

# Agenda

# **AGENDA**

**FLAGSTAFF UNIFIED SCHOOL DISTRICT NUMBER ONE**  
**District Administrative Center – 3285 E. Sparrow Avenue – Flagstaff, Arizona**  
**Worksession – 4:30 pm**  
**Regular Meeting of the Governing Board – 5:30 pm**

**February 26, 2013**

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 Governing Board may consider any item on this agenda in any order and at any time during the meeting. Members of the Governing Board may participate via speakerphone or other technological devices.

## **PRELIMINARY**

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

### **Board Members**

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

### **Administration**

Ms. Barbara Hickman, Superintendent  
Ms. Mary K Walton, Assistant Superintendent  
Mr. Robert Kuhn, Assistant Superintendent  
Dr. Ken Garland, Director of Finance  
Mr. Dietrich Sauer, 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.

**If any disabled person needs any type of accommodation,  
please notify the Superintendent's Office at 527-6002  
as soon as possible before the scheduled meeting time.**

*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](http://www.fusd1.org)  
or by contacting the Superintendent's office at 928-527-6002.*

## **FLAGSTAFF UNIFIED SCHOOL DISTRICT**

### **Statement of Vision, Mission, Core Beliefs, Motto and Goals**

#### *Vision Statement:*

Excellence for All by All

#### *Mission Statement:*

The mission of FUSD is to provide the best comprehensive educational opportunities for all in a safe, collaborative environment of high standards and expectations.

#### *Core Beliefs:*

We believe in the power of expectation; in the impact of high standards; in the value of diversity; and in the six pillars of character.

#### *Motto:*

Education at the Top of Arizona

#### *Goals:*

Maintain and Improve Comprehensive Student Opportunities and Services  
Recruit and Retain Highly Qualified, Motivated, and Excelling Staff  
Improve Student Preparedness and Mastery  
Research and Create Desirable and Relevant Educational Opportunities and Services  
Increase Public Engagement and Support for FUSD  
Develop Innovative Revenue Opportunities

**WORKSESSION**

The agenda for the Worksession will be discussion on the following:

1. Strategic Budget Process – Board Members will meet to further define benchmarks and desired outcomes for strategic goal #4: Research and Create Desirable and Relevant Educational Opportunities and Services.

No final action will be taken on the above agenda item during the Worksession.

**CALL TO THE PUBLIC** - Any person wishing to address the Board on a non-agenda item will be granted time to make a presentation at the discretion of the presiding chairperson. Action taken as a result of public input will be limited to directing staff to review the matter for consideration or decision at a later time. Individual remarks may be limited to three minutes.

**CONSENT AGENDA**

1. Approval of Minutes of the Worksession and Regular Meeting held on February 12, 2013
2. Approval of Payment Vouchers: AD204A13; AD130A13; AD128A13; AS07A13; AS131A13; AD208A13; AS212A13; AD206A13; AD130A13; and Payroll 003 (Detailed information is available upon request.)
3. Acceptance of Gifts to District: Baby Grand Piano-Yamaha GB1, valued at \$11,500 from Flagstaff Community Church to be used in the Flagstaff High School Hurley Theater
4. Acceptance of Associated Students Activity Fund Reports: for months ending July 31 – November 30, 2012
5. Approval of resignations, nonrenewals, appointments, retirements, releases from contract, leaves of absence and substitutes:

**RESIGNATIONS, TERMINATIONS****Administration:**

Jumbo, Rosanna: Support Service; Project Manager; Effective 3/15/2013

**Certified:****Classified:**

Chihuahua, Marisela: Facility Services/PDH; Custodian; Effective 2/8/2013

Burge, Connie: Marshall; SE Parapro; Effective 2/15/2013

Mueller, Cassandra: Sechrist; SE Parapro; Rescinding resignation effective 2/8/2013

**Smartschools:****APPOINTMENTS****Administration:****Certified:****Classified:**

Donosky, Suzette: DeMiguel; Kinder Aide/Parapro: 18.75hrs/wk; \$9.66/hr; Eff 2/12/2013

Eskridge, Annabeth: DeMiguel; SE Parapro (RTI); 4hrs/wk; \$10.10/hr; Effective 2/11/2013

Farrell, Christine: Transportation; Dispatcher; 40hrs/wk; \$14.52/hr; Effective 2/14/2013

Gulvin, Lynn: DeMiguel; SE Parapro (4th/5th); 25.5hrs/wk; \$10.61/hr; Eff 2/13/2013  
 Olvera-Johnson, Toni Lyn: DeMiguel; Kinder Aide (Bilingual); 6hrs/wk; \$10.15/hr; Eff 2/11/2013  
 Padilla, Athena: Cromer; FACTS Caregiver; 9hrs/wk; \$8.65/hr; Effective 2/6/2013  
 Serpa, Leah: Killip; FACTS Caregiver; 15hrs/wk; \$8.65/hr; Effective 2/19/2013  
 M.B.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
 B.D.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
 M.D.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
 C.H.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
 E.R.- Student Worker: FHS; Custodial; 7.5/wk; \$7.80/hr; Effective 2/10/2013  
 A.S. – Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
 M.W.- Student Worker: FHS; (Mayorga's Welding); 7.5/wk; \$7.80/hr; Effective 2/5/2013  
 Coach/Other:  
 Almaraz, Rudy: FHS; Softball/JV; \$1600; Effective 2/4/2013-5/3/2013  
 Gehle, Peter: FHS; Softball/JV; \$1600; Effective 2/4/2013-5/3/2013  
 Seby, Michael: FHS; Baseball; \$1600; Effective 2/4/2013-5/3/2013  
 Verfuierth, Kaitlyn: FHS; Head Girls Tennis; \$2,000; Effective 2/4/2013-5/3/2013  
 Temporary/Other:  
 Volunteers:  
 Bitsuie, Shundiin: SMS; Tutor  
 Fuller, Rosemary: SMS/Cromer; Classroom Aide  
 Hopkins, Shanice: DeMiguel; America Reads Tutor

