

Agenda

AGENDA

FLAGSTAFF UNIFIED SCHOOL DISTRICT NUMBER ONE
District Administrative Center – 3285 E. Sparrow Avenue – Flagstaff, Arizona
Notice of Meeting of the Governing Board
November 14, 2017
Executive Session – 4:30 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. Pledge of Allegiance
3. Moment of Silence
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

Discussion and possible action regarding a proposed meet and confer agreement. 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)(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. The Governing Board's attorney(s) may appear in person or telephonically.

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 – The Consent Agenda may include approval of minutes; routine vouchers; gifts and donations; policy revisions; employee appointments, leave requests and resignations. (Documentation concerning the matters on the Consent Agenda may be reviewed at the District Administrative Center.) 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 Board Member.

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

3. Acceptance of 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. Acceptance of Associated Students Activity Fund Reports for the month ending October 31, 2017
5. Approval of second reading of revisions to Policy BDG-School Attorney
6. Approval of second reading of revisions to Policy BEDB-Agenda
7. Approval of second reading of revisions to Policy BEDD-Rules of Order

8. Approval of resignations, nonrenewals, appointments, retirements, releases of contract, leaves of absence, qualified evaluators, 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
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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 st semester	924.00
Begay, Joe	Dual Enrollment	Flagstaff High School	1 st 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 nd	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

SUBSTITUTES

SUSTITUTE 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 th Grade Teacher	11/15/2017 For remainder of this school year

LICENSED PROFESSIONAL

CLASSIFIED

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

QUALIFIED EVALUATORS

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
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
3. Coconino High School Physics to Six Flags Magic Mountain in Valencia, California on May 17-19, 2018 to study Roller Coaster Physics
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-April 1, 2018
6. Flagstaff High School Oceanography Club to Catalina Island/Long Beach, California on April 24-28, 2018
7. Flagstaff High School Social Studies Tour of New York, New York; Richmond, Virginia; and Washington DC on March 2-8, 2018

PRESENTATIONS – Information and Discussion Items

1. Superintendent's Report – (M. Penca)
 - a. Current Events
2. FUSD Highlights – (K. Eberhard)
 - a. Celebrations and Recognitions
 - b. Current Events
3. Curriculum and Instruction Report – (M. Walton)
 - a. Data Warehouse Proposal
 - b. Camp Colton
 - c. Current Events
4. Finance and Budget Report – (S. Walmer)
 - a. Monthly Budget Reports on Maintenance and Operations, 301 Funds, District Additional Assistance/Capital Outlay Accounts
 - b. Current Events

5. Operations and Support Services Report – (B. Kuhn)
 - a. Construction: Flagstaff High School Welding Lab
6. Human Resources Report – (D. Anderson)
 - a. January-July 2018 Classified Salary Schedule Update Due to Minimum Wage Increase
 - b. Current Events
7. Governing Board Members’ Report
 - a. Current Events

ACTION ITEMS – Specific Items of District Business

1. Wireless Network Upgrade – Discussion and possible action regarding upgrades to the wireless network for elementary schools, Summit High School/Family Resource Center, and Cromer Stadium at Coconino High School. (B. Kuhn/S. Walmer)
2. Election Consulting Services – Discussion and possible action regarding procurement of Election Consulting Services to provide specific services to help with potential future election decisions. (S. Walmer)
3. FUSD Management Structure – Discussion and possible action regarding the FUSD Management Structure document. (D. Anderson)
4. Position Description – Discussion and possible action regarding the Associate Director of Student Support Services Job Description. (D. Anderson)
5. Position Description – Discussion and possible action regarding the Behavioral Specialist Job Description. (D. Anderson)
6. Position Description – Discussion and possible action regarding the ESS (Exceptional Student Services) Specialist (Gifted/ Special Education) Job Description. (D. Anderson)
7. Position Description – Discussion and possible action regarding the Associate Director of Communication and Public Relations Job Description. (D. Anderson)
8. Position Description – Discussion and possible action regarding the Communication and Public Relations Specialist Job Description. (D. Anderson)
9. Superintendent Goals and Performance Pay – Discussion and possible action regarding the Superintendent’s goals and performance pay for the 2017-18 school year. (M. Penca)
10. ASBA Bylaw Changes – Discussion and possible action regarding bylaw change proposals from the Arizona School Boards Association. (C. Fredericks)
11. 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

For Legal Advice

Call to the Public

Consent Agenda

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 st Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Annie Watson	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Danielle Bonfig	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Kelly Graham	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Annie Watson	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Danielle Bonfig	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	2 nd 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 14th 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.

Ms. Kozak requested an Executive Session for legal advice regarding the Meet and Confer policy on November 14, 2017 at 4:30 pm. Ms. Kelty requested an Executive Session for the Superintendent's evaluation on December 5, 2017 at 5:00 pm.

INFORMATION ITEMS

1. Future Agenda Items – Dr. Gilmore requested a report on Board Members' conference expenses.

ADJOURNMENT OF REGULAR MEETING – Ms. Kozak moved to adjourn at 9:07 pm. Ms. Fredericks seconded; motion carried 5-0.

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

**RENT VOUCHERS AS OF NOVEMBER 07,2017
TOTALS FOR BOARD
MEETING DATED NOVEMBER 14, 2017**

[illegible]

MONETARY GIFTS & DONATIONS
FY 2017-2018
October 17 through November 6, 2017

Date	Contributor	Amount	Purpose	School/Site
10/17/2017	Flagstaff Arts Council	\$3,750.00	Calculators	Districtwide
10/18/2017	R & J Baker	\$50.00	Cross Country Program	Mount Elden Middle School
10/30/2017	Puente de Hozho Peace Club	\$220.54	Red Cross Donation	Puente de Hozho Elementary School
10/30/2017	The NARBHA Institute, Inc.	\$16,000.00	Teacher Training in PBIS and Behavior Support	Districtwide
10/30/2017	Northern Arizona Orthodontics, LLC	\$775.00	Athletic Program	Flagstaff High School
10/30/2017	The FHS Class of 1967	\$941.63	School's Choice	Flagstaff High School
10/30/2017	Eagles Spiritline Booster Club	\$2,350.00	Cheer Coach Stipends	Flagstaff High School
10/31/2017	Michael and Kathleen I Forth	\$100.00	School's Choice	Puente de Hozho Elementary School
10/31/2017	Flagstaff Bone and Joint	\$90.00	Athletic Physicals and Sports Uniforms	Mount Elden Middle School
10/31/2017	Friends of Camp Colton	\$13,000.00	Camp Nurse's Salary and Benefits	Camp Colton
10/31/2017	Friends of Camp Colton	\$900.00	Rental	Camp Colton
		\$38,177.17		

Associated Students Activity Fund

October 31, 2017

	<u>Cash Balance</u>
Mount Elden Middle School	\$ 16,278.43
Sinagua Middle School	\$ 11,880.15
Flagstaff High School	\$ 196,649.10
Coconino High School	\$ 160,956.52
 <u>TOTAL</u>	 <u>\$ 385,764.20</u>

Ginger L. Wischmann
Student Activities Treasurer

**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](#)

**CROSS-REF
CCB – LINE AND STAFF RELATIONS**

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**
- ~~Pledge of allegiance~~ **Moment of Silence**
- 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

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.
- **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 Board Member.**
- **Any agenda items requested by a Board Member will be given priority and will be placed on a future agenda in a timely manner.**

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

FUSD Governing Board Meeting
AGENDA
November 14, 2017
HUMAN RESOURCE SUMMARY

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 st semester	924.00
Begay, Joe	Dual Enrollment	Flagstaff High School	1 st 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 nd	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

SUBSTITUTES

SUSTITUTE 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

OTHER

LEAVE OF ABSENCE

ADMINISTRATION

CERTIFIED

NAME	LOCATION	TITLE	EFFECTIVE DATE
Taylor, Cambria	Killip	4 th 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

Student Travel



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 Digital Photography III-CTE # of Students* 35

Event California Landscape Photography-Gallery Tour

Destination Santa Monica/Los Angeles

Event Dates May 4-7, 2018

Travel Dates Friday, May 4 and Monday, May 7

Total Days of School Lost 2 Substitute(s) necessary? Yes ☒ No ☐

Teacher(s)/Sponsor(s) Joe Cornett and Kayley Quick (Possibly Mitch Askew and McKenzie Denhart)

Number of Chaperones* 3-4

Is this an AIA event? Yes ☐ No ☒ If not, describe relation of trip to curriculum
This is an opportunity for students to complete their photography portfolio and visit several select museums

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 Students will tour several select galleries and finalize their End of Program portfolio with the use of variable lighting at a various times on the beach and pier at Santa Monica. (A detailed description of events is available in the travel packet.)

Means of Transportation: Charter Bus

How have parents been notified? Letter and emails

Funding Source(s) fundraising and tax credits

What assistance is available for students who can't afford to go? Some scholarships are available; however, Students are encouraged to participate in any one of a number of fundraising activities on and off of the FHS campus.

[Signature] Building Level Administrative Approval 10/26/17
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.

Digital Photography Field Trip Description:

The purpose of this field trip is to allow the Digital Photography III students opportunities to experience photography in one of the biggest and most influential art hubs in the world; Los Angeles. Not only will they be visiting galleries and museums to view work but they will also be creating work in an area that is far different from what they have ever photographed.

We plan on visiting two exhibitions at **The Getty Museum**. *Paper Promises: Early American Photography* and *Cut: Paper Play in American Photography*, both exhibitions will be influential for any photographer to see. The students will see one of a kind work and learn about the historical processes of image making.

We will also be visiting the **Rose Gallery** and **Peter Fetterman Gallery** in Santa Monica. Both galleries are contemporary photography galleries that display the work of photographers who are currently popular because they are creating work that is innovative and pushing the limits with the current states of photography.

All Photo III students proposed a final project concept that they have been working on all year. They will all be working on these projects while in California. Project ideas range from night photography to environmental portraiture and this field trip will give the students to opportunity to photograph in an environment that is very different from what they typically know. I am impressed with the work that they create from subject matter within a few blocks from Flag High's campus. With that said, I am very excited to see what is produced while photographing in a big city with access to a beach and many different landscapes.

