

## OFFICIAL MINUTES

October 24, 2017

A public meeting of the Flagstaff Unified School District Governing Board was convened on October 24, 2017 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

Ms. Fredericks called the meeting to order at 4:33 pm. This was followed by the Pledge of Allegiance and a Moment of Silence.

### 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

Dr. Ken Garland, Legislative/Government Liaison

Ms. Kim Branges, Executive Assistant

Ms. Fredericks made a motion to move the Assistant Superintendent for Curriculum and Instruction report before the Superintendent's report. Ms. Kozak seconded; motion carried 5-0.

Ms. Fredericks moved to adopt the agenda as reordered. Dr. Haden seconded; motion carried 5-0.

6 people signed the guest register

**WORKSESSION**

Mr. Kuhn, Ms. Walton, Mr. Walmer and Dr. Garland distributed and reviewed information related to capital funding and possible elections. The topics covered included a review of facilities, a curriculum and technology review, ongoing capital funding needs, potential timeline and outreach.

Ms. Fredericks called on the public for comment:

- Sarah Ells, spoke on behalf of the PAC and urged the Board to get their message out early so the PAC can do their best work to set the District up for success with elections. They would like to start their effort in the spring of 2018.

**CALL TO THE PUBLIC**

**CONSENT AGENDA**

1. Minutes of the Retreat held on October 10, 2017
2. Minutes of the Regular Meeting held on October 16, 2017
3. Vouchers: AD921A18 (Detailed information is available upon request)
4. Monetary Donations: The Molly and Joseph Herman Foundation \$419.50 for STEM Program at Summit High School
5. Gifts: a) One Inspiration Elite Nebulizer model BCM00600U, valued at \$40 from Amy Sipes to be used at MEMS; b) One Keurig 2.0 Model 250, valued at \$130, from Alicia Yaeger to be used at Puente de Hózhó
6. Final Associated Students Activity Fund Report for the months ending July 31, 2017; August 31, 2017; and September 30, 2017
7. Resignations, appointments, retirements, releases from contract, leaves of absence and substitutes:

**RESIGNATIONS/TERMINATIONS**

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Bradley, Paul	Technology	Secretary	10/20/2017
Ludwig, Courtney	FHS/Eagles Crest	Instructional Aide	10/31/2017
Rosell, Roger	Facility Services/Maintenance	Carpenter	10/17/2017
Valencia-Gallegos,	FHS/Eagles Crest	Instructional Aide	9/29/2017

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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

LICENSED PROFESSIONAL

CLASSIFIED

NAME	LOCATION	TITLE	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Cornish, Kerry	CHS	SPED Parapro	\$12.39	31.75	10/5/2017
Crank, Derrick	Facility Services/ Maintenance	Electrician II	\$20.87	40	10/4/2017
Dippolito, Jessica	DeMiguel	SPED Parapro	\$11.30	20	10/4/2017
Graves, Unique	Knoles	SPED Parapro	\$11.81	17.75	10/9/2017
Ginter, Concepcion	Sechrist	SPED Parapro	\$11.30	27.75	10/9/2017
Hanson, Eva	Kinsey	SPED Parapro	\$11.81	30.5	10/2/2017
Lawler, Britney	Kinsey	SPED Parapro	\$11.30	30.75	9/25/2017
Moore, Monnie	Transportation	Bus Driver	\$13.98	40	10/2/2017
Robicheau, Daniel	DeMiguel	SPED Parapro	\$11.81	30.75	10/6/2017
Stow, Jessica	Cromer	Library Media Assistant	\$11.30	40	10/9/2017
Thomas, Aliysha	Marshall	FACTS SPED Aide	\$11.30	8	10/20/2017
Thomas, Aliysha	DeMiguel	FACTS Caregiver	\$10.50	9	10/20/2017

STUDENT WORKERS (All paid minimum wage \$10.50/hour)

NAME	LOCATION	HOURS PER WEEK	EFFECTIVE DATE
E. A.	CHS	1	10/19/2017
J.B.	CHS	1	9/25/2017
C.G.	CHS	1	10/11/2017
S.L.	CHS	1	10/19/2017
E.M.	CHS	1	10/19/2017
C.Y.	FHS	1	10/16/2017

CAMP COLTON

ENRICHMENT SKILLS TRAINERS

RETURNING RETIREES (TEMP POSITIONS)  
 TEMPORARY ASSIGNMENT  
 VOLUNTEERS

NAME	LOCATION	TITLE
Bushman, Robin	CHS, Sinagua, Cromer	Band Volunteer
Dewangyumptewa, Boisiu	Sinagua M.S.	Afterschool Mentor (Native American Students)
Romer, Raquel	Sinagua M.S.	Mentoring students
George, Shawdeena	Sinagua M.S.	Mentoring Students

COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS/OTHER

NAME	LOCATION	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Contreras, Gregory	FHS-Yearbook Sponsor	\$5400-Stipend	n/a	8/11/2017
Kaufman, Alexander	FHS-Assistant Varsity Cross Country Coach	\$1600-Stipend	n/a	8/28/2017
Valdes, Brittani	FHS-Sports Event Worker	TBD per game	n/a	9/7/ 17
Lessley, Ursula	MEMS-Girls Volleyball Coach	\$600-stipend	n/a	8/22/2017
Muench, Kyle	MEMS-Cross Country Coach	\$625-stipend	n/a	8/22/2017

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/SOURCE	SPRING/FALL	AMOUNT
Emily Millhouse	Orchestra Asst.--Fall	CHS	Fall	\$1,000
Emily Millhouse	Orchestra Asst.--Spring	CHS	Spring	\$1,000
Katherine Pastor	Dept. Chair-Counseling	FHS	All Year	\$840
Patricia Pastor	Dept. Chair-CTE	FHS	All Year	\$1,080
Clinton Anderson	Dept. Chair-English	FHS	All Year	\$690
Kelly Graham	Dept. Chair-English	FHS	All Year	\$690
Cindie Sipes	Dept. Chair-SPED	FHS	All Year	\$1,500
Danielle Bradley	Dept. Chair-Modern Language	FHS	All Year	\$600
Lawrence Watson	Dept. Chair-Math	FHS	All Year	\$1,300

Elizabeth Haglin	Dept. Chair-PE	FHS	All Year	\$560
David Hale	Dept. Chair-Art/Music	FHS	All Year	\$460
Jennifer Askew	Dept. Chair-Science	FHS	All Year	\$1,100
Mitch Askew	Dept. Chair-Social Studies	FHS	All Year	\$1,000
Charnelle Curley	JV Volleyball Coach	Sinagua MS	Fall	\$600
Kelly Graham	Collaborative Literacy Intervention	FHS	1 <sup>st</sup> Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	1 <sup>st</sup> Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	1 <sup>st</sup> Semester	\$500
Annie Watson	Collaborative Literacy Intervention	FHS	1 <sup>st</sup> Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	1 <sup>st</sup> Semester	\$500
Danielle Bonfig	Collaborative Literacy Intervention	FHS	1 <sup>st</sup> Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	1 <sup>st</sup> Semester	\$500
Kelly Graham	Collaborative Literacy Intervention	FHS	2 <sup>nd</sup> Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	2 <sup>nd</sup> Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	2 <sup>nd</sup> Semester	\$500
Annie Watson	Collaborative Literacy Intervention	FHS	2 <sup>nd</sup> Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	2 <sup>nd</sup> Semester	\$500
Danielle Bonfig	Collaborative Literacy Intervention	FHS	2 <sup>nd</sup> Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	2 <sup>nd</sup> Semester	\$500
Amber Bycroft	Speech Language Pathologist	Exceptional Student Services	All Year	\$1250 Revised 1.0 FTE
Martin Reyes	Varsity Girls' Basketball Coach	CHS	Fall	\$600
Jonathan Edwards	Frosh Boys' Basketball Coach	CHS	Fall	\$600
Erin Motes	Assistant Cheer Coach	CHS	Fall	\$100

**SUBSTITUTES**

**SUSTITUTE TEACHERS**

NAME
Anne Hamlin
Erma Yellowman

**SUB-AIDES**

NAME
Shelby Kowalski
Alexis Gradillas
Amanda Dunning
Rossio del Pilar Sheets
Carol Smith

SUB-NURSES

SUB-CAREGIVERS

NAME
Kara Riley

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

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

QUALIFIED EVALUATORS

Ms. Kozak moved to approve the Consent Agenda as submitted. Ms. Fredericks seconded; motion carried 5-0.

**STUDENT TRAVEL**

1. Sinagua Middle School-Sinagua Service Club – Grand Canyon Youth Lower San Juan River Trip on April 27 – May 1, 2018

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

2. Flagstaff High School Girls Basketball to Green Valley High School in Henderson, Nevada on December 27-30, 2017 for the 2017 Gator Winter Classic Basketball Tournament

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

### **ACTION ITEMS**

1. Proclamation

Dr. Michael Schwanenberger, Northern Arizona University Educational Leadership Department Chair, reviewed the history of Legendary Teacher Day. He urged everyone to think about a legendary teacher in their lives and to thank them. Ms. Walton read the proposed Proclamation.

Ms. Fredericks moved to approve the Proclamation in support of Legendary Teacher Day and to affirm its support of October 24, 2017 as Legendary Teacher Day. Dr. Haden seconded; motion carried 5-0.