#### RETIREMENT

The following administrator(s)/teacher(s)/support staff are requesting to retire from the District:

#### Certified:

Blauvelt, Marjorie: Kinsey Music Teacher; Effective July 1, 2013. Is requesting participation in the Phased Retirement Program.

#### Classified:

#### Administrative:

#### RELEASE OF CONTRACT

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

#### Certified:

#### Classified:

#### Administrative:

#### LEAVE OF ABSENCE

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

#### Certified:

Ceballos-Morgan, Linda, 7th Grade Math Teacher at Sinagua Middle School is requesting a Leave of Absence for the remainder of the 2012-2013 school year.

Ashley, Alisa (fka, Godwin), 1st Grade Teacher at Thomas Elementary School is requesting a Leave of Absence for the 2013-2014 school year.

#### Classified:

Burke, Claudia, SE Paraprofessional at Marshall Elementary School is requesting a Leave of Absence for the balance of the school year, 2012-2013.

## Administrative:

QUALIFIED EVALUATORS: None at this time

## SUBSTITUTE TEACHERS:

Jennifer Shewmaker

Aned Bosques

Alisa Davis

Annalise Martinez

Mary Corcoran

Carrie Scheidt

Katie Wenning

Rex Grisell

Rosie Steven

Paul Gianelli

Megan White

Alexis Knapp

Michael Sorce

Amanda Ahl

Karla Curley

Gentry Peppin

Megan Robinson

Alexander Christensen

Corrine Gonzales

Brenda Hershey

Shawn Klein

Briana Sherinan

Rachel Studley

Anntoinette Emerick

Kristie Benefield

Haley Lawrence

LaVena Adson

Ben Rose

Marisa Byrnes

Wendy Hunter

Dennis Bellino

Chrity Lee

Angela Hansen

Sarah Moore

## SUBAIDES:

Kristine Hankins

Debbie Dickerson

Leona Lansing

Thomas Brennan

**STUDENT TRAVEL**

1. Sinagua Middle School Chess Club to Supernationals in Nashville, Tennessee on April 4-8, 2013

2. Killip Chess Power to U S National Chess Championships/SuperNationals in Nashville, Tennessee on April 4-8, 2013
3. Coconino High School Physics to Magic Mountain in Valencia, California on May 15-18, 2013

### **PRESENTATIONS**

1. Superintendent's Report – (B. Hickman)
  - a. Current Events (verbal report)
2. Curriculum and Instruction Report – (M. Walton-no report)
3. Operations and Support Services Report – (B. Kuhn)
  - a. Bond Work Update
4. Finance and Budget Report – (K. Garland)
  - a. Qualifying Tax Rates for FY 2014

### **GENERAL ADMINISTRATION: DISCUSSION/ACTION ITEMS**

1. Renovation of the DeMiguel Elementary School Office – The Board will consider and may approve the office and entry renovation project at DeMiguel Elementary School. (B. Kuhn)
2. Renovation of the Marshall Elementary School Office – The Board will consider and may approve renovation of the office and entry area at Marshall Elementary School. (B. Kuhn)
3. Policy Revision J-1950, J-1961 JHD Exclusions and Exemptions from School Attendance – The Board will consider and may approve the first reading of revisions to Policy J-1950, J-1961 JHD Exclusions and Exemptions from School Attendance. (M. Walton)
4. Policy Revision J-0950 JFABC Admission of Transfer Students – The Board will consider and may approve the first reading of revisions to Policy J-0950 JFABC Admission of Transfer Students. (M. Walton)
5. Policy Revision J-3050 JICH Drug and Alcohol Use by Students – The Board will consider and may approve the first reading of revisions to Policy J-3050 JICH Drug and Alcohol Use by Students. (M. Walton)
6. Policy Revision J-6500 JLIB Student Dismissal Precautions – The Board will consider and may approve the first reading of revisions to Policy J-6500 JLIB Student Dismissal Precautions. (M. Walton)
7. Policy Revision G-2150, GCB Professional Staff Contracts and Compensation – The Board will consider and may approve the second reading of revisions to Policy G-2150, GCB Professional Staff Contracts and Compensation. (D. Sauer)

8. Policy Revision G-3450, GCF Professional Staff Hiring – The Board will consider and may approve the second reading of revisions to Policy G-3450, GCF Professional Staff Hiring. (D. Sauer)
9. Policy Revision G-6100, GCQF Discipline, Suspension, and Dismissal of a Professional Staff Member – The Board will consider and may approve the second reading of revisions to Policy G-6100, GCQF Discipline, Suspension, and Dismissal of a Professional Staff Member. (D. Sauer)
10. Policy Revision I-6000 IJM Special-Interest Materials Selection and Adoption – The Board will consider and may approve the second reading of revisions to Policy I-6000 IJM Special-Interest Materials Selection and Adoption. (M. Walton)
11. Meeting Dates – The Board may approve additional meeting dates, may reschedule and/or cancel previously scheduled meetings. (B. Hickman)

### **INFORMATION ITEMS**

1. Governing Board Members' Report
  - a. Current Events
2. Future Agenda Items – The Governing Board may identify items they would like placed on a future agenda.

