

## OFFICIAL MINUTES

November 14, 2017

A public meeting of the Flagstaff Unified School District Governing Board was convened on November 14, 2017 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

Ms. Fredericks called the meeting to order at 4:30 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 (participated by telephone)

Dr. Carol Haden, Member (participated by telephone until 5:22 pm)

Ms. Kathryn Kozak, Member

#### Administrative Staff

Mr. Michael Penca, Superintendent

Ms. Mary K. Walton, Assistant Superintendent

Absent Mr. Robert Kuhn, Assistant Superintendent

Mr. Scott Walmer, Director of Finance

Ms. Dawn Anderson, Director of Human Resources

Absent Ms. Karin Eberhard, District Relations Coordinator

Dr. Ken Garland, Legislative/Government Liaison

Ms. Kim Branges, Executive Assistant

Dr. Gilmore requested that Consent Agenda Items #5 and #8 be removed for separate discussion prior to voting.

Ms. Kozak moved to adopt the agenda as amended. Ms. Kelty seconded; motion carried 5-0.

3 people signed the guest register

**EXECUTIVE SESSION**

Ms. Kozak moved to enter Executive Session at 4:32 pm for discussion and consultation with its attorney for legal advice and in order to consider its position and instruct its attorney regarding the proposed meet and confer agreement. Ms. Kelty seconded; motion carried 5-0. The Executive Session ended at 5:22 pm. Following an eight-minute break, the public meeting was reconvened.

Ms. Fredericks said the Board reviewed the draft agreement and feels it is fair and equitable. She said the Board has instructed the attorney to make some revisions and present the updated draft to the Flagstaff Education Association.

**CALL TO THE PUBLIC**

Ms. Fredericks called on the public for comment:

- Dani Lawrence: provided an update to the Board regarding ASDB's services; feels ASDB doesn't communicate and they offer no innovative ideas to help her son; said her family's experience has been fairly disappointing; is happy with the District's Special Education Advisory Committee
- Bradley Shaw: submitted a plan for the addition of a zoology class at Coconino High School
- Kier McNeely: feels the current dress code at Flagstaff High School is sexist and wants the high school dress code changed
- Jeannine Brandel: introduced some members of the Flagstaff High School Cross Country Girls' and Boys' teams – both teams have won state titles three years in a row

**CONSENT AGENDA**

1. Minutes of the Retreat held on October 24, 2017
2. Vouchers: ADA16A18; DSA16A18; DSA18A18; DS103A18; DSA04A18; AD921A18; ADA18A18; AXA09C18; 219; 019 (Detailed information is available upon request)

**3. Monetary Donations:**

Flagstaff Arts Council	\$3,750.00	Calculators	Districtwide
R & J Baker	\$50.00	Cross Country Program	Mount Elden Middle School
Puente de Hozho Peace Club	\$220.54	Red Cross Donation	Puente de Hozho Elementary School
The NARBHA Institute, Inc.	\$16,000.00	Teacher Training in PBIS and Behavior Support	Districtwide
Northern Arizona Orthodontics, LLC	\$775.00	Athletic Program	Flagstaff High School
The FHS Class of 1967	\$941.63	School's Choice	Flagstaff High School
Eagles Spiritline Booster Club	\$2,350.00	Cheer Coach Stipends	Flagstaff High School
Michael and Kathleen I Forth	\$100.00	School's Choice	Puente de Hozho Elementary School
Flagstaff Bone and Joint	\$90.00	Athletic Physicals and Sports Uniforms	Mount Elden Middle School
Friends of Camp Colton	\$13,000.00	Camp Nurse's Salary and Benefits	Camp Colton
Friends of Camp Colton	\$900.00	Rental	Camp Colton

4. Associated Students Activity Fund Report for the month ending October 31, 2017
5. Second reading of revisions to Policy BDG-School Attorney
6. Second reading of revisions to Policy BEDB-Agenda
7. Second reading of revisions to Policy BEDD-Rules of Order
8. Resignations, appointments, retirements, releases from contract, leaves of absence and substitutes:

RESIGNATIONS/TERMINATIONS

## ADMINISTRATION

## CERTIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Randolph, Natalie	Summit High School	Counselor	6/30/2017
McCamley, Susan	Thomas	Music Teacher	10/10/2017

## LICENSED PROFESSIONAL

## CLASSIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Benally, Mary Ann	Leupp	Kindergarten/Instructional Aide	11/17/2017
Dove, Benjamin	FHS	Soccer Coach	6/30/2017
Enciso, Joaquin	Knoles	SPED Parapro	11/17/2017
Ramirez, Miguel Angel	FHS	SPED Parapro	11/21/2017
Trillo, Eddie	Transportation	Bus Driver	11/17/2017

## 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
Fletcher, Justine	Sechrist	Program Specialist	1.0	\$25,585	11/1/2017
Hover, Kristina	CHS	Geometry Teacher	1.0	\$25,421	10/23/2017
Patton, Elyse	MEMS	PE Teacher	1.0	\$24,372	10/25/2017
Stellwagen, Kaitlin	MEMS	SPED Resource Teacher	1.0	\$23,434	11/1/2017
Wheeler, Kimberly	Cromer	Program Specialist	1.0	\$30,566	10/23/2017

## LICENSED PROFESSIONAL

## CLASSIFIED

NAME	LOCATION	TITLE	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Charley, Tanya	Sechrist	SPED Parapro	\$11.30	27.5	10/30/2017

Duffy, Sean	FHS	SPED Parapro	\$12.39	31.75	11/1/2017
Gulvin, Lynn	Kinsey	Kindergarten Instructional Aide	\$11.62	20	11/2/2017
Holdsworth, Melissa	SMS/FHS	Instructional Aide/Childcare Centers	\$10.83	40	10/30/2017
Lugo, Amanda	Thomas	SPED Parapro	\$12.10	18.25	10/27/2017
Slack, Melinda	Knoles	General/Lunch Duty Aide	\$10.83	8.75	11/3/2017
Stricker, Emily	FHS	Instructional Aide/Childcare Center	\$11.11	27.5	10/16/2017
Thomas, Jennifer	Sechrist	SPED Parapro	\$11.30	30.75	10/23/2017
Whitehead, Kaitlyn	Sechrist	SPED Parapro	\$11.81	30.75	10/16/2017
Witt, Vivian	FHS	SPED Parapro	\$11.81	31.75	11/6/2017

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

NAME	LOCATION	HOURS PER WEEK	EFFECTIVE DATE
R.D.	FHS	5	10/23/2017
H.L.	CHS	1	10/27/2017
K.P.	FHS	5	11/6/2017

## CAMP COLTON

## ENRICHMENT SKILLS TRAINERS

## RETURNING RETIREES (TEMP POSITIONS)

NAME	LOCATION	TITLE	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Baron, Kathy	FHS	Writing Specialist	\$29.80	13.5	8/11/2017

## TEMPORARY ASSIGNMENT

## VOLUNTEERS

NAME	LOCATION	TITLE
French, Michael Todd	SMS	Wrestling Program Volunteer Coach
Gaddy, Sydney	MEMS	Volunteer Volleyball Coach
Gorman, Jalyn	FHS	Athletic Training Program Volunteer
Traylor, Diane	Thomas	RSVP Education Coach
Van Gorp, Debbie	Thomas	RSVP Education Coach
Escandon, Jose'	CHS	Soccer Program Volunteer
Gould, Catherine	Thomas	Kids Hope USA

## COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS/OTHER

NAME	LOCATION	HOURLY RATE	HOURS PER WEEK	EFFECTIVE DATE
Fulton, Ryan	Sinagua M.S.	Pay per game	3	9/25/2017

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
Curley, Charnelle	Wrestling Coach	Sinagua Middle School	Fall	600.00
Andreason, Roger	Wrestling Coach	Sinagua Middle School	Fall	600.00
Escalara, Armando	Wrestling Coach	Sinagua Middle School	Fall	725.00
Callan, Trisha	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Reeder, Jessica	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Begley, Tim	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Melo, Luis	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Fix, Jana	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Mansfield, Stephanie	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Mimran, Jamie	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Maki, Suzanne	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00
Curtin, Adria	Gradebook Support Trainers	Educational Enrichment	Year Round	500.00