-Joe Cornett



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 FHS Varsity cheer # of Students* 18

Event USA Las Vegas Classic

Destination Desert Oasis High School - Las Vegas, NV

Event Dates 1-06-18

Travel Dates 1-05-18 through 1-06-18

Total Days of School Lost 0 Substitute(s) necessary? Yes ____ No ☒

Teacher(s)/Sponsor(s) Kristi Bady, Madison Hackey, Travis Doerfler, Jeannine Brandel

Number of Chaperones* 4

Is this an AIA event? Yes ____ No ☒ If not, describe relation of trip to curriculum
This competition is a qualifier for the National competition.

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 We will leave school on 1-05-18 at 2:00 pm and drive to Las Vegas. We will spend one night in a hotel, wake up & compete and drive home.

Means of Transportation: One mini bus & one van

How have parents been notified? ☒ Email, Letter sent home & parent meeting

Funding Source(s) Athletes will participate in fundraisers but parents are ultimately responsible for paying the associated fees.

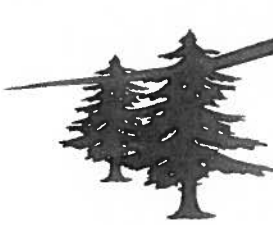
What assistance is available for students who can't afford to go? Booster Club Scholarships and community sponsorships.

[Signature] Building Level Administrative Approval Date 10/30/17

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.



FLAGSTAFF UNIFIED

School District

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 FHS Varsity Cheer # of Students* 18

Event USA National Cheer Competition

Destination Anaheim, CA

Event Dates February 23rd - 25th, 2018

Travel Dates February 22nd 9:00 pm - February 25th

Total Days of School Lost one Substitute(s) necessary? Yes ☐ No ☒

Teacher(s)/Sponsor(s) Kristi Baty, Madisen Hachey, Travis Doerfler, Jeannine Brandel

Number of Chaperones* four

Is this an AIA event? Yes ☐ No ☒ If not, describe relation of trip to curriculum National Cheer Competition

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 please see attached

Means of Transportation: Train, car service from train to hotel

How have parents been notified? Letter, parent meetings

Funding Source(s) Parents, Fundraisers, Community Sponsorships

What assistance is available for students who can't afford to go? Booster Club Scholarship, Fundraising, Community Sponsorships

[Signature] Building Level/Administrative Approval Date 12/30/17

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.



FLAGSTAFF UNIFIED School District

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 Coconino High School Physics # of Students* 100

Event Six Flags Magic Mountain Trip to study Roller Coaster Physics

Destination Six Flags Magic Mountain, Valencia, CA

Event Dates May 18, 2018

Travel Dates May 17 - May 19, 2018

Total Days of School Lost 1 Substitute(s) necessary? Yes ☒ No ☐

Teacher(s)/Sponsor(s) Christine Sapio, Josh Begay, Dave Tessmer

Number of Chaperones* 3 FUSD teachers plus 5-6 parent chaperones

Is this an AIA event? Yes ☐ No ☒ If not, describe relation of trip to curriculum The annual trip to Six Flags is the culminating event for the Coconino High School Physics curriculum. Students learn concepts in mechanics all year and then apply them at the trip to the park. Please see the attached documentation for trip details, laboratory activities, and assignments related to this trip.

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 Students will leave approximately 10:00 pm from CHS, travel on the bus to Valencia, have breakfast, then spend the full day collecting data at the park. After the park closes, we'll stop for dinner and travel home, arriving between 4:00 and 5:00 am to CHS.

Means of Transportation: Charter buses in coordination with FUSD Transportation

How have parents been notified? Parents will receive a letter home with details on the trip now, and further communication as the trip gets closer in May.

Funding Source(s) This trip is eligible for Arizona Tax Credit donations. Most families choose to pay for the trip by making a donation to CHS, or follow the payment schedule listed. Students are encouraged to ask family members and friend beyond their immediate family for donations.

What assistance is available for students who can't afford to go? Every year, many community members choose to send their tax credit donation to CHS physics. Some families round up to do a full \$200 donation, and we receive many donations from parents whose children went through the program and have graduated. Using these extra donations, we work on a case-by-case basis with any student who needs financial assistance to go to offer partial scholarships.

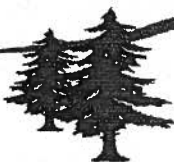
Slaci Z. Zee
Building Level Administrative Approval

10/26/17
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.



FLAGSTAFF UNIFIED

School District

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: Coconino High School "CocoNuts" Robotics Team

of Students* : 8-10

Event: FIRST Tech Challenge Alamogordo Qualifying Tournament

Destination: Alamogordo, NM

Event Dates: February 3, 2018

Travel Dates: February 2 and February 4, 2018

Total Days of School Lost: 1 days Substitute(s) necessary? Yes ☒ No ☐

Teacher(s)/Sponsor(s) : Christine Sapio & Dave Thompson

Number of Chaperones*: 2-3 additional parent chaperones/key volunteers from the FIRST Tech Challenge Planning Committee

Is this an AIA event? Yes ☐ No ☒ If not, describe relation of trip to curriculum: FIRST Robotics is an international organization dedicated to inspiring students to go into science and technology careers. The CocoNuts are the sponsoring organization for FIRST Tech Challenge in Arizona and New Mexico. We plan to travel to Alamogordo to help the new tournament director and host team run their first event. We will train their key volunteers and help the teams have a great experience.

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: We will drive to Alamogordo on Friday, leaving by 8 am. Late that evening we'll arrive to help set up the venue and get teams through inspections. We have space to sleep at Cindy Stong's house (FIRST head judge for all of FRC). Saturday we'll run the tournament all day and clean up the venue. Sunday we'll leave early to drive back to Flagstaff.

Means of Transportation: FUSD mini bus

How have parents been notified? We had a parent meeting at the beginning of the year, sent home an extensive letter (see attached) and will meet with parents again prior to the start of build and competition season in January.

Funding Source(s) Students only need to provide money for meals on travel days when we travel to run events. The entry fees that teams pay to compete in the tournament pays for our other travel expenses.

What assistance is available for students who can't afford to go? N/A, students only need to pay for meals.

Building Level Administrative Approval Staci [Signature]

Date 10/26/17

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.



FLAGSTAFF UNIFIED School District

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: Coconino High School "CocoNuts" Robotics Team

of Students* : 25-30

Event: FIRST Robotics Competition Ventura Regional

Destination: Ventura College, 4667 Telegraph Road, Venura, CA 93003

Event Dates: March 28-31, 2018

Travel Dates: March 27 (leave after school) and April 1, 2018

Total Days of School Lost: 3 days Substitute(s) necessary? Yes ☒ No ☐

Teacher(s)/Sponsor(s) : Christine Sapio & Dave Thompson

Number of Chaperones*: 2-3 additional parent chaperones

Is this an AIA event? Yes ☒ No ☐ If not, describe relation of trip to curriculum: FIRST Robotics is an international organization dedicated to inspiring students to go into science and technology careers. Students have 6 weeks to build a robot from a common kit of parts. FIRST Robotics is recognized as an AIA sport in Arizona. This will be the 2nd Regional event that the CocoNuts will enter this season. We try to travel out of state to compete with different teams, give the kids different experiences, and to learn from new teams and volunteers.

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.

FIRST Robotics Competition Teams can advance to the FIRST World Championship from each regional event they attend. The CocoNuts are competing first at the Arizona North Regional in Flagstaff. The Chairman's Award winner, Engineering Inspiration Award winner, and 3 Winning Alliance teams all get an invitation to Championship. If we advance at the Flagstaff tournament, we will still compete at the Ventura event to give the CocoNuts a chance to compete with other teams in preparation for the World Championship. If we qualify, the World Championship will be April 18-21, 2018 in Houston, TX.

Summary of the itinerary and activities: We plan to leave for California Wednesday after school and drive to Apple Valley to spend the night with Dave's daughter Christina. She is a gracious host and welcomes our team each time we compete in California at her home! We'll then travel the rest of the way in to Ventura on Thursday. Thursday is a practice day for the drivers and the Chairman's Exchange. We will probably take a small group of students to the venue to set up the pits and get their practice matches done. The rest of the team will spend the day relaxing and bonding, possibly at a nearby beach. Once our robot is through inspection and has had some time on the practice field, the drivers will join us for dinner on the beach. Friday is qualification matches all day. The team will be at the venue from about 7:30 am to 6:00 pm. We'll have dinner together in the evening. Saturday is the rest of qualification matches, alliance selections, the playoffs, and awards ceremony. We'll drive back to Christina's house that evening, and finish our drive home after breakfast on Sunday.

Means of Transportation: FUSD mini buses

Have parents been notified? We had a parent meeting at the beginning of the year, sent home an extensive letter (see attached) and will meet with parents again prior to the start of build and competition season in January.

Funding Source(s) Students can get tax credit donations and participate in our numerous fundraising opportunities all season. The team works with local businesses to get sponsorships and grants to cover the entry fee costs.

What assistance is available for students who can't afford to go? We ask each student to raise their own travel expenses, but offer many opportunities to raise the funding without parents needing to pay out of pocket. Tax credit donations from community members help us offset the cost for deserving team members to travel.

Staci Zanzeal
Building Level Administrative Approval

10/26/17
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.

Revised 06/06/17



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 ASAP.

Name of School/Group FHS Oceanography Club # of Students 22

Event Catalina Island field trip

Destination Long Beach, CA

Event Dates April 25-27, 2018

Travel Dates April 24 – 28, 2018

Total Days of School Lost 2 days (1 day = "snow day") Substitute(s) necessary? Yes ☒ No ☐

Teacher(s)/Sponsor(s) Kayce Klecker

Chaperones David Hale (teacher)

Is this an AIA event? Yes ☐ No ☒ If not, describe relation of trip to curriculum Students have the opportunity to examine oceanographic studies first-hand. During the trip, we will doing a variety of activities to study classroom marine biology topics from geological formations to invertebrate organisms.

Students have the opportunity to examine oceanographic studies first-hand. During the trip, we will doing a variety of activities to study classroom marine biology topics from geological formations to invertebrate organisms.

Summary of the itinerary and activities Students will be conducting direct observation regarding oceanographic topics introduced and studied in a classroom setting. Students will apply learning in regards to marine biology topics ranging from geological formations on the Island to invertebrate organisms offshore and in Marine Institute facilities. Education opportunities include sea kayaking and water studies, squid dissection, snorkeling and animal identification, tidal pool investigation, plankton studies, soundings of the seafloor, paddle boarding, marine geologic excursion.