### **EXECUTIVE SESSION**

1. Legal Advice – 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(B) 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**



# Worksession

1. Strategic Budget Process – Board Members will meet to further define benchmarks and desired outcomes for strategic goal #4: Research and Create Desirable and Relevant Educational Opportunities and Services.

# Consent Agenda

## OFFICIAL MINUTES

February 12, 2013

The Governing Board of the Flagstaff Unified School District Number One, Coconino County, Flagstaff, Arizona held a Worksession, Regular Meeting and Executive Session on February 12, 2013 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

### **PRELIMINARY**

1. The meeting was called to order at 4:35 pm.
2. Roll Call:

#### Board Members

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

#### Administrative Staff

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

3. There were no requests to reorder the agenda.
4. Mr. Kulpinski moved to adopt the agenda as submitted. Ms. Biggerstaff seconded; motion carried.

8 people signed the guest register

**WORKSESSION****1. Strategic Budget Process**

Board Members continued their discussion regarding identification of desired inputs; benchmarks and measurements; and desired outcomes related to their goals and strategic plan. It was agreed that additional worksessions are necessary to further discuss Goals 4-6.

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

The Consent Agenda included the following:

1. Minutes of the Regular Meeting held on January 22, 2013
2. Minutes of the Worksession held on January 29, 2013
3. Payment Vouchers: AV108A13; AV114A13; APX118A3; AD114A13; AS117A13; AD122A13; AS124A13; AV122A13; ASX118A3; AD116A13; AD123A13; and Payrolls 203; 002 (Detailed information is available upon request.)
4. Contract Award IFB 1212-13: Award of contract to both Creative Concepts and Comade Inc. Apparel for CAVIAT Screen Printing Program
5. Gifts: Miscellaneous art supplies, HP4200 Printer, HP4000tn Printer, and HP Lightboard from W. L. Gore to be used at MEMS – no value declared
6. Resignations, appointments, retirements, releases from contract, and leaves of absence:

**RESIGNATIONS, TERMINATIONS****Administration:****Certified:****Classified:**

|                     |   |
|---------------------|---|
| Bush, Christine:    | DeMiguel; SE Parapro; Effective 1/25/2013     |
| Cury, Susan:        | Marshall; SE Parapro; Effective 1/28/13       |
| DuBuis, Michelle:   | Knoles; General Aide; Effective 12/12/2012    |
| Middleton, Diana:   | CHS; General Office Aide; Effective 1/28/2013 |
| Mueller, Cassandra: | Sechrist; SE Parapro; Effective 2/15/2013     |

**Smartschools:****APPOINTMENTS****Administration:****Certified:**

|                    |  |
|--------------------|--|
| Bushyager, Amy:    | CHS; English; 1.0 FTE; \$12,797.45; Effective 2/5/13                           |
| Bowen, Ginny:      | Thomas; SE Teacher/Resource; 1.0 FTE; \$12,174.29, Effective 2/4/13            |
| Federio, Jennifer: | Killip; 5 <sup>th</sup> Grade Teacher; 1.0 FTE; \$13,635.14; Effective 1/29/13 |

Kondratuk, Sarah Beth:

Sechrist; SE Teacher/Cross-Categorical; 1.0 FTE; \$17,786.50;  
Effective 1/11/13

Shaddy, Larry Dean:

Marshall; Technology Teacher; 1.0 FTE; \$13,019.73; Eff. 1/28/13

**Classified:**

Ares, Melissa-Ann

FHS/Project TIA; SE Parapro; 32.75hrs/wk; \$10.59/hr; Eff1/22/13

Ares, Melissa-Ann

Marshall; FACTS SPED 1:1; 6hrs/wk; \$10.10/hr; Eff 2/7/13

Bailey, Julianne:

DeMiguel; FACTS-Caregiver; 19hrs/wk; \$8.65/hr; Effective 1/14/13

Begay, Leslynn:

Transportation; Bus Driver; 40hrs/wk; \$12.65/hr; Effective 1/31/13

Berman, Amanda:

New Start; SE Parapro 1:1; 32.25hrs/wk; \$10.59/hr; Effective 2/1/13

Castaneda, Patrick:

FHS; SE Parapro 1:2; 27.5hrs/wk; \$10.59/hr; Effective 1/23/13

Corcoran, Callie Marie:

Sechrist; FACTS-Caregiver; 13.5hrs/wk; \$8.65/hr; Effective 2/5/13

Cox, Barbara:

CHS; SE Parapro; 31.5hrs/wk; \$10.59/hr; Effective 1/16/13

Crook, Rodney John:

Facility Services; HVAC Tech; 40hrs/wk; \$16.14/hr; Effective 2/6/13

Dominguez, Erika:

Cromer; Kindergarten Instructional Aide; 8.75hrs/wk; \$9.66hr;  
Effective 1/16/2013