Lohr, Chelsea	Gradebook Support Trainers	Educational Enrichment	Year Round	1,000.00
Overton, Heather	Gradebook Support Trainers	Educational Enrichment	Year Round	1,500.00
Askew, Mitchell	Dual Enrollment	Flagstaff High School	1 <sup>st</sup> semester	924.00
Begay, Joe	Dual Enrollment	Flagstaff High School	1 <sup>st</sup> semester	656.00
Anderson, James	Assistant Football Coach	Coconino High School	Fall	1,600.00
Begay, Ashleigh	Basketball Coach-Frosh Girls	Coconino High School	Winter	1,600.00
Lowie, Pam	Dept. Chair-Specials	Kinsey Elementary	Year Round	900.00
Makie, Suzie	Dept. Chair K-2 <sup>nd</sup>	Kinsey Elementary	Year Round	1,300.00
Biggs, Ginni	Dept. Chair 3-5th	Kinsey Elementary	Year Round	1,200.00
Gurne, Lynn	Dept. Chair-SPED	Kinsey Elementary	Year Round	700.00
Baca, Richard	Basketball Coach-JV Girls	Coconino High School	Fall	1,800.00
Atkins, Laura	Dual-Cert Teacher	Cromer	8/10/2017-11/30/2017	1,125.00
Blahut, Tracy	Dual-Cert Teacher	Killip	8/10/2017-11/30/2017	875.00
Conrad, Melissa	Dual-Cert Teacher	Killip	8/10/2017-11/30/2017	875.00
Davidson, Susan	Dual-Cert Teacher	Knoles	8/10/2017-11/30/2017	750.00
Delaney, Caitlin	Dual-Cert Teacher	Cromer	8/10/2017-11/30/2017	875.00
Fisk, Renda	Dual-Cert Teacher	Marshall	8/10/2017-11/30/2017	1,000.00
Hamman, Kasie	Dual-Cert Teacher	Thomas	8/10/2017-11/30/2017	1,250.00
Hart, Linda	Dual-Cert Teacher	Killip	8/10/2017-11/30/2017	1,000.00

Herman, Ellen	Dual-Cert Teacher	Thomas	8/10/2017-11/30/2017	1,000.00
Horner, Heather	Dual-Cert Teacher	Kinsey	8/10/2017-11/30/2017	875.00
Horlacher, Emma	Dual-Cert Teacher	Leupp	8/10/2017-11/30/2017	625.00
Krause, Katie	Dual-Cert Teacher	Killip	8/10/2017-11/30/2017	875.00
Lara, Stephanie	Dual-Cert Teacher	Cromer	8/10/2017-11/30/2017	1,000.00
Laughlin, Jordan	Dual-Cert Teacher	DeMiguel	8/10/2017-11/30/2017	875.00
Lilly, Kathryn	Dual-Cert Teacher	Cromer	8/10/2017-11/30/2017	750.00
Lucas, Jennifer	Dual-Cert Teacher	Thomas	8/10/2017-11/30/2017	1,000.00
Maclean, Ashley	Dual-Cert Teacher	Knoles	8/10/2017-11/30/2017	875.00
Marquardt, Stefanie	Dual-Cert Teacher	Cromer	8/10/2017-11/30/2017	875.00
Maury, Caitlin	Dual-Cert Teacher	Kinsey	8/10/2017-11/30/2017	875.00
Murray, Daniel	Dual-Cert Teacher	DeMiguel	8/10/2017-11/30/2017	625.00
Rossmann, Todd	Dual-Cert Teacher	DeMiguel	8/10/2017-11/30/2017	875.00
Seery, Virginia	Dual-Cert Teacher	Thomas	8/10/2017-11/30/2017	1,000.00
Seltzer, Amy	Dual-Cert Teacher	DeMiguel	8/10/2017-11/30/2017	625.00
Strauss, Abigail	Dual-Cert Teacher	DeMiguel	8/10/2017-11/30/2017	875.00
Taylor, Cambria	Dual-Cert Teacher	Killip	8/10/2017-11/30/2017	875.00
Wauneka-Goodwin, Mable	Dual-Cert Teacher	Killip	8/10/2017-11/30/2017	1,250.00
White, Sheila	Dual-Cert Teacher	Marshall	8/10/2017-11/30/2017	780.16