Means of Transportation: Outside charter (District-approved)

How have parents been notified? Parent night/Open House; informational letter sent home to parents

Funding Source(s) Fund raisers (student-run); tax credit donations; personal fund raising

What assistance is available for students who can't afford to go? Students have the opportunity to raise field trip funds through several school-based fundraisers prior to the trip. Students may also get donated tax credit monies. Some scholarship funds are available.

[Signature]
Building Level Administrative Approval

11/2/17
Date

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



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 Flagstaff High School ~ Social Studies Tour # of Students* 35-40

Event Tour of New York and Washington, DC

Destination Richmond, VA ~ Washington, DC ~ New York, NY

Event Dates March 2 ~ 8, 2018

Travel Dates March 2 ~ 8, 2018

Total Days of School Lost 4 Substitute(s) necessary? Yes 1 No 1

Teacher(s)/Sponsor(s) Logan Brumm and Jeannine Brandel

Number of Chaperones* 3 or 4 ~ depending on our numbers

Is this an AIA event? Yes ☐ No ☒ If not, describe relation of trip to curriculum
To have students experience history firsthand while exploring the government and politics of our nation.

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 Itinerary is attached

Means of Transportation: Plane, charter bus, subway.

How have parents been notified? Letters and meetings

Funding Source(s) Students ~ utilizing tax credit donations

What assistance is available for students who can't afford to go? Limited scholarship dollars are available.


Building Level Administrative Approval

11/2/17
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.

Flagstaff Unified School District

Flagstaff High School

Tony Cullen, Principal • Robin Pete, Assistant Principal
• W. James Donner, Assistant Principal •
• Jeannine Brandel, Athletic Director / Activities Coordinator •
400 W. Elm • Flagstaff, AZ 86001 • 928.773.8100

November 2, 2017



Mr. Penca and Members of the School Board:

Attached is an out-of-state travel application for the Flagstaff High School Social Studies Study Tour. We have done this trip for several years, taking students to Washington, DC and New York City so that they could experience history and government and see Wall Street, Ellis Island and the 911 Exhibit.

We are excited to offer this opportunity to students and hope that you will approve our request. This trip is Tax Credit eligible which helps offset the direct cost to students. We have had students raise the entire amount through Tax Credit contributions. Mr. Brumm and I also reach out to recruit tax credit dollars which has allowed us to pay for some of the expenses not covered by EF. The group has been able to attend a Broadway Show and in conjunction with another donor we were able to sponsor a lunch/field trip to the Senate Dining Room where the students are able to mingle with US Senators and Members of the House of Representatives. This is one of the highlights of our trip. Our students always do a great job, but they are very impressive at our lunch. We have had the same waitress the past few years who asks to take care of us because she enjoys and appreciates the way our students represent themselves and our community.

But perhaps the best thing about this trip is that we have taken students who have never been out of the State of Arizona or even on a plane and have given them the opportunity to experience a very different world. This trip is a gift that opens their eyes to so many things they have only read about, but now those things are real because they have been there and have seen history firsthand.

Please don't hesitate to contact Mr. Brumm or myself if you have any questions. We are passionate about this trip and the value it provides our students and would be happy to share that perspective with you.

Respectfully submitted,



Jeannine Brandel
Flagstaff High School



Logan Brumm
Flagstaff High School

Presentations

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:

- October 22 Superintendents Collaborative Network Meeting/Prescott, AZ *(Goals 2, 4)*
- October 23-24 ASA Superintency/Higher Ed Conference/Prescott, AZ *(Goals 2, 4)*
- October 24 Weekly Meeting with Board President Christine Fredericks *(Goals 1, 5)*
- October 24 Weekly Cabinet Meeting *(Goal 1)*
- October 24 Governing Board Meeting *(Goals 1, 5)*
- October 25 KAFF Radio Interview- Winter Weather Procedures, Current Events *(Goal 5)*
- October 25 Weekly Meeting with Assistant Superintendent Bob Kuhn *(Goal 1)*
- October 25 Monthly Administrative Meeting- Elementary *(Goals 1, 3, 4)*
- October 25 Site Visit- Sinagua Middle School *(Goal 1)*
- October 25 Meeting-Mary W., Scott W., Sylvia J., Dawn T./Title I, II allocations *(Goal 1)*
- October 25 Activities/Athletics-NAPEBT Health Fair *(Goals 2, 6)*
- October 25 Meeting-Mary W., Dave D., Mary K., Gwyn M., Scott W./Concurrent Enrollment *(Goal 1)*
- October 25 ASBA Coconino County Meeting *(Goals 2, 4)*
- October 26 CTE College and Career Readiness Tour *(Goals 1, 2, 5, 6)*
- October 26 Activities/Athletics- Northern Arizona Region College Night/FHS *(Goals 5)*
- October 27 Site Visit- Knoles Elementary *(Goal 1)*
- October 27 Meeting with Dawn T. and Karin E. *(Goal 4)*
- October 27 Meeting- Mary W., Robert H., Mary K., Tony C./Assessment Procedures *(Goals 1, 3, 4)*
- October 27 Activities/Athletics- CHS vs. FHS Football *(Goal 5)*
- October 30 Weekly Meeting with Director of Finance Scott Walmer *(Goals 1, 6)*
- October 30 National Weather Service Flagstaff Winter Preparedness Partner Meeting *(Goals 4, 6)*
- October 30 Monthly Administrative Meeting- Secondary *(Goals 1, 3, 4)*
- October 30 Meeting/Phone with Ken Garland- Election Consultant *(Goal 6)*
- October 31 Weekly Meeting with Board President Christine Fredericks *(Goals 1, 5)*
- October 31 Instructional Technology Strategic Planning Workshop *(Goals 1, 4)*
- October 31 Weekly Cabinet Meeting *(Goal 1)*
- October 31 Weekly Meeting with Assistant Superintendent Mary K. Walton *(Goal 1, 3)*
- October 31 A-F Letter Grade Discussion with Dr. Cheng/NAU *(Goals 1, 3)*
- November 1 Weekly Meeting with Assistant Superintendent Bob Kuhn *(Goal 1)*
- November 1 Coconino County Public Health Services Community Meeting *(Goals 5, 6)*
- November 1 Meeting-Elaine K./Impact Aid-Native American Youth Leadership Conf. *(Goals 4, 6)*
- November 1 Friends of Camp Colton Master Planning *(Goals 1, 6)*
- November 2 Weekly Meeting with District Relations Coordinator Karin Eberhard *(Goal 5)*
- November 2 Weekly Meeting with Human Resources Director Dawn Anderson *(Goal 2)*
- November 2 Meeting with Certified Employee Liaison Derek Born and Dawn A. *(Goal 2)*
- November 2 Site Visit- Secondary Counselors Meeting, Summit High School, MEMS *(Goal 1)*
- November 2 Site Visit- Killip Elementary *(Goal 1)*
- November 3 Site Visits- Killip Elementary *(Goal 1)*
- November 3 Alliance Meeting- City, County, FUSD, CCC and NAU *(Goal 6)*
- November 6 Weekly Meeting with Director of Finance Scott Walmer *(Goals 1, 6)*

- November 6 Meeting-Dawn A. and legal counsel/Meet and Confer agreement (*Goal 2*)
- November 6 Meeting with Governing Board Member Dr. Gilmore (*Goals 1, 5*)
- November 6 Special Education Parent Advisory Committee (*Goals 1, 5*)
- November 7 FUSD Self-Insurance Trust Board Meeting (*Goals 2, 6*)
- November 7 AEF Arizona Teacher of the Year Luncheon/Phoenix (*Goals 4, 5*)
- November 7 Weekly meeting with Board President Christine Fredericks (*Goals 1, 5*)
- November 8 NAU President Cheng Community Breakfast (*Goals 5, 6*)
- November 8 Site Visits- FHS, Marshall, Sechrist, Puente, CHS (*Goal 1*)

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:

October 25, 2017

- Bimonthly radio interview – current events at FUSD (*Goal 5*)

October 26, 2017

- CTE College and Career Readiness Tour at Coconino and Flagstaff High Schools (*Goals 5 & 6*)

November 1, 2017

- Meeting with Brigid Dineen – Executive Director for STEM City – regarding current and future projects involving our partnership (*Goals 5 & 6*)

November 2, 2017

- Weekly meeting with Superintendent (*Goal 5 & 6*)

November 3, 2017

- Facilitated interview with NAZ today for weekly Teacher Spotlight – Laura and Brian Locke (*Goals 5 & 6*)

November 6, 2017

- Facilitated interview with NAZ Today for weekly Teacher Spotlight – Shelly Stearns (*Goals 5 & 6*)

November 8, 2017

- Bimonthly radio interview – FHS Food Drive and current events at FUSD (*Goals 5 & 6*)

November 9, 2017

- Weekly meeting with Superintendent (*Goals 5, & 6*)



Date: November 14, 2017

Assistant Superintendent Curriculum & Instruction Report

Executive summary –

- 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.

1. Data Warehouse Proposal – Dr. Robert Hagstrom will provide information, as requested by the Board, regarding a data warehouse solution for informing FUSD stakeholders of existing and historical sources of student and teacher information compiled into one user-friendly system. DecisionEd is the identified source and is currently a member of the 1GPA (Government Procurement Agency - cooperative agency in Arizona). A representative of DecisionEd will also be in attendance for any questions. Goals 3, 4, 6.

2. Camp Colton – Mary Giannola will provide updates from Camp Colton including revenues, public relations, camp updates and master planning. Ari Wilder, Executive Director of Friends of Camp Colton (non-profit partner with FUSD), will also co-present. Goals 1, 3, 4, 6.

