, 2000.

ARIZONA COMMISSION ON
THE ENVIRONMENT

Chris Jones
Executive Secretary

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting [name, telephone number, TDD telephone number]. Requests should be made as early as possible to arrange the accommodation.

**BEDBA
AGENDA PREPARATION AND DISSEMINATION**

Regular Meetings:

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Superintendent of the particular item of business at least five (5) working days before the meeting. The inclusion of these items shall be at the discretion of the President in consultation with the Superintendent.

Items of business suggested by employees and patrons of the District will be submitted in writing and received in the office of the Superintendent at least five (5) working days before the Board meeting. The inclusion of these items shall be at the discretion of the Board President in consultation with the Superintendent.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Upon request, copies of the agenda shall be available to the public and the press.

Special Meetings:

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[38-431](#) *et seq.*

BEDBA ©
AGENDA PREPARATION AND DISSEMINATION

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, may place items on the agenda. Any Board member proposing an item for consideration of placement on the agenda will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Upon request, copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[38-431](#) *et seq.*

CROSS REF.:

[BDB](#) - Board Officers

**BEDD ©
RULES OF ORDER**

The Board prescribes rules for its meetings as follows:

- It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- Each action item shall require a motion, and all motions shall require seconding.
- The President may make or second motions, and may vote on all motions.
- A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

CROSS REF.:

[BED](#) - Meeting Procedures/Bylaws

[BEDA](#) - Notification of Board Meetings

[BEDB](#) - Agenda

[BEDBA](#) - Agenda Preparation and Dissemination

[BEDC](#) - Quorum

[BEDF](#) - Voting Method

[BEDG](#) - Minutes

[BEDH](#) - Public Participation at Board Meetings

[BGF](#) - Suspension/Repeal of Policy

**BEDF ©
VOTING METHOD**

Votes on all motions and resolutions shall be by ayes and nays. No secret ballots shall be used.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a voice vote, members may request that their own votes be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[1-216](#)

[15-321](#)

[38-431](#)

A.G.O.

I78-237

CROSS REF.:

[BEDC](#) - Quorum

[BEDD](#) - Rules of Order

[BEDG](#) - Minutes

BEDF © VOTING METHOD

Votes on all motions and resolutions shall be by *ayes, nays or abstentions*.

At the discretion of the Board President or on the request of a member, a show-of-hands or roll-call vote shall be made and the vote of members shall be recorded. On a voice vote, members may request that their own votes be recorded.

All motions shall be carried by a majority of the members who vote, or as otherwise required by law.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[1-216](#)

[15-321](#)

[38-431](#)

A.G.O.

178-237

CROSS REF.:

[BEDC](#) - Quorum

[BEDD](#) - Rules of Order

[BEDG](#) - Minutes

EXECUTIVE SUMMARY

Meeting Date: September 26, 2017

Subject: BoardDocs

Board Goals:

- 1) **Maintain and Improve Comprehensive Student Opportunities and Services**
- 2) **Recruit and Retain Highly Qualified, Motivated, and Excelling Staff**
- 3) **Improve Student Preparedness and Mastery**
- 4) **Research and Create Desirable and Relevant Educational Opportunities and Services**
- 5) **Increase Public Engagement and Support for FUSD**
- 6) **Develop Diversified Partnerships and Revenue Opportunities**

☒ Action/Discussion Item

☐ Information Item

Background and Discussion

As presented and discussed at previous meetings, we would like to further explore the option of utilizing BoardDocs to enhance the governance process and improve communications between the Administration, the Public and the Board.

Fiscal Impact

\$1,000 one-time start-up fee; \$10,500 for one year

Recommendation to the Board

Authorize Superintendent to proceed with implementation of BoardDocs to create and manage board packets, access information and conduct meetings.

Presented by: Michael A. Penca, Superintendent

FYI