SUBSTITUTESSUSTITUTE TEACHERS

NAME
Jacob Miller

Langley Vannoy
Renee Henry
Marge Ullmann

## SUB-AIDES

NAME
Jessica Chambers

## SUB-NURSES

NAME
Janet Reich

## SUB-CAREGIVERS

NAME
Sophia Putman

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

NAME	LOCATION	TITLE	EFFECTIVE DATE
Henderson, Clayton	CHS	Geometry Teacher	10/27/2017

## LICENSED PROFESSIONAL

## CLASSIFIED

LEAVE OF ABSENCE

## ADMINISTRATION

## CERTIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Taylor, Cambria	Killip	4 <sup>th</sup> Grade Teacher	11/15/2017 For remainder of this school year

## LICENSED PROFESSIONAL

## CLASSIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Mackoy, Juli	Sinagua M.S.	SPED Parapro	11/7/2017 to 1/1/2018



OTHER

QUALIFIED EVALUATORS

Ms. Kelty moved to approve Consent Agenda Items 1, 2, 3, 4, 6, and 7 as submitted. Ms. Kozak seconded; motion carried 4-0.

Regarding Consent Agenda Item #5, Dr. Gilmore made a motion to approve the second reading of revisions to Policy BDG-School Attorney with the addition that the Clerk of the Board can also contact the attorney. Ms. Kelty seconded; motion carried 3-1 with Ms. Fredericks voting nay.

Dr. Gilmore's questions regarding Consent Agenda Item #8 were answered. Dr. Gilmore moved to approve Consent Agenda Item #8 as submitted. Ms. Kelty seconded; motion carried 4-0.

**STUDENT TRAVEL**

1. Flagstaff High School Digital Photography III-CTE to Santa Monica/Los Angeles, California May 4-7, 2018 for California Landscape Photography-Gallery Tour

Ms. Kozak moved to approve Student Travel Item #1 as submitted. Ms. Kelty seconded; motion carried 4-0.

2. Flagstaff High School Varsity Cheer to Las Vegas, Nevada January 5-6, 2018 for USA Las Vegas Classic (qualifier) and, if qualified, to Anaheim, California February 22-25, 2018 for the USA National Cheer Competition

Ms. Kozak moved to approve Student Travel Item #2 as submitted. Ms. Kelty seconded; motion carried 4-0.

3. Coconino High School Physics to Six Flags Magic Mountain in Valencia, California on May 17-19, 2018 to study Roller Coaster Physics

Ms. Kozak moved to approve Student Travel Item #3 as submitted. Ms. Fredericks seconded; motion carried 4-0.

4. Coconino High School CocoNuts Robotics Team to FIRST Tech Challenge Qualifying Tournament in Alamogordo, New Mexico February 2-4, 2018
5. Coconino High School CocoNuts Robotics Team to FIRST Robotics Competition Regional in Ventura, California March 28-31, 2018

Ms. Kelty moved to approve Student Travel Item #4 and #5 as submitted. Ms. Fredericks seconded; motion carried 4-0.

6. Flagstaff High School Oceanography Club to Catalina Island/Long Beach, California on April 24-28, 2018

Ms. Kelty moved to approve Student Travel Item #6 as submitted. Ms. Fredericks seconded; motion carried 4-0.

7. Flagstaff High School Social Studies Tour of New York, New York; Richmond, Virginia; and Washington DC on March 2-8, 2018

Ms. Kozak moved to approve Student Travel Item #7 as submitted. Ms. Kelty seconded; motion carried 4-0.

### **PRESENTATIONS**

1. Superintendent's Report

Mr. Penca reviewed his written report. He congratulated Ms. Fredericks for receiving the Master Boardsmanship Award at the Arizona School Boards Association Coconino County meeting last month. Mr. Penca acknowledged the students, staff, families, Flagstaff Police Department and other community partners for their responses on November 2 and 3 to the incident that happened at Killip Elementary School. Ms. Kelty suggested that Mr. Penca's written report include accomplishments and challenges instead of a listing of all his meetings.