11/14/17

Mary K. Walton

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:

- October 25, - Cabinet review – Goals 1, 3, 5
- October 25, - Facilitated monthly Eleteam meeting – Goals 1, 3, 4
- October 25, - Meeting with Title I & II departments and Superintendent – Goals 1, 2, 3
- October 25, - Meeting with Superintendent, M. Knight, D. Dirksen & S. Walmer for ADM – Goals 1,6
- October 25, - Negotiations committee – Goals 1, 2
- October 25, - Co-facilitated ELACT committee (ELA curriculum) – Goals 1, 3, 4
- October 25, - Attended FHS and CHS volleyball games – Goal 5
- October 26, - Attended the CTE College and Career Readiness Tour – Goals 1, 3, 4, 5, 6
- October 27, - Attended the Program Specialist monthly meeting – Goals 1, 2, 3
- October 27, - Meeting with Superintendent & Student Support Services Coordinator – Goal 4
- October 27, - Meeting with Superintendent, FHS, R. Hagstrom – Goals 3, 4
- October 27, - Attended FHS and CHS football game – Goal 5
- October 30, - Meeting with FHS and CHS admin, Special Ed for course identification – Goal 4
- October 30, - Facilitated monthly Select team meeting – Goals 1, 3, 4
- October 30, - Meeting with high school admin and ESS (placement of students) – Goals 1, 3, 4
- October 30, - Meeting @ FRC for the ADE – KDI (kindergarten readiness) – Goals 1, 3, 4
- October 31, - Technology workshop for FUSD strategic planning – Goals 1, 3, 4
- October 31, - Weekly Cabinet meeting – Goals 1-6
- October 31, - Meeting with Dr. Cheng, NAU regarding AZ Merit – Goals 3, 4
- November 1, - Attended Friends of Camp Colton master planning meeting – Goals 1, 3, 4, 5, 6
- November 3, - Facilitated monthly IS (Instructional Specialist) meeting – Goals 1, 2, 3
- November 6, - Meeting with Robert Hagstrom regarding Data Warehouse – Goal 4
- November 6, - Meeting with Marshall teacher regarding ELACT process – Goals 1, 3
- November 7, - Attended State of the Girl (Girl Scout event) @ Little America – Goal 5
- November 7, - Weekly Cabinet meeting – Goals 1 -6
- November 7, - Attended Flagstaff LAUNCH kindergarten CAN meeting – Goals 1, 3, 4, 5
- November 8, - Attended Dr. Cheng's (NAU) community breakfast – Goals 5, 6
- November 8, - Facilitated Eleteam meeting – Goals 1, 3, 4
- November 8, - Attended middle school Instructional Specialist mtg @ MEMS – Goals 1, 3
- November 8, - Attended ELACT committee review of materials – Goals 1, 3, 4
- November 9, - Site visit to CHS – Goals 2, 3, 4
- November 13, - Facilitated Administrative Council – Goals 1 – 6
- November 14, - Weekly meeting with Superintendent – Goals 1 – 6
- November 14, - Weekly Cabinet meeting – Goals 1 - 6



Flagstaff Unified School District
001 - Maintenance & Operations
FY 2018 Operation Statement for the Period 07/01/2017 through 10/31/2017

	Salaries & Benefits		Purchased Services & Supplies		Miscellaneous		Total		% of Budget	
<u>Expenditure Category</u>	<u>Budget</u>	<u>Expense as of 10/31/2017</u>	<u>Budget</u>	<u>Expense as of 10/31/2017</u>	<u>Budget</u>	<u>Expense as of 10/31/2017</u>	<u>Budget</u>	<u>Expense as of 10/31/2017</u>	FY 2018	FY 2017
Regular Education	\$ 41,779,072	\$ 8,656,540	\$ 8,119,544	\$ 1,782,133	\$ 153,800	\$ 18,258	\$ 50,052,416	\$ 10,456,931	20.9%	
Special Education & Vocational Education	\$ 10,084,300	\$ 2,297,333	\$ 633,000	\$ 89,356	\$ 2,700	\$ 142,236	\$ 10,720,000	\$ 2,528,925	23.6%	
Student Transportation	\$ 3,969,700	\$ 1,200,626	\$ 1,295,000	\$ 256,630	\$ 300	\$ 28	\$ 5,265,000	\$ 1,457,284	27.7%	
Desegregation	\$ 2,172,007	\$ 472,019	\$ 69,315	\$ 17,704	\$ -	\$ -	\$ 2,241,322	\$ 489,723	21.8%	
Drop Out Prevention	\$ 115,870	\$ 13,525	\$ -	\$ -	\$ -	\$ -	\$ 115,870	\$ 13,525	11.7%	
Totals All Categories	\$ 58,120,949	\$ 12,640,043	\$ 10,116,859	\$ 2,145,823	\$ 156,800	\$ 160,522	\$ 68,394,608	\$ 14,946,388	21.9%	



Flagstaff Unified School District
Governing Board Budget Report as of October 31, 2017
301 Funds for FY 2017-2018

Fund	Teacher Salaries & Benefits Budget	Expended As of 10/31/17	Balance	Percent of Budget Expended
011 - Funds Applied to Teacher Salary Schedule	\$853,000	\$187,106	\$665,894	22%
012 - Menu-Pay for Performance	\$2,200,000	\$276,754	\$1,923,246	13%
013 - Funds Applied to Teacher Salary Schedule	\$1,678,200	\$373,692	\$1,304,508	22%



Flagstaff Unified School District
Governing Board Budget Report as of October 31, 2017
District Additional Assistance - Capital Outlay - Budgets FY 2017-2018

Fund	Budget	Expended & Encumbered As of 10/31/17	Balance	Percent of Budget Expended
610 District Additional Assistance	\$1,790,000	\$1,436,728	\$353,272	80%
611 Override Capital Outlay	\$970,000	\$62,438	\$907,562	6%

November 14, 2017

Report from the Director of Finance

Audit

Auditors from the firm of Clifton and Larson are on site in the Business Office the week of November 6. This visit is part of FUSD's annual financial audit. Their work this week is to finalize the examination for fiscal year 2016-2017. Reports are typically produced by December 31 with a Comprehensive Annual Financial Report published some time later.

Governing Board Travel

The Governing Board budget includes \$5,000 annually for travel. For fiscal year 2016-2017 the total amount spent was \$2,394.85. For fiscal year 2017-2018, as of October 31, the Governing Board had spent \$1,457.56 for travel.

One related area of expenditure, which is part of the Governing Board budget, is Employee Training/Development. This line item includes primarily registration fees for meetings and conferences. The Board currently budgets \$5,000 for this. During fiscal year 2016-2017 the Board spent \$3,365, and has encumbered \$1,755 through October 31 of the current fiscal year.

ASBA Legislative Conference

I plan to attend the ASBA/AASBO Legislative Conference on Friday, November 17, in Phoenix.

Scott Walmer



**Operations and Support Services
Board Meeting
November 14, 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

Support Services:

Construction:

Flagstaff High School Welding Lab should be done this week. I will have a presentation at the next Board meeting.

Bob Kuhn
Assistant Superintendent

EXECUTIVE SUMMARY

November 14, 2017

Subject: Classified Salary Schedule – January 1, 2018

☐ Action/Discussion Item

☒ Information Item

Background and Discussion

I will be presenting information related to a recommended change to the classified salary schedule that would go into effect January 1, 2018 due to minimum wage salary increase. Minimum wage for the City of Flagstaff was approved as Proposition 414 at the November 8, 2016 election and proclaimed law by the Mayor on November 28, 2016. Under Flagstaff Title 15 Labor (15-01-001-0003 Minimum Wage) "Employers shall pay employees no less than the minimum wage, which shall not be less than:

1. Ten dollars and fifty cents (\$10.50) an hour on and after July 1, 2017;
2. Eleven dollars (\$11.00) an hour on and after January 1, 2018

This recommendation is in line with minimum wage guidelines set forth by the City of Flagstaff.

Fiscal Impact

Currently working on calculation with Business Office, will present fiscal impact during presentation.

Recommendation to the Board

Information only, action to approve the 2018 classified salary schedule will occur on December 12, 2017.

Presented by:

Dawn Anderson, Director of Human Resources

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:

October 20, 2017

- Classified Professional Development Mini-Conference Planning Session (*Goal 2, 3 & 4*)
- Meeting with Anthony Contente-Cuomo regarding the Meet and Confer agreement for FEA (*Goal 2 & 4*)

October 24, 2017

- Weekly Cabinet Meeting (*Goal 1*)

October 25, 2017

- Monthly Negotiations Committee Meeting (*Goal 1, 2 & 4*)
- Weekly meeting with Michael Penca, Superintendent (*Goal 2*)

October 26, 2017

- Meeting with Scott Walmer to discuss future opportunities for coordination of divisions (*Goal 2 & 4*)
- Meeting with Michael Penca, Superintendent and Karin Eberhard to discuss requested specialist position (*Goal 2*)
- Monthly VOICE Committee meeting (*Goal 1, 2 & 4*)

October 30, 2017

- Meeting with Anthony Contente-Cuomo regarding the Meet and Confer agreement for FEA (*Goal 2 & 4*)

October 31, 2017

- Weekly Cabinet Meeting (*Goal 1*)
- Meeting with Susan Smith, Mary Walton and Michael Penca to discuss Dual Certification at FUSD (*Goal 1, 2, 3 & 4*)

November 2, 2017

- Weekly Meeting with Karin Eberhard and Michael Penca (*Goal 2 & 6*)
- Weekly meeting with Michael Penca, Superintendent (*Goal 2*)
- Monthly meeting with Derek Born, Certified Liaison and Michael Penca (*Goal 1, 2 & 3*)
- Timekeeping RFP Preparation and Review with Scott Walmer, Chris Grove, Ginger Wischmann, Christy Davis, Kim Aringdale (absent), and Rick Smith (*Goal 2, 3 & 6*)

November 3, 2017

- Meeting with Anthony Contente-Cuomo regarding the Meet and Confer agreement for FEA (*Goal 2 & 4*)

November 6, 2017

- Meeting with Anthony Contente-Cuomo and Michael Penca regarding the Meet and Confer agreement for FEA (*Goal 2 & 4*)

Action Items

EXECUTIVE SUMMARY

Meeting Date: November 14, 2017

Subject: Elementary, Summit/FRC and Cromer Stadium Wireless Upgrade
Goals 1, 2, 3, 4, 6

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 to and approved by the Bond Oversight Committee, the Technology Department and Bond Project Team recommend the Board proceed with the upgrade of wireless networks at FUSD's ten elementary schools, Summit High School/Family Resource Center (FRC), and Cromer Stadium at Coconino High School.

Last spring, the Governing Board approved FUSD's request for Erate funding to upgrade the wireless networks at each of the schools and locations listed above. A subsequent presentation to the Governing Board on July 11, 2017 provided details on the project as submitted to Erate. The District has received notification that FUSD was allotted the funds that were requested from Erate for a portion of the costs for the system upgrades.