Duran III, Fernando:

Transportation; Bus Driver; 40hrs/wk; \$13.30/hr; Effective 1/31/13

Hofland, David:

Transportation; Bus Driver; 40 hrs/wk; \$12.97/hr; Effective 1/28/13

Jones, Josephine:

Thomas; Parapro 1:1; 30.5hrs/wk; \$10.59/hr; Effective 1/22/13

Jones, Nicole:

DeMiguel; Kinder/Tech/Lunch Aide; 20.75hrs/wk; \$9.66/hr;  
Effective 1/14/13

Lantz, Megan:

FHS; SE Parapro; 31.5hrs/wk; \$10.59/hr; Effective 1/28/13

Leal, Christeen:

Marshall; SE Parapro; 9hrs/wk; \$10.10/hr; Effective 1/16/13

Marvel, Kristina:

DeMiguel; Kindergarten Aide; 8.75hrs/wk; \$9.66/hr; Eff 1/28/13

Palmer, Melissa:

DeMiguel; SPED FACTS Caregiver; 22 hrs/wk; \$10.10/hr; Eff 2/4/13

Robbins, Kayla:

SMS; SE Parapro 1:1; 31.5hrs/wk; \$10.59/hr; Effective 2/6/13

Robinson, Dayna:

Marshall; FACTS Caregiver; 6hrs/wk; \$8.65/hr; Effective 1/18/13

Ureda, Allison:

MEMS; SE Parapro 1:1; 27.5hrs/wk; \$10.10/hr; Effective 1/16/13

Winecki, Cody

SMS; SE Parapro 1:1; 31.5hrs/wk; \$10.10/hr; Effective 1/28/13

Zimmerman, Chelsea:

Sechrist; FACTS Caregiver; 15hrs/wk; \$8.65/hr; Effective 2/6/13

M.F.-Student Worker:

CHS; 8hrs/wk; \$7.80/hr; Effective 1/18/13

S.G.-Student Worker:

CHS; 6-8hrs/wk; \$7.80/hr; Effective 1/15/13

V.J.-Student Worker:

CHS; 7-8hrs/wk; \$7.80/hr; Effective 1/31/13

A.S.-Student Worker:

FHS; 7.5hrs/wk; \$7.80/hr; Effective 1/28/13

S.W.-Student Worker:

CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/4/13

**Coach/Other:**

Alex, Steve:

SMS; Girls Basketball Coach; \$600; Effective 12/27/12-3/8/13

Diaz, Julian:

SMS; Girls Basketball Coach; \$600; Effective 12/17/12-3/8/13

Garcia, Jenny:

CHS; Tennis Coach; \$2,000; Effective 2/4/13-5/10/13

Giannola, Joel:

FHS; Wrestling Assistant Coach; \$1,600; Effective 11/19/12-1/28/13

Grzyb, Ian:

CHS; Band Assistant; \$1,000; Effective 1/16/12-5/10/13

Slaughter, Natasha:

FHS; Soccer/Girls JV; \$1,600; Effective 11/19/12-1/28/13

**Temporary/Other:**

**Volunteers:**

Bianco, Luigi:

FHS; Wrestling

Burns, Deanna:

Kinsey; America Reads Tutor

Busalacchi, Sarah:

CHS; Track and Field

Chylkova, Terza:

FHS; Track

Erickson, Adam:

FHS; JV Baseball JV

Harris, Tyler:

CHS; Student Athletic Trainer

|                   |                                |
|-------------------|--------------------------------|
| Herseith, Shelli: | CHS; Student Athletic Trainer  |
| Neves, Erika:     | Kinsey; America Reads Tutor    |
| Oler, Ryan:       | SMS; Broadcast Class Assistant |
| Ramirez, Aden:    | FHS; Student Athletic Trainer  |

**RETIREMENT**

The following administrator(s)/teacher(s)/support staff are requesting to retire from the District:

**Certified:****Classified:****Administrative:**

|                   |   |
|-------------------|---|
| Grudniewski, Ted: | Technical Services Assistant Director; Effective Oct. 3, 2013.<br>Is not requesting participation in the Phased Retirement Program. |
|-------------------|---|

**RELEASE OF CONTRACT**

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

**Certified:**

|                   |  |
|-------------------|--|
| Freeman, Monique: | Marshall Elementary School; Special Education Resource Teacher<br>Requesting release from contract effective Feb. 5, 2013. |
|-------------------|--|

**Classified:****Administrative:****LEAVE OF ABSENCE: None at this time****QUALIFIED EVALUATORS: None at this time**

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

**Student Travel**

1. Coconino High School Choir, Band and Orchestra to the Music in the Parks Festival in Placentia, California on April 4-7, 2013
2. Flagstaff High School Varsity Cheer to Cheer Nationals in Anaheim, California on March 14-17, 2013
3. Coconino High School Varsity Cheer to USA Spirit Nationals in Anaheim, California on March 14-18, 2013
4. Coconino High School American Indian Science and Engineering Society trip to the Regional Conference at the University of New Mexico in Albuquerque, New Mexico on March 7-9, 2013

Mr. Kulpinski moved to approve Student Travel as submitted. Ms. Biggerstaff seconded; motion carried.