2. FUSD Highlights (no presentation)

3. Curriculum and Instruction Report

Ms. Walton introduced Robert Hagstrom, Research and Assessment Director. Dr. Hagstrom provided information regarding a possible data warehouse solution for informing FUSD stakeholders of existing and historical sources of student and teacher information.

Ms. Walton introduced Mary Giannola, Environmental Education Coordinator, and Ari Wilder, Executive Director of Friends of Camp Colton. Ms. Giannola and Ms. Wilder provided an update on Camp Colton that included revenues, public relations, and master planning.

The Board took a 10-minute break at 7:30 pm.

4. Finance and Budget Report

Mr. Walmer answered questions regarding his written report and the monthly Budget Reports on Maintenance and Operations, 301 Funds, District Additional Assistance/Capital Outlay Accounts.

5. Operations and Support Services Report (no presentation)

6. Human Resources Report

Ms. Anderson reviewed anticipated revisions to the Classified Salary Schedule that will be in place January 1, 2018 due to the voter-approved increase in minimum wage. The Board will be asked to approve the revised salary schedule at the December 12<sup>th</sup> meeting.

7. Governing Board Members' Report

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

**ACTION ITEMS**

1. Elementary School Wireless Upgrade

Ms. Kozak moved to approve upgrades to the wireless network for elementary schools, Summit High School/Family Resource Center, and Cromer Stadium at Coconino High School. Ms. Kelty seconded; motion carried 4-0.

2. Election Consultant Services

Ms. Fredericks moved to approve procurement of Election Consulting Services to provide specific services to help with potential future election decisions. Ms. Kelty seconded; motion carried 4-0. Ms. Kozak made a motion that Ms. Kelty represent the Board on the Election Consulting bid review committee. Ms. Fredericks seconded; motion carried 4-0.

3. FUSD Management Structure

Ms. Kelty moved to approve the FUSD Management Structure document. Ms. Kozak seconded; motion carried 4-0.

4. Position Description

Ms. Fredericks moved to approve the Associate Director of Student Support Services Job Description. Ms. Kozak seconded; motion carried 4-0.

5. Position Description

Ms. Fredericks moved to approve the Behavioral Specialist Job Description. Ms. Kozak seconded; motion carried 3-1 with Dr. Gilmore voting nay.

6. Position Description

Ms. Fredericks moved to approve the ESS (Exceptional Student Services) Specialist Job Description. Ms. Kozak seconded; motion carried 3-1 with Dr. Gilmore voting nay.

7. Position Description

Ms. Fredericks moved to approve the Associate Director of Communication and Public Relations Job Description. Ms. Kozak seconded; motion carried 3-1 with Dr. Gilmore voting nay.

8. Position Description

Ms. Kozak moved to approve the Communication and Public Relations Specialist Job Description. Ms. Fredericks seconded; motion carried 3-1 with Dr. Gilmore voting nay.

9. Superintendent Goals and Performance Pay

Ms. Fredericks moved to approve the procedures and timelines for performance-based pay and the goals for Superintendent Penca. Ms. Kozak seconded; motion carried 4-0.

10. ASBA Bylaw Changes

Ms. Fredericks moved to approve the Arizona School Boards Association (ASBA) proposed bylaw changes as discussed and revised. Ms. Kozak seconded; motion carried 4-0.

11. Meeting Dates

It was agreed that the BoardDocs training for Board Members will be held on Tuesday November 28, 2017 at 5:30 pm.

**INFORMATION ITEMS**

1. Future Agenda Items – Ms. Kozak requested a Worksession to discuss Board goals, possibly in January, 2018. Dr. Gilmore would like a presentation on tax credits at the December 12, 2017 meeting.

**ADJOURNMENT OF REGULAR MEETING** – Ms. Fredericks moved to adjourn at 8:55 pm. Ms. Kozak seconded; motion carried 4-0.

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Signature Date

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