Fiscal Impact

The projected FUSD cost for the network upgrades is \$1,298,936 and the following is the funding source breakdown:

Erate Reimbursement Funds on Hand	\$1,200,000
Tech Bond Funds	\$200,000
Sale of District Assets (Beaver Sale)	\$412,962
Expected Project Reimbursement from Erate	(\$514,026)
TOTAL	\$1,298,936

Recommendation to the Board

The Governing Board approves proceeding with the wireless network upgrade at FUSD's ten elementary schools, Summit High School/FRC, and Cromer Stadium at Coconino High School.

Presented by:

Mary Knight, Director of Technology/Bob Kuhn, Asst. Superintendent, Support Services

EXECUTIVE SUMMARY

Meeting Date: November 14, 2017

Subject: Discussion and possible action on procuring election consulting services.

Board Goals: 1,2,4,6

- 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

Potential election strategies include the retention of an election consultant to advise and support a district on a number of variables relevant to election success. Some services provided by election consultants include demographic research, community surveying, and marketing strategies.

Attached are details of a successful bid by Primary Consultants which can be used by member districts including FUSD. A price chart is included.

Fiscal Impact

Varies by level of services required. Typically funded by Maintenance and Operations funds.

Recommendation to the Board

That the Governing Board discuss and, if deemed advisable, take action to facilitate the procurement of Election Consulting Services to provide specific services to help with potential future election decisions.

Presented by:

Scott Walmer, Dr. Ken Garland



Contract Extension/Amendment

November 1, 2017

Primary Consultants, LLC.
5320 North 16th Street, Suite 111
Phoenix, AZ 85016

Attn: Paul Ulan

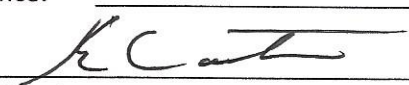
RE: RFP 16-03P Election Consulting Services
Contract 16-03P-01

The above referenced contract is hereby mutually extended for an additional one (1) year period through December 7, 2018. This is the third year of a potential five year agreement.

Pricing shall remain the same as set forth by the original response provided by Primary Consultants on solicitation 16-03P.

Please provide us with a copy of your updated Certificate of Insurance with your executed Contract Extension. In addition, remember to send all purchase orders issued through your 1GPA Contract to Christy Knorr at the email address provided below. Invoices are due upon receipt.

If you have any questions or concerns, please feel free to contact Christy Knorr at 480-399-6366 or by email: cknorr@1GPA.org.

Vendor Acceptance: _____ Date: _____
Authorization:  _____ Date: 11/1/17
Ken Carter, Executive Director

TAB 5 COST

Demographic Research - districts over 25,000 registered voters \$ 4,000.00
Includes all associated costs as well as 10 bound reports

Demographic Research - districts under 25,000 registered voters \$ 3,000.00
Includes all associated costs as well as 10 bound reports

Community Survey - 300 completes not to exceed 10 minutes \$ 14,500.00
Includes all associated costs as well as 10 bound reports

Community Survey - 400 completes not to exceed 10 minute \$ 18,000.00
Includes all associated costs as well as 10 bound reports

Communications and Marketing Review and Recommendations \$ 2,500.00

Additional work outside the scope of services is billed at \$125.00 per hour plus reasonable and normal expenses.

EXECUTIVE SUMMARY**November 14, 2017**

Subject: FUSD Management Structure
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☒ Action/Discussion Item☐ Information Item**Background and Discussion**

During the October 24, 2017 Board Meeting I presented creating a FUSD Management Structure to ensure guidelines are in place as we work towards creating compensation budgets and planning for contracts for the 2018-2019 school year.

Based on feedback from the Governing Board the three levels were retitled to ensure appropriate delineation of duties and to reflect pride in the work performed. The three tiers are now Direct Line, Administrative Level and Executive Level.

The FUSD Management Guidelines document will allow for FUSD to ensure appropriate identification and placement of positions as Administrators and ensure a structure is in place for ARS adherence.

Fiscal Impact

Implementation of grid will not have a budgetary impact.

Recommendation to the Board

Recommend Governing Board approval of the FUSD Management Structure.

Presented by:

Dawn Anderson, Director of Human Resources

FUSD Management Structure

Direct-Line

Direct-Line are the entry point for most administrators/managers in the administrative hierarchy. They are in contact with non-administrative employees, often service as supervisors or in other capacities that involve the day-to-day business operations. Their tasks often include scheduling, budgeting, human resource activities and disciplinary measures.

To qualify for a Direct-Line Manager/Administrator, duties can be summarized as:

- They assign of jobs and tasks to various workers/students.
- They guide and instruct workers/students for day to day activities.
- They are responsible for the quality as well as quantity of production.
- They are entrusted with the responsibility of maintaining good relation in the organization.
- They communicate workers/student problems, suggestions and recommendatory appeals, etc., to the mid and upper level administrators.
- They help solve issues of the workers/students.
- They supervise and guide sub-ordinates.
- They are responsible for providing training to the workers/student workers.
- They arrange necessary materials, machines, tools, etc. for getting things done.
- They prepare periodical reports about the performance of workers.
- They ensure discipline in the District.
- They motivate workers/students.
- They are the image builders of the District because they are in direct contact with students, workers and community.

Typical Titles for Direct-Line Managers/Administrators

- Foreman
- Program Directors (FACTS, Athletics, etc.)
- Manager
- Supervisor

Administrative Level

The Administrative group is a step above the direct-line managers/administrators. They serve as intermediaries between direct-line administrators and the executive level within the administrator hierarchy. These administrators may still be involved in the daily operations, but they often depend on the input of others. The Administrative group are generally operations managers/directors or general managers.

To qualify for the Administrative Level, duties can be summarized as:

- They execute the plans of the District in accordance with the policies and directives of Executive Management/Governing Board.
- They make plans for the sub-units of the District.
- They participate in employment and training of direct-line managers and administrators.
- They interpret and explain policies from Executive Administrators to Direct-Line.

- They are responsible for coordinating the activities within the division and/or department.
- They send important reports/information to Executive Management.
- They evaluate performance of non-administrators.
- They are responsible for inspiring front-line administrators and non-administrators towards better performance.
- They participate in internal and external committees.
- They typically have smaller departments with few to no direct reports.

Typical Titles for the Administrative Level

- Assistant Principals
- Teachers on Assignment
- Coordinators
- Assistant Director
- Associate Director
- Director (smaller departments)

Executive Level

Executive administrators are the top administrators in the District. They rely on input from others in order to make decision about what direction the District is heading and if any changes need to be made. Executive level administrators are the top leaders developing the mission and vision of the division and/or District and coordinate the executive decisions made by the Governing Board that affect the Districts future.

To qualify for an Executive Level, duties can be summarized as:

- Lays down the objectives and policies of the District.
- Issues necessary instruction for preparation of department budgets, procedures and schedules.
- They prepare strategic plans and policies for the District.
- They recommend appointments for administrators for Direct-Line and Administrative Level within their respective areas.
- They control and collaborate activities for all the departments.
- They are responsible for maintaining contact with outside agencies.
- They provide guidance and direction on policy, legislature and state/federal regulations and laws.
- They generally provide regular presentations or information for presentations to the Governing Board and are responsible to the Governing Board for decisions.
- They facilitate and participate at a high level on internal and external committees.
- They provide input to state policy making and/or have external parties seeking advice on development of programs and structure.
- They have oversight of large departments and programs.

Typical Titles for Executive Level Administrators

- Superintendent
- Assistant Superintendent
- Executive Director
- Director
- Principal

EXECUTIVE SUMMARY

November 14, 2017

Subject:	Position Review
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☒ Action/Discussion Item

☐ Information Item

Background and Discussion

These positions were presented at the Board Meeting on October 24, 2017 during presentations.

1. Associate Director of Student Support Services – Currently the position is classified as a Coordinator on the licensed professional salary schedule slotted for 9 months. The role currently has oversight of counselors, nurses, crisis team coordinators, and homebound teachers and associated programs, the position also has oversight of 504 plan reporting and compliance, oversight of student discipline programs and management of drop-out prevention programs. Additionally, this position is listed as the District's Title IX Compliance Officer with the State Board of Education and has oversight of all student and employee investigations and functions as an administrator. During the non-contracted months this position still has workload requirements that need to be met and has been submitting a timecard for this time. Human Resources is recommending the position be moved to the administrative salary schedule as an Associate Director with a 12-month contract to appropriately reflect the positions current duties and responsibilities.
2. Behavioral Specialist – New 1.0 Certified position, this position would be funded through IDEA Grant Carryover. Would provide support to the District via providing functional behavior assessments, behavior intervention plans, paraprofessional and teacher training, individual student support and district-wide interventions for PBIS.
3. Gifted/ESS Specialist – New 1.0 Certified position, this position would be funded .50 through IDEA Grant Carryover and .50 from M & O. Would evaluate and develop a gifted program structure to address loss of students to charter schools. As part of the development of the program would address testing, coordination and marketing of the program. The ESS function would provide curriculum support, differentiated instruction and training for SPED program needs.

4. Associate Director of Communication and Public Relations – currently this position is classified as a coordinator and supports a number of different functions throughout the District. This position currently sits on Cabinet and presents on an ongoing basis to the Governing Board. Additionally, interacts on regular basis with community, parents and media. This duties and responsibilities of this position far exceed the allocation of time and resources allotted. Therefore, Human Resources is recommending a change in title to appropriately reflect responsibilities and the creation of a classified position to support the duties, mission and vision of the department.
5. Communication and Public Relations Specialist – New 1.0 Classified position schedule 15. The Communication and Public Relation Specialist will be responsible for gathering and producing information and communications that promotes and educates the parents, students and community regarding the programs and services offered by FUSD. This position will be instrumental in assisting with the Districts social media campaigns and support the public relations department in community programs and events.

Fiscal Impact

Director of Educational Enrichment – no budget impact already budgeted.

Associate Director of Student Support Services - \$4,912 increase due moving from 9 to 12-month contract.

Behavioral Specialist - \$67,880 funded through IDEA Carryover (current annual carryover is approximately \$200,000/yr)

Gifted/ESS Specialist - \$67,880 funded .50 from IDEA Carryover and .50 from M & O

Associate Director of Communications and Public Relations – no budgetary impact

Communication and Public Relations Specialist - \$40,000 from M & O

Recommendation to the Board

Recommend Governing Board approval for change in title and contract for Associate Director of Student Support Services.