### **PRESENTATIONS**

1. Legendary Teacher Presentation

Randy Hopson, Suzy Jacobsen, Mary Lara, George Moate, and Jodie Nicolson were introduced and recognized as FUSD Legendary Teachers.

The Board took a 10 minute break at 6:00 pm.

4. Curriculum and Instruction Report

Ms. Walton introduced Susan Smith, Director of Exceptional Student Services. Ms. Smith introduced Arizona School for the Deaf and Blind (ASDB) Assistant Superintendent Kristen Rex. Ms. Smith and Dr. Rex provided information regarding the contract with, and services provided by, ASDB to FUSD students.

Ms. Walton introduced Sylvia Johnson, Director of Educational Enrichment. Ms. Johnson and Ms. Smith presented an overview of preschool services provided by FUSD. Their report included enrollment, identification and location of programs.

2. Superintendent's Report

Mr. Penca reported on the Superintendents' Collaborative Network meeting and Arizona School Administrators' Superintendency/Higher Ed Conference he attended in Prescott. There were no questions regarding his written report.

3. FUSD Highlights

Ms. Eberhard provided a PowerPoint presentation on activities and celebrations around the District.

5. Finance and Budget Report (no report)

6. Operations and Support Services Report

Mr. Kuhn reviewed his report regarding transportation and construction projects in the District.

7. Human Resources Report

Ms. Anderson answered questions regarding her report on the salary comparison for 2016-17 to 2017-18; administrative and management definition and structure; and review of and job descriptions for the positions of Director of Educational Enrichment, Associate Director of Student Support Services, Behavioral Specialist, Gifted/ESS Specialist, Associate Director of Communication and Public Relations, and Communication and Public Relations Specialist.

8. Governing Board Members' Report

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

**ACTION ITEMS**

2. Memorandum of Understanding

Ms. Kelty moved to approve the Memorandum of Understanding with Northern Arizona University for the Foster Grandparent program and Retired Senior Volunteer Program (RSVP). Ms. Fredericks seconded; motion carried 5-0.

3. 2017 Expenditure of Bond and Override Expenditures

Ms. Kelty moved to approve the maintenance and operations override and bond expenditures for fiscal year 2017. Ms. Fredericks seconded; motion carried 5-0.

4. Policy Revision

Mr. Penca reviewed the current policy BDG – School Attorney and Policy CCB – Line and Staff Relations, which allows the superintendent to delegate power and duties. He distributed and reviewed an opinion from the Trust regarding attorney contact. Dr. Gilmore suggested that all positions that can contact legal counsel be reflected in the policy and Ms. Kelty requested that any Board Member be able to contact the attorney.

Ms. Kelty moved to amend Policy BDG-School Attorney to include all Board Members. Dr. Gilmore seconded; motion failed with Ms. Fredericks, Dr. Haden and Ms. Kozak voting nay.

Ms. Fredericks moved to approve the first reading of revisions to Policy BDG-School Attorney with a comma between *District* and *the Board may retain* in the second sentence and to cross reference Policy CCB-Line and Staff Relations. Ms. Kozak seconded; motion carried 5-0.

5. Policy Revision

Ms. Kelty moved to approve the first reading of revisions to Policy BEDB-Agenda. Dr. Gilmore seconded; motion carried 5-0.

6. Policy Revision

Dr. Gilmore moved to approve the first reading of revisions to Policy BEDD-Rules of Order. Ms. Kelty seconded; motion carried 4-1 with Ms. Fredericks voting nay.

7. Superintendent Evaluation

Ms. Fredericks moved to table the procedures and timelines for evaluation and performance-based pay and the goals for Superintendent Penca. Ms. Kozak seconded; motion carried 5-0. This will come back to the Board on the November 14<sup>th</sup> agenda with changes discussed tonight.

8. ASBA Bylaw Changes

Ms. Kozak moved to approve the Arizona School Boards Association (ASBA) proposed bylaw changes as presented by ASBA member school boards, ASBA committees and the ASBA Board of Directors. Ms. Kelty seconded; motion carried 5-0.

Ms. Kozak made a motion that Ms. Fredericks vote in the manner that the Board approved. Ms. Kelty seconded; motion carried 5-0.

9. Extra Duty Pay Assignment

Ms. Fredericks moved to approve the salary schedule for Extra Duty Pay Assignments. Ms. Kelty seconded; motion carried 5-0.

10. Meeting Dates

Mr. Penca said the BoardDocs training for Board Members has been scheduled for Tuesday November 28, 2017 at 5:30 pm and is expected to last one hour. Dr. Gilmore and Dr. Haden said they could not attend. Board Members indicated they would prefer online training.