**PRESENTATIONS**

1. Superintendent's Report

Ms. Hickman updated the Board on current events throughout the District. She invited Board Members to the Community Safety Meeting that FUSD is hosting later this month. That meeting will be held at Sinagua Middle School on February 28, 2013 at 6:30 p.m. Mayor Jerry Nabours, representatives from Flagstaff Police Department, Coconino County Sheriff's Office, and the Guidance Center will take part in the meeting. Brad Snyder will be the keynote speaker.

This Saturday is Flagstaff's 100 Best Communities for Youth celebration. There will be activities in locations throughout the community beginning at 7:30 am and ending at 3:00 pm.

2. Curriculum and Instruction Report

Ms. Walton introduced Sylvia Johnson, Educational Enrichment Director. Ms. Johnson provided a PowerPoint presentation about the Flagstaff And Community Teaming for Students (FACTS) program in FUSD.

3. Operations and Support Services Report

Mr. Kuhn updated the Board on solar projects in the District and the Sinagua Middle School office remodeling project.

4. Finance and Budget Report

Dr. Garland's PowerPoint presentation included the maintenance and operations operating statement, 301 funds and capital outlay budget reports for July 1, 2012 through January 31, 2013.

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

**General Administration**

1. Career Ladder Program Changes

Ms. Walton introduced Mary Lara, Career Ladder Coordinator. Ms. Lara answered questions regarding the proposed changes to the Career Ladder Program for next year.

Ms. Biggerstaff moved to approve changes to the Career Ladder Program for the 2013-14 school year. Mr. Vasquez seconded; motion carried.

2. Policy Revision G-2150, GCB Professional Staff Contracts and Compensation

Mr. Kulpinski moved to approve the first reading of revisions to Policy Revision G-2150, GCB Professional Staff Contracts and Compensation. Mr. Vasquez seconded. Ms. Ells questioned the third paragraph related to an election held in May since school boards can no longer call a May election.

Mr. Sauer said he could have Barbara West check with ASBA about that paragraph. Mr. Kulpinski amended his motion to include Ms. West checking with ASBA about a May election. Mr. Vasquez amended his second of that motion; the amended motion carried.

3. Policy Revision G-3450, GCF Professional Staff Hiring

Mr. Kulpinski moved to approve the first reading of revisions to Policy Revision G-3450, GCF Professional Staff Hiring. Mr. Vasquez seconded. Mr. Vasquez said he would like sexual orientation included in the first bullet describing conditions of no discrimination.

Mr. Sauer will ask Ms. West to check with ASBA about adding “sexual orientation” to the policy. Mr. Kulpinski modified his motion to reflect Mr. Vasquez’s request. Mr. Vasquez modified his second of that motion; the amended motion carried.

4. Policy Revision G-6100, GCQF Discipline, Suspension, and Dismissal of a Professional Staff Member

Mr. Kulpinski moved to approve the first reading of revisions to Policy Revision G-6100, GCQF Discipline, Suspension, and Dismissal of a Professional Staff Member. Ms. Ells seconded; motion carried.

5. Policy Revision I-6000 IJM Special-Interest Materials Selection and Adoption

Mr. Kulpinski moved to approve the first reading of revisions to Policy Revision I-6000 IJM Special-Interest Materials Selection and Adoption. Ms. Biggerstaff seconded; motion carried.

6. Policy Revision I-1050 IGD Curriculum Adoption

7. Policy Revision J-4600 JK Student Discipline

Mr. Kulpinski moved to approve the second reading of revisions to Policy I-1050 IGD Curriculum Adoption and to Policy J-4600 JK Student Discipline. Mr. Vasquez seconded; motion carried.

8. ASBA Spring Legal Seminars

Mr. Kulpinski moved to approve Board and Administration attendance at the Arizona School Boards Association Spring Legal Seminar on Friday March 8, 2013 at the High Country Conference Center in Flagstaff. Ms. Biggerstaff seconded; motion carried.

9. Governing Board Goals Revision

Ms. Biggerstaff moved to approve the revision to the Governing Board Goals as discussed at the January 29, 2013 Worksession. Mr. Vasquez seconded; motion carried.

10. Governing Board Self-Evaluation Schedule and Process

Ms. Ells summarized the Board’s options for conducting their self-evaluation. She suggested that the Board vote to go forward with the evaluation process; watch the evaluation presentation on the ASBA website; use the recommended areas to consider outlined in policy BAA Evaluation of School Board/Board Self-Evaluation; and that Cabinet members be included in the Board’s evaluation.



Mr. Kulpinski moved to proceed with the Board Self-Evaluation process as suggested by Ms. Ells to be held on April 23, 2013 at 4:30 p.m. Ms. Ells seconded; motion carried.

11. Meeting Dates

Ms. Biggerstaff moved to approve the addition of three one hour worksessions to continue discussing the Board's strategic goals as follows: Goal #4 on February 26; Goal #5 on March 12; and Goal #6 on April 9 with each worksession beginning at 4:30 pm. Mr. Vasquez seconded; motion carried.

**INFORMATION ITEMS**

1. Governing Board Members' Report

- Ms. Fredericks reported on the ASBA BOLTS training she recently attended.
- Ms. Ells reported on a meeting she attended today regarding civic engagement of youth. She will provide additional information on teacher resources and curriculum to Ms. Walton.
- Ms. Biggerstaff reported on an upcoming history competition.