Recommend Governing Board approval for the creation and posting of the Behavioral Specialist position.

Recommend Governing Board approval for the creation and posting of the Gifted/ESS Specialist position.

Recommend Governing Board approval for the job description and title change for the Associate Director of Communication and Public Relations position.

Recommend Governing Board approval for the creation and posting of the Communication and Public Relations Specialist position.

Presented by:

Dawn Anderson, Director of Human Resources

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. ONE

Job Description

Position Title: Associate Director of Student Support Services
Department/Section: Student Support Services, Administrative Center
Supervisor: Assistant Superintendent for Curriculum & Instruction

SUMMARY OF FUNCTION

Direct and supervise all functions, projects and staff within the Student Support Services department. Student Support Services is responsible for a variety of programs—primarily focused on student success—to improve student learning, provide alternative options for learning for students, expand student and employee engagement at the district and school level, and support professional learning for staff.

Distinguishing Characteristics: Incumbent demonstrates strong skills as a leader, ability to facilitate teams and strong communication skills. Organizational skills, planning, flexibility, multi-tasking and ability to prioritize and work within deadlines are essential.

TYPICAL TASKS

[These examples do not include all possible tasks and do not limit the assignment of related tasks.]

1. District Crisis Team Coordinator responsible for developing and monitoring crisis intervention procedures.
2. Development of Flight Team manual and procedures for school supports in a crisis.
3. Development and management of all 504 services (e.g. relevant policies, new regulations, guidelines and procedures) necessary for the purpose of developing and ensuring services that are in compliance with the Section 504.
4. Serves as the District's Section 504/ADA Compliance Officer to collaborate on 504 due process hearing requests and OCR complaints.
5. Provides trainings to staff and maintains 504 files and records while ensuring record access in accordance with FERPA requirements.
6. Coordinate homebound services for students: Assigns and supervises home instruction teachers for homebound students.
7. Serve as Title IX Compliance Officer. Oversee district investigations regarding sexual harassment and other complaints. Responds to issues involving staff, conflicts in policies and regulations (bullying and harassment).
8. Management of dropout prevention program and student discipline programs (Saturday School, etc.).
9. Supervision and support to counselors district wide.
10. Collaborate with non-profits and other agencies to represent the district and student needs. Examples: Representing FUSD monthly on Coconino County Fatality Review Board, Family Advocacy Council & Pediatric Injury Group.

11. Provides training and support district wide for Bullying, Intimidation and Harassment and DCS Reporting Procedures.

QUALIFICATIONS

Minimum of Bachelor's Degree in Education or related field. Minimum five years' experience in the educational field, with a strong background in 504 plan compliance and reporting. Ability to navigate staff investigations specifically related to bullying and harassment. Able to work effectively with a diverse group of peers, including teachers, administrators, support staff, parents and the community. Must be able to multi-task and meet strict timelines.

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: Behavioral Specialist
Department/Section: Exceptional Student Services
Supervisor: Director of Exceptional Student Services

SUMMARY OF FUNCTION: Provides behavioral strategies and techniques to staff in order to aid in student's academic and social growth.

TYPICAL TASKS:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

1. Maintains an accurate and effective working knowledge of the requirements of the Individuals with Disabilities Education Improvement Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable federal and state behavioral management and disability laws and their implementing regulations as these relate to behavior management, in general, and to the roles and responsibilities of this position.
 2. Provides on-site consultation regarding Preschool-12th grade students with behavioral concerns.
 3. Assists and trains IEP teams in conducting on Functional Behavior Assessments (FBAs) to determine functions of behaviors in order to recommend and apply positive behavior interventions and supports.
 4. Assists and trains IEP teams with the development and implementation of Behavior Intervention Plans (BIP).
 5. Assists school teams with classroom observations and data collection.
 6. Provides MET/IEP teams with ongoing training and consultation regarding district restraint and seclusion policy and procedures, crisis prevention, and non-violent crisis de-escalation.
 7. Participates in Multi-Disciplinary Conferences, IEP meetings and parent conferences as needed and appropriate.
 8. Consults with parents, staff and outside agencies as appropriate or necessary. Establish and maintain positive relationships with referring LEAs and other support agencies.
 9. Monitors students in inclusive and special school settings; consults with general education teachers and special education regarding students' progress and management.
 10. Provides trainings to staff in the area of behavior. Supports staff in the implementation of tiered behavior interventions in schools, along with district-wide interventions including PBIS.
 11. Perform other duties as assigned.
-

QUALIFICATIONS: Either valid Arizona Department of Education Special Education certification or valid Arizona License as a Board Certified Behavior Analyst is required. Background in Applied Behavior analysis (ABA) principles and practices and positive behavior support (PBS) is strongly preferred. Experience working with students with emotional disabilities and autism spectrum disorders. Experience in staff training preferred. Must be able to function as part of an interdisciplinary team as well exhibit the ability to think and act autonomously in a variety of situations and react well under stress. Effective organizational skills and oral and written communication skills are needed.

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: ESS Specialist (Gifted/Special Education)
Department/Section: Exceptional Student Services
Supervisor: Director of Exceptional Student Services

SUMMARY OF FUNCTION: Responsible for planning, evaluation, and support of a comprehensive K-12 gifted and talented services delivery model. Responsible for all state reporting for gifted/talented students. Assists the ESS Department in the implementation and direction of special education.

TYPICAL TASKS:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

1. Responsible for planning, evaluation, and support of all gifted/talented services.
 2. Works collaboratively with school teams and district administration to create professional development opportunities to meet the needs of classroom teachers and administrators.
 3. Responsible for coordinating all district gifted/talented screening.
 4. Responsible for the completion of the annual state gifted and talented report and maintain gifted/talented student database and files.
 5. Maintains an accurate and effective working knowledge of the requirements of the Individuals with Disabilities Education Improvement Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable federal and state behavioral management and disability laws and their implementing regulations as these relate to behavior management, in general, and to the roles and responsibilities of this position.
 6. Oversee and assist school teams with the IEP and MET processes, including district and federal compliance.
 7. Provide appropriate training as needed for special education teachers and staff to promote student success in special education and general education settings.
 8. Support the web-based IEP system (e-IEP Pro). Provide training and staff support. Participate in the e-IEP Pro state work group.
 9. Serve as a member of the ESS leadership team.
 10. Perform other duties as assigned.
-

QUALIFICATIONS: Current Arizona Special Education teaching certification required. Current Arizona teaching certification with gifted endorsement or knowledge of working with gifted/talented students preferred. Excellent written/oral presentation and organizational skills required. Experience in staff training preferred.

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: Associate Director of Communication and Public Relations
Department/Section: Administrative Center
Supervisor: Superintendent of Schools and Director of Human Resources

SUMMARY OF FUNCTION:

The Associate Director of Communication and Public Relations is responsible for providing effective written and oral communications to the community to support current and future initiatives and to develop marketing strategies, plans and activities to enhance the relationship between the District and community. In addition, this position is responsible for establishing and maintaining internal and external communication programs which align with District goals as set by the Superintendent and Governing Board and promotes an understanding and appreciation of the District's efforts to provide students with the best possible education in an increasingly complex environment. This position is responsible for developing and communicating programs, accomplishments and events; communicating with target audiences, engaging the community through social media tools including Facebook, Twitter and the FUSD website; writing and editing district communications and publications and assisting with the developing of on-brand messaging.

PERFORMANCE RESPONSIBILITIES:

1. Advises school board, staff, and administration when delivering messages to the media for purpose of promoting a positive image of the District including times of crisis.
2. Develops long and short range plans in relation to assigned administrative responsibilities for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
3. Facilitates meetings that may frequently involve a range of issues for the purpose of identifying appropriate actions, developing recommendations, supporting other staff and serving as the District representative.
4. Develops, executes and evaluates marketing and communication plans to promote the district mission and goals. Along with developing marketing plans that promote individual schools and programs and to increase community and internal knowledge of district and school priorities and accomplishments.
5. Plans and executes the districts advertising and promotion activities.
6. Establishes and maintains relationships with business, media and community leaders, district staff and students, and the community to build awareness and support for district initiatives and programs.
7. Manages social media and website for the district, setting guidelines, planning content and providing staff training as needed.
8. Writes, edits and publishes a variety of communications and publications to facilitate and enhance awareness of district and individual school programs, events, activities and accomplishments.
9. Coordinates a variety of activities (e.g. recognition programs, special events, media relations, community relations, phone notification system, communications department, etc) for the purpose of delivering services in compliance with established guidelines.
10. Sets up annual objectives for the districts public, marketing and community relation programs and prepares associated annual budget.
11. Serves as an information liaison between the district and the greater community, including the news media. Supervises the productions and distribution of all news. Coordinates media interviews for the purpose of keeping the media informed of correct information concerning District activities.

12. Maintains positive relations with students, principals, parents, governing board, community partners

and staff for the purpose of unifying efforts of all concerned.

13. Participates in meetings, workshops, trainings, and seminars (e.g. workshops, district committees, seminars, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
 14. Responds to emergency situations both during and after normal working hours for the purpose of ensuring accurate information is disseminated.
-

KNOWLEDGE & SKILLS:

- Knowledge of applicable federal, state, county and city statutes, rules, policies and procedures.
- Knowledge of applicable Flagstaff Unified School District and department policy and procedure.
- Knowledge of Communication and Media Relations function and how the department interacts with various departments and individuals at all levels.
- Knowledge of FERPA rules and regulations.
- Skill in communicating both orally and in writing to a variety of employees and other groups.
- Skill in team building, managing, motivating and organization a workforce.
- Skill in presentation presence with the ability to gain acceptance and buy-in during formal presentations.
- Skill to identify media trends and adapt processes and activities accordingly.
- Proficiency in the usage of internet software, email, and core Microsoft Office systems, including social media.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram and schedule form.
- Ability to identify media trends and adapt processes and activities accordingly.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Relations, Business Management/Administration or other related field.
- Four years' experience in a Community or Media relations setting in similar position.

Other Details

This is a full-time benefit eligible position.

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: Communication and Public Relations Specialist
Department/Section: Administrative Center

SUMMARY OF FUNCTION:

The Communication and Public Relations Specialist is responsible for gathering and producing information from various communication sources for the Flagstaff Unified School District that promotes and educates the community regarding programs and services available. This position is also responsible for assisting in department support and reports to the Director of Communication and Public Relations.