2. Future Agenda Items

**EXECUTIVE SESSION**

Mr. Kulpinski moved to enter Executive Session for Personnel at 7:11 pm. Ms. Biggerstaff seconded; motion carried.

**ADJOURNMENT OF PUBLIC MEETING**

Following the completion of the Executive Session for Personnel, the public meeting was adjourned at 8:12 pm.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**CURRENT VOUCHERS AS OF FEBRUARY 20, 2013**  
**TOTALS FOR BOARD**  
**MEETING DATED FEBRUARY 26, 2013**

|                      |          |           |              |                |
|----------------------|----------|-----------|--------------|----------------|
|                      |          |           |              |                |
| Accounts Payable     | AD204A13 | 2/4/2013  | 742,143.36   | PAUL KULPINSKI |
| Accounts Payable     | AD130A13 | 1/30/2013 | 7,000.00     | PAUL KULPINSKI |
| Accounts Payable     | AD128A13 | 1/28/2013 | 571,111.19   | PAUL KULPINSKI |
| Accounts Payable     | AS07A13  | 2/8/2013  | 36,384.02    | PAUL KULPINSKI |
| Accounts Payable     | AS131A13 | 1/31/2013 | 38,385.99    | PAUL KULPINSKI |
| Accounts Payable     | AD208A13 | 2/8/2013  | 192,165.64   | PAUL KULPINSKI |
| Accounts Payable     | AS212A13 | 2/12/2013 | 125,541.83   | PAUL KULPINSKI |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
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|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
| Auxiliary Operations | AD206A13 | 2/6/2013  | 13,434.65    | PAUL KULPINSKI |
| Auxiliary Operations | AD130A13 | 1/30/2013 | 49,442.98    | PAUL KULPINSKI |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
| Payroll              | 003      | 2/1/2013  | 2,349,725.21 | PAUL KULPINSKI |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |
|                      |          |           |              |                |

## BOARD SUMMARY

**MEETING DATE: FEBRUARY 26, 2013**

**ACCEPTANCE OF GIFTS TO DISTRICT**

**EXECUTIVE SUMMARY:**

Donations to the District include the following:

| RECIPIENT          | DONOR                      | ITEM  | DONOR VALUE |
|--------------------|----------------------------|---|-------------|
|                    |                            |   |             |
| FHS-Hurley Theater | Flagstaff Community Church | Baby Grand Piano-Yamaha GB1 (w/bench & dolly) | \$11,500    |
|                    |                            |   |             |
|                    |                            |   |             |
|                    |                            |   |             |
|                    |                            |   |             |
|                    |                            |   |             |

**RECOMMENDED ACTION:** Move to accept Gifts to District

## **Associated Students Activity Fund**

**July 31, 2012**

|                           | <u>Balance</u>                  |
|---------------------------|---------------------------------|
| Marshall School           | \$ 610.01                       |
| Leupp School              | \$ 3,755.56                     |
| Mount Elden Middle School | \$ 18,777.67                    |
| Sinagua Middle School     | \$ 19,654.12                    |
| Flagstaff High School     | \$ 143,422.36                   |
| Coconino High School      | \$ 90,710.82                    |
| <br><b><u>TOTAL</u></b>   | <br><b><u>\$ 276,930.54</u></b> |

Ginger L. Wischmann  
Student Activities Treasurer

## **Associated Students Activity Fund**

**August 31, 2012**

|                           | <u>Balance</u>                  |
|---------------------------|---------------------------------|
| Marshall School           | \$ 610.01                       |
| Leupp School              | \$ 3,755.56                     |
| Mount Elden Middle School | \$ 18,777.67                    |
| Sinagua Middle School     | \$ 22,224.61                    |
| Flagstaff High School     | \$ 158,314.59                   |
| Coconino High School      | \$ 95,119.57                    |
| <br><b><u>TOTAL</u></b>   | <br><b><u>\$ 298,802.01</u></b> |

*Ginger L. Wischmann*  
**Student Activities Treasurer**

## **Associated Students Activity Fund**

**September 30, 2012**

|                           | <u>Balance</u>                  |
|---------------------------|---------------------------------|
| Marshall School           | \$ 610.01                       |
| Leupp School              | \$ 4,492.09                     |
| Mount Elden Middle School | \$ 18,778.81                    |
| Sinagua Middle School     | \$ 22,724.61                    |
| Flagstaff High School     | \$ 164,251.70                   |
| Coconino High School      | \$ 105,128.14                   |
| <br><b><u>TOTAL</u></b>   | <br><b><u>\$ 315,985.36</u></b> |

Ginger L. Wischmann  
Student Activities Treasurer

## **Associated Students Activity Fund**

**October 31, 2012**

|                           | <u>Balance</u>                  |
|---------------------------|---------------------------------|
| Marshall School           | \$ 610.01                       |
| Leupp School              | \$ 4,132.13                     |
| Mount Elden Middle School | \$ 18,778.81                    |
| Sinagua Middle School     | \$ 17,546.61                    |
| Flagstaff High School     | \$ 170,618.72                   |
| Coconino High School      | \$ 108,422.66                   |
| <br><b><u>TOTAL</u></b>   | <br><b><u>\$ 320,108.94</u></b> |

*Ginger L. Wischmann*  
**Student Activities Treasurer**

## **Associated Students Activity Fund**

**November 30, 2012**

|                           | <u>Balance</u>                  |
|---------------------------|---------------------------------|
| Marshall School*          | \$ -                            |
| Leupp School              | \$ 2,929.32                     |
| Mount Elden Middle School | \$ 19,389.96                    |
| Sinagua Middle School     | \$ 19,504.67                    |
| Flagstaff High School     | \$ 173,149.87                   |
| Coconino High School      | \$ 113,678.32                   |
| <br><b><u>TOTAL</u></b>   | <br><b><u>\$ 328,652.14</u></b> |

\*The Marshall account was closed and the funds moved to Mount Elden Middle School

Ginger L. Wischmann  
Student Activities Treasurer



**FUSD Governing Board Meeting**  
**AGENDA**  
**February 26, 2013**  
**HUMAN RESOURCES SUMMARY**

**Resignations, Terminations, Non-Renewals, Appointments, Retirements, Release of  
Contracts, Leave of Absence Requests; Non-Renewals**

**RESIGNATIONS, TERMINATIONS**

**Administration:**

Jumbo, Rosanna: Support Services; Project Manager; Effective 3/15/2013

**Certified:**

**Classified:**

Chihuahua, Marisela: Facility Services/PDH; Custodian; Effective 2/8/2013  
Burge, Connie: Marshall; SE Parapro; Effective 2/15/2013  
Mueller, Cassandra: Sechrist; SE Parapro; Rescinding resignation effective 2/8/2013

**Smartschools:**

**APPOINTMENTS**

**Administration:**

**Certified:**

**Classified:**

Donosky, Suzette: DeMiguel; Kinder Aide/Parapro: 18.75hrs/wk; \$9.66/hr;  
Effective 2/12/2013  
Eskridge, Annabeth: DeMiguel; SE Parapro (RTI); 4hrs/wk; \$10.10/hr;  
Effective 2/11/2013  
Farrell, Christine: Transportation; Dispatcher; 40hrs/wk; \$14.52/hr;  
Effective 2/14/2013  
Gulvin, Lynn: DeMiguel; SE Parapro (4<sup>th</sup>/5<sup>th</sup>); 25.5hrs/wk; \$10.61/hr;  
Effective 2/13/2013  
Olvera-Johnson, Toni Lyn: DeMiguel; Kinder Aide (Bilingual); 6hrs/wk; \$10.15/hr;  
Effective 2/11/2013  
Padilla, Athena: Cromer; FACTS Caregiver; 9hrs/wk; \$8.65/hr;  
Effective 2/6/2013  
Serpa, Leah: Killip; FACTS Caregiver; 15hrs/wk; \$8.65/hr;  
Effective 2/19/2013  
M.B.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
B.D.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
M.D.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
C.H.- Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013

**APPOINTMENTS/ Classified: (continued)**

E.R.- Student Worker: FHS; Custodial; 7.5/wk; \$7.80/hr; Effective 2/10/2013  
A.S. – Student Worker: CHS; 6-8hrs/wk; \$7.80/hr; Effective 2/11/2013  
M.W.- Student Worker: FHS; (Mayorga's Welding); 7.5/wk; \$7.80/hr; Effective 2/5/2013

**Coach/Other:**

Almaraz, Rudy: FHS; Softball/JV; \$1600; Effective 2/4/2013-5/3/2013  
Gehle, Peter: FHS; Softball/JV; \$1600; Effective 2/4/2013-5/3/2013  
Seby, Michael: FHS; Baseball; \$1600; Effective 2/4/2013-5/3/2013  
Verfuerth, Kaitlyn: FHS; Head Girls Tennis; \$2,000; Effective 2/4/2013-5/3/2013

**Temporary/Other:****Volunteers:**

Bitsuie, Shundiin: SMS; Tutor  
Fuller, Rosemary: SMS/Cromer; Classroom Aide  
Hopkins, Shanice: DeMiguel; America Reads Tutor

**RETIREMENT**

The following administrator(s)/teacher(s)/support staff are requesting to retire from the District:

**Certified:**

Blauvelt, Marjorie: Kinsey Music Teacher; Effective July 1, 2013. Is requesting participation in the Phased Retirement Program.

**Classified:****Administrative:****RELEASE OF CONTRACT**

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

**Certified:****Classified:****Administrative:****LEAVE OF ABSENCE**

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

**Certified:**

Ceballos-Morgan, Linda, 7<sup>th</sup> Grade Math Teacher at Sinagua Middle School is requesting a Leave of Absence for the remainder of the 2012-2013 school year.

Ashley, Alisa (fka, Godwin), 1<sup>st</sup> Grade Teacher at Thomas Elementary School is requesting a Leave of Absence for the 2013-2014 school year.

**Classified:**

Burke, Claudia, SE Paraprofessional at Marshall Elementary School is requesting a Leave of Absence for the balance of the school year, 2012-2013.