PERFORMANCE RESPONSIBILITIES:

1. Develops and fosters strong relationships with staff, students, parents and community members to ensure unification of communication efforts.
 2. Works with schools on obtaining and disseminating information to the community related to programs and services offered.
 3. Undertake general administrative and clerical duties for the Communication and Public Relations department.
 4. Keep calendars and media lists.
 5. Assist in organizing and execution of events, campaigns and other programs that support the relationship between the district and the community.
 6. Edit video's, presentations and communications as assigned. Additionally, this position will be responsible for proofing all communications prior to distribution.
 7. Provide back-up support for management of social media and the FUSD Website.
 8. Participate accordingly in the development of Public Relations and Communication plans.
 9. Participate in meetings and events as needed.
-

KNOWLEDGE & SKILLS:

- Knowledge of applicable federal, state, county and city statutes, rules, policies and procedures.
- Knowledge of applicable Flagstaff Unified School District and department policy and procedure.
- Knowledge of Communication and Media Relations function and how the department interacts with various departments and individuals at all levels.
- Knowledge of FERPA rules and regulations.
- Skill in communicating both orally and in writing to a variety of employees and other groups.
- Skill in presentation presence with the ability to gain acceptance and buy-in during formal presentations.
- Proficiency in the usage of internet software, email, and core Microsoft Office systems, including social media.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram and schedule form.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Relations, Business Management/Administration or other related field.
- Two to Five years of experience in a Community or Media relations setting in similar position preferred.

Other Details

This is a full-time benefit eligible position.



**Superintendent Goals and Performance Pay
2017 - 2018**

Superintendent: Michael Penca

Review Dates: December 5, 2017
June 12, 2018

District Priorities

Listed are performance goals with indicators of progress as mutually agreed upon by the Governing Board and Superintendent. These goals are designed to best move the Flagstaff Unified School District forward in achieving the Governing Board's and District's long-term goals. The Governing Board shall determine, by majority vote, if the Superintendent has achieved each of the goals adopted by the Board. The performance pay amount shall be payable only if and to the extent that Superintendent satisfies the criteria for an award of performance pay.

Use the response key as follows in evaluating the attainment of goals as established by the Governing Board and Superintendent:

Goal Met	For each goal that a majority of the Board determines the Superintendent has met, Superintendent shall be awarded a percentage of the total possible award of performance pay.
Goal Partially Met	If the Board determines the Superintendent has partially achieved a particular goal, the Board may, by majority vote, determine the percentage to reflect the partial achievement and commensurate earned performance pay.
Goal Not Met	The Superintendent fails to meet the goal. The Board reserves the right to award up to the full amount of performance pay based on a majority vote in favor of such award.

Goal:

Goal 1- Onboarding/Engagement: To engage stakeholders of FUSD and the Flagstaff community to listen and learn about strengths, challenges and opportunities for growth.

Actions/Evidence:**Actions:**

- Meet individually with Building and Department administrators
- Conduct regular visits to school sites
- Facilitate monthly Parent Advisory Committee meetings
- Attend meetings with Certified and Classified Employee Liaisons and meetings with the Voice and Negotiations committees as requested
- Facilitate weekly meetings with Cabinet Administrators
- Schedule Superintendent's Welcome and open forums with staff
- Establish a Student Advisory Committee and representative to the Board
- Conduct 360 Degree Survey of stakeholders and analyze feedback

Evidence:

- Calendar/Superintendent's Reports
- Agendas/Sign-In Sheets
- Student Representative to the Board
- Summary of Strengths, Challenges and Opportunities for Growth

Attainment of Goal (circle one):

Goal Met

Goal Partially Met

Goal Not Met

Goal:

Goal 2- Board/Superintendent Governance: To lead as a united team, with Governing Board members and Administration from their respective roles, with strong communication, collaboration and mutual trust.

Actions/Evidence:**Action:**

- Establish and attend individual meetings with Governing Board members
- Provide the Governing Board with updates of district news
- Design a Governing Board and Executive Administrators Retreat with a focus on values, norms and understanding of strategic district issues
- Conduct ASBA Policy Audit and plan with the Governing Board priorities for policy revisions
- Develop a Governing Board Handbook including values and norms, procedures and self-evaluation
- Schedule and facilitate listening post/round table events for parents and community (include 1-2 Governing Board members)

Evidence:

- Calendar/Superintendent's Reports
- Superintendent's Updates
- Priorities and timelines for policy revisions
- Retreat agenda
- Governing Board Handbook

Attainment of Goal (*circle one*):

Goal Met

Goal Partially Met

Goal Not Met

Goal:

Goal 3- Continuous Improvement: To develop and communicate a vision of high expectations for student achievement, quality instruction and plan for the management of operations and resources needed to provide a safe, efficient and effective learning environment needed to improve student academic performance.

Actions/Evidence:**Actions:**

- Apply and complete the AdvancED readiness review. Begin the steps outlined in the AdvancEd Performance Accreditation process (student performance data review, self assessment, stakeholder surveys, executive summary, improvement plan) with a goal to have FUSD Systems Accredited by Spring 2019.
- Monitor and positively increase student achievement on AzMERIT for 3rd grade reading and 8th grade math
- Develop and implement Principal Evaluation Framework
- Create and communicate Budget projections and multi-year plan

Evidence:

- AdvancEd application and Readiness Review
- Documentation of AdvancEd internal review steps for student performance data, self-assessment, stakeholder surveys
- Student achievement goals and AzMERIT results
- Principal Evaluation Framework
- Budget Plan

Attainment of Goal *(circle one):*

Goal Met

Goal Partially Met

Goal Not Met

Goal:

Goal 4- Professional Development: To promote a culture of learning and innovation through the application of professional development and collaboration.

Actions/Evidence:**Actions:**

- Participate in ASA/GCU/ADE Superintendent's Collaborative Network and Mentoring
- Develop professional learning component to meetings with Administrative Council, Elementary, Secondary administrators
- Attend ASBA, ASA and relevant professional development opportunities for the Board and Superintendent
- Facilitate BoardDocs training and implementation

Evidence:

- Calendar/Superintendent's Report
- Agendas for Administrative meetings and professional learning documents
- Professional Development certificates of attendance
- BoardDocs training and implementation timeline

Attainment of Goal (*circle one*):

Goal Met

Goal Partially Met

Goal Not Met

Goal:

Goal 5-Advocacy and Partnerships: To advocate for the success of all students, cultivate partnerships and respond to and influence political, social, economic, legal and cultural issues.

Actions/Evidence:**Actions:**

- Participate in LAUNCH Flagstaff events
- Meet with legislative representatives and advocate for FUSD and public education
- Attend meetings with community leaders (City, County, NAU, CCC, Chamber, Community Partners)
- Schedule and engage stakeholders in Education Finance Forums
- Communicate need and information regarding voter-approved general obligation bonds, capital overrides, and/or M&O overrides

Evidence:

- Calendar/Superintendent's Reports
- Agendas/Sign-In Sheets
- Education Finance Forum presentation
- Information about voter-approved funds

Attainment of Goal (*circle one*):

Goal Met

Goal Partially Met

Goal Not Met

Superintendent Goals and Performance Pay Summary

December 2017

Goal	Goal Attainment (<i>circle</i>)			Performance Pay Award
1. Onboarding/Engagement	Met	Partially Met	Not Met	%
2. Board/Supt. Governance	Met	Partially Met	Not Met	%
3. Continuous Improvement	Met	Partially Met	Not Met	%
4. Professional Development	Met	Partially Met	Not Met	%
5. Advocacy and Partnerships	Met	Partially Met	Not Met	%

Based on the review of the goals as established by the Board and the Superintendent, the Performance Pay to be awarded to the Superintendent in December 2017 is in the amount of ____%. (*not to exceed 50% of contracted total performance based pay)

Governing Board President, Flagstaff Unified School District #1

Date: _____

Superintendent, Flagstaff Unified School District #1

Date: _____

June 2018

Goal	Goal Attainment (<i>circle</i>)			Performance Pay Award
1. Onboarding/Engagement	Met	Partially Met	Not Met	%
2. Board/Supt. Governance	Met	Partially Met	Not Met	%
3. Continuous Improvement	Met	Partially Met	Not Met	%
4. Professional Development	Met	Partially Met	Not Met	%
5. Advocacy and Partnerships	Met	Partially Met	Not Met	%

Based on the review of the goals as established by the Board and the Superintendent, the Performance Pay to be awarded to the Superintendent in June 2018 is in the amount of ____%. (*combined December and June award not to exceed 100% of contracted total performance based pay)

Governing Board President, Flagstaff Unified School District #1

Date: _____

Superintendent, Flagstaff Unified School District #1

Date: _____

EXECUTIVE SUMMARY

Meeting Date: November 14, 2017

Subject: ASBA Bylaw Change Proposals

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

Bylaw proposals have been submitted by ASBA member school boards, ASBA committees and the ASBA Board of Directors and must be approved by two-thirds of the ASBA member Boards to be effective.

At the October 24, 2017 Board meeting, the Governing Board considered and approved proposals as submitted, however, after attending the ASBA Coconino County meeting on October 25, 2017, Board President Fredericks requested that the Board again review and consider the proposed changes to the ASBA Bylaws.

Recommendation to the Board

The Governing Board may give direction for voting on bylaw change proposals from the Arizona School Boards Association.



Proposed Changes to ASBA Bylaws

Proposal A Article V - Officers and Board of Directors and Executive Committee Section 9 – Vacancies and Removal from Office	
Submitted by ASBA Governance Committee	
Current	Proposed
Section 9. Vacancies and removal from office. A vacancy in any office or on the Board of Directors occurring between annual membership meetings shall be filled by a vote of the Board of Directors. The person appointed by the Board of Directors shall hold that position for the remainder of the elected director's term. Any officer or director who misses more than one meeting out of any four (4) consecutive meetings, unless he/she is excused <i>by</i> the Board for a valid reason, may have his/her office vacated by action of the board.	Section 9. Vacancies and removal from office. A vacancy in any office or on the Board of Directors occurring between annual membership meetings shall be filled by a vote of the Board of Directors. The person appointed by the Board of Directors shall hold that position for the remainder of the elected director's term. Any officer or director who misses more than one meeting <u>in a calendar year</u> out of any four (4) consecutive meetings, unless he/she is excused by the Board for a valid reason, may <u>will</u> have his/her office vacated by action of the board.

Proposal A Background: The ASBA Board of Directors holds four meetings per year, per bylaws. Directors sign an acknowledgement of requirements of service, including meeting attendance, prior to their election.

Proposal B Article VIII – Amendment of Bylaws and Core Beliefs	
Submitted by ASBA Governance Committee	
Current	Proposed
<p><i>Section 1.</i> These Bylaws or the Core Beliefs may be amended or repealed, or new ones adopted as follows:</p> <p>(a) By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.</p>	<p><i>Section 1.</i> These Bylaws or the Core Beliefs may be amended or repealed, or new ones adopted as follows:</p> <p>(a) By a vote of two-thirds of the member boards <u>When a quorum of 60 percent of the member boards vote and three-fourths of all votes are in the affirmative</u>, using an electronic vote of the membership using a procedure adopted by the Board of Directors.</p>

Proposal B Background: Currently, a minimum of two-thirds (66 percent) of all ASBA members boards must vote in the affirmative to amend or repeal a bylaw.

Proposal C Article VIII – Amendment of Bylaws and Core Beliefs	
Submitted by Maricopa USD Governing Board	
Current	Proposed
<p><i>Section 1.</i> These Bylaws or the Core Beliefs may be amended or repealed, or new ones adopted as follows:</p> <p>(a) By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.</p>	<p><i>Section 1.</i> These Bylaws or the Core Beliefs may be amended or repealed, or new ones adopted as follows:</p> <p>(a) By a vote of two-thirds <u>by the participating of the member boards voting</u> using an electronic vote of the membership using a procedure adopted by the Board of Directors.</p>

Proposal C Background: Currently, a minimum of two-thirds (66 percent) of all ASBA members boards must vote in the affirmative to amend or repeal a bylaw.

Proposal D This is a technical change to all instances of this language in the ASBA Bylaws.	
Submitted by Tempe ESD Governing Board	
Current	Proposed
Hispanic-Native American Indian Caucus	Hispanic-Native American Caucus

Proposal D Background: Native American is the term preferred by members of the caucus.

Proposal E Article V – Officers and Board of Directors and Executive Committee Section 2 – Board of Directors	
Submitted by Gila Bend USD Governing Board	
Current	Proposed
<p><i>Section 2. Board of Directors</i></p> <p>The governing body of the Association shall be a Board of Directors consisting of the officers, one representative from each of the counties of the state, except Maricopa and Pima counties which are allotted two (2) representatives. County representatives shall serve for a period of two (2) years with no member serving more than three (3) consecutive two (2) year terms. However, at the first meeting of the Board of Directors after the adoption of the bylaws, county representatives shall determine by lot the one-half of their number who will serve for one (1) year and the one-half who will serve for two (2) years. Thereafter, members of the Board of Directors shall be elected by member boards of their counties at their annual County Workshop meetings. Ex-officio members of the Arizona School Boards Association Board of Directors shall be:</p>	<p><i>Section 2. Board of Directors</i></p> <p>The governing body of the Association shall be a Board of Directors consisting of the officers, one representative from each of the counties of the state, except Maricopa and Pima counties which are allotted two (2) representatives. County representatives shall serve for a period of two (2) years with no member serving more than three (3) consecutive two (2) year terms. However, at the first meeting of the Board of Directors after the adoption of the bylaws, county representatives shall determine by lot the one-half of their number who will serve for one (1) year and the one-half who will serve for two (2) years. Thereafter, members of the Board of Directors shall be elected by member boards of their counties at their annual County Workshop meetings. Ex-officio members of the Arizona School Boards Association Board of Directors shall be:</p>

<p>(a) Any person residing in Arizona who is either an officer or director of the National School Boards Association during his/her term of office in the national body, and</p> <p>(b) Any member of an ASBA active member Governing Board serving as President of the Arizona Hispanic Native American Indian Caucus and Black Caucus during his/her term of office in the Caucus.</p>	<p>(a) Any person residing in Arizona who is either an officer or director of the National School Boards Association during his/her term of office in the national body, and</p> <p>(b) Any member of an ASBA active member Governing Board serving as President <u>and Past President</u> of the Arizona Hispanic Native American Indian Caucus and <u>the President of</u> the Black Caucus during his/her term of office in the Caucus.</p>
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Proposal E Background: Currently the HNAIC has a single ex officio voting seat on the ASBA Board of Directors, which is held by the caucus's sitting president. The caucus presidency (a two-year term) alternates between a Hispanic and a Native American, per HNAIC bylaws, which provides alternating representation on the ASBA Board of Directors.

Proposal F Article VI – Meetings and Voting Section 3 – Annual Delegate Assembly	
Submitted by Concho ESD Governing Board	
Current	Proposed
	<u>(h) No action by any delegate or presiding authority shall stifle and/or terminate debate or discussion at the Delegate Assembly.</u>

Proposal F Background: Rules of Procedure for the Delegate Assembly are adopted by delegates at the assembly and currently allow delegates to “Call for the Question” to end debate or discussion. The motion requires a two-thirds vote of delegates to pass. Procedural rules for the Delegate Assembly currently are not in ASBA’s bylaws.

Proposal G**Article VII – Committees & Caucuses****Section 2 – Caucuses**

Submitted by Concho ESD Governing Board

Current

Section 2. Caucuses
Caucuses shall exist to enhance the work of the association by addressing the unique needs of member districts. Caucuses of ASBA are considered to be affiliated with ASBA as a program provider with responsibility for the caucuses. Each caucus is expected to adopt its own bylaws for operating, programming and governing within the context of the relationship with ASBA described herein.

With the adoption of this section, the Black Caucus of ASBA and the Hispanic/Native American Indian Caucus of ASBA are hereby established.

Caucuses shall be added or eliminated to this provision through the amendment process described in article VIII of this document.

Proposed

Section 2. Caucuses
Caucuses shall exist to enhance the work of the association by addressing the unique needs of member districts. Caucuses of ASBA are considered to be affiliated with ASBA as a program provider with responsibility for the caucuses. Each caucus is expected to adopt its own bylaws for operating, programming and governing within the context of the relationship with ASBA described herein.

With the adoption of this section, the Black Caucus of ASBA and the Hispanic/Native American Indian Caucus of ASBA and the Conservative Caucus of ASBA are hereby established.

Caucuses shall be added or eliminated to this provision through the amendment process described in article VIII of this document.

Background: Per the ASBA Bylaws (Article VII, Section 2. Caucuses), “ASBA caucuses shall exist to enhance the work of the association by addressing the unique needs of member districts. Caucuses are considered to be affiliated with ASBA as a program provider with responsibility for the caucuses. Each caucus is expected to adopt its own bylaws for operating, programming and governing within the context of the relationship with ASBA described herein.”

Proposal H Article VI – Meetings and Voting Section 3 – Annual Delegate Assembly	
Submitted by Littleton ESD Governing Board	
Current	Proposed
	<u>(h) The legislative committee shall hold a basic delegate assembly workshop in advance of the delegate assembly in order to orient new or existing members in establishing the political agenda, moving items to the floor for action, and explaining the process.</u>

Background: Operational matters related to the Delegate Assembly are currently not included in the ASBA Bylaws.

SUMMARY: Proposed Changes to ASBA Bylaws – 2017

Bylaws, which are voted on by the membership itself, define the governing rules of the association under which the ASBA Board of Directors and management must operate on behalf of members.

Proposal A ASBA Governance Committee proposes that if any director or officer on the ASBA Board of Directors misses more than one meeting in a calendar year it will be deemed that they have vacated their office.

Background: The ASBA Board of Directors holds four meetings per year, per bylaws. Directors sign an acknowledgement of requirements of service, including meeting attendance, prior to their election.

Proposal B ASBA Governance Committee proposes that a quorum of 60 percent of the ASBA member boards must vote and three-fourths of all votes must be in the affirmative to add, amend or repeal a bylaw.

Background: Currently, a minimum of two-thirds (66 percent) of all ASBA members boards must vote in the affirmative to amend or repeal a bylaw.

Proposal C Maricopa USD recommends that a bylaw may be amended or repealed by an affirmative vote of two-thirds of the ASBA member boards that vote.

Background: Currently, a minimum of two-thirds (66 percent) of all ASBA members boards must vote in the affirmative to amend or repeal a bylaw.

Proposal D Tempe ESD proposes an amendment to the change the name of the ASBA Hispanic - Native American Indian Caucus (HNAIC) to the Hispanic - Native American Caucus.

Background: Native American is the term preferred by members of the HNAIC.

Proposal E Gila Bend USD proposes an amendment that will allow a seat on the ASBA Board of Directors for the President and Past President of the Hispanic-Native American Indian Caucus (HNAIC).

Background: Currently the HNAIC has a single ex officio voting seat on the ASBA Board of Directors, which is held by the caucus's sitting president. The caucus presidency (a two-year term) alternates between a Hispanic and a Native American, per HNAIC bylaws, which provides alternating representation on the ASBA Board of Directors.

Proposal F Concho ESD proposes that no action by any delegate or presiding authority shall end debate or discussion at the Delegate Assembly.

Background: Rules of Procedure for the Delegate Assembly are adopted by delegates at the assembly and currently allow delegates to "Call for the Question" to end debate or discussion. The motion requires a two-thirds vote of delegates to pass. Procedural rules for the Delegate Assembly currently are not in ASBA's bylaws.

Proposal G Concho ESD proposes an amendment to establish a Conservative Caucus to support and defend the constitution of the United States.

Background: Per the ASBA Bylaws (Article VII, Section 2. Caucuses), "ASBA caucuses shall exist to enhance the work of the association by addressing the unique needs of member districts. Caucuses are considered to be affiliated with ASBA as a program provider with responsibility for the caucuses. Each caucus is expected to adopt its own bylaws for operating, programming and governing within the context of the relationship with ASBA described herein."

Proposal H Littleton ESD proposes a recommendation that the ASBA Legislative Committee shall hold a delegate assembly workshop in advance of the delegate assembly to orient new or existing members in establishing the political agenda, moving items for floor action, and explaining the process.

Background: Operational matters related to the Delegate Assembly are currently not included in the ASBA Bylaws.

FYI