**Administrative:**

**QUALIFIED EVALUATORS: None at this time**

Dietrich Sauer  
Director-Human Resources  
February 26, 2013

## **HUMAN RESOURCES:**

### **SUBSTITUTE TEACHERS:**

Jennifer Shewmaker  
Aned Bosques  
Alisa Davis  
Annalise Martinez  
Mary Corcoran  
Carrie Scheidt  
Katie Wenning  
Rex Grisell  
Rosie Steven  
Paul Gianelli  
Megan White  
Alexis Knapp  
Michael Sorce  
Amanda Ahl  
Karla Curley  
Gentry Peppin  
Megan Robinson  
Alexander Christensen  
Corrine Gonzales  
Brenda Hershey  
Shawn Klein  
Briana Sherinan  
Rachel Studley  
Anntoinette Emerick  
Kristie Benefield  
Haley Lawrence  
LaVena Adson  
Ben Rose  
Marisa Byrnes  
Wendy Hunter  
Dennis Bellino  
Chrity Lee  
Angela Hansen  
Sarah Moore

D. Sauer  
2/26/2013

### **SUBAIDES:**

Kristine Hankins  
Debbie Dickerson  
Leona Lansing  
Thomas Brennan

# Student Travel



## FUSD 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.*

Date Form submitted 1/31/2013

Date(s) of Event 4/5-7/2013

Return Date 4/8/2013

Departure Time 6:00 am 4/4/2013 Arrival Time 8:00 pm Total Days of School Lost 3

Destination Nashville, TN

Name of Group Sinagua Middle School Chess Club # of Students 10

Teacher(s)/Sponsor(s) Rick Treadway, Bill Cheney

### List of Chaperones

|               |             |
|---------------|-------------|
| Rick Treadway | Bill Cheney |
|               |             |
|               |             |

Means of Transportation: Airplane

Is this an AIA event? Yes ☐ No ☒

If not, describe relation of trip to curriculum: chess helps students develop in focus, problem solving, discipline and critical thinking.

How have parents been notified? Initial meeting in the fall, personal contact, and note home.

Funding Source(s) tax credits, coffee sales, chess supplies sales, free dress days, friends and family.

What assistance is available for students who can't afford to go? same as above

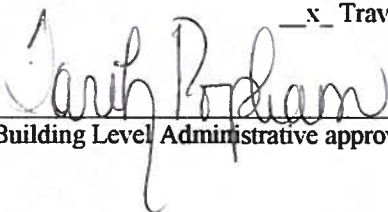
Substitute(s) necessary Yes ☒ No ☐

☒ All above information fully completed.

### Please attach:

☒ Parent Info Letter

☒ Travel itinerary and activities



Building Level Administrative approval

Date 2-19-13

**All FUSD policy regulations with respect to Out of State Travel must be followed in order to receive approval.**

**FUSD Out of State Travel Applications must be submitted electronically.**

Thursday, January 31, 2013

Sinagua Middle School Chess Club

April 5 – 7 is Supernationals V in Nashville, TN. Supernationals only happen every 4 years. As a chess club, we plan to go. Travel days will be Thursday, April 4<sup>th</sup> and Monday April 8<sup>th</sup>. Students would miss three days of school and will be responsible for any make up work. There will be time for them to do homework at the chess tournament.

We have 8 – 10 students who are interested in going. The expenses are listed below:

- Registration - \$50
- Travel - \$400
- Lodging - \$150
- Food - \$125
- Car rental - \$40
- Misc - \$20
- Total - \$785

Through chess book sales, student funds, tax credits, etc. the club can cover 40% of these funds, bringing the total of these costs per student down to \$470. The biggest need right now is to verify who is going and to collect the airfare costs. So in order to do that, we will need \$240 by February 15, of which \$150 is non-refundable. Please sign the bottom form and return with \$240 by February 15.

Schedule:

- April 4<sup>th</sup> – Travel from Phoenix to Nashville
- April 5<sup>th</sup> – 1:00 1<sup>st</sup> round                      7:00 2<sup>nd</sup> round
- April 6<sup>th</sup> – 9:00 3<sup>rd</sup> round                      2:00 4<sup>th</sup> round                      7:00 5<sup>th</sup> round
- April 7<sup>th</sup> – 9:00 6<sup>th</sup> round                      2:00 7<sup>th</sup> round                      7:00 Awards
- April 8<sup>th</sup> – travel from Nashville to Phoenix

Rick Treadway

Bill Cheney

\*\*\*\*\*

Great!! You can count on \_\_\_\_\_ (student's name) to go to Nashville for Supernationals V. I have written a check to Killip Chess Power to cover these expenses. I understand that \$240 is due now and that \$230 will be due later. Also, if for some reason, my child cannot go, I understand that \$150 is non-refundable.

\_\_\_\_\_ parent/guardian signature \_\_\_\_\_ date



# 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 ASAP.*

Date Form submitted: 2/11/13

Event Dates: 4/5/13, 4/6/13, 4/7/13

Travel Dates :4/4/13, 4/8/13

Departure Time: 6am

Arrival Time: 10:30pm

Total Days of School Lost: 3

Destination: US National Chess Championships

Name of group: Killip Chess Power

# of Students: 27

Teacher(s)/Sponsor(s): Ted Komada

### List of Chaperones

|              |               |
|--------------|---------------|
| Ted Komada   | James Haynie  |
| Vicki Uthe   | Bill Cheney   |
| Tammy Lozano | Cameron Smith |

Means of Transportation: Van, Rental, Plane

Is this an AIA event?

Yes ☐ No ☒

If not, describe relation of trip to curriculum: Having held the AZ Championship title for five years in a row now, and placing 12<sup>th</sup> in the US the last time we attended this event, this event will provide a benchmark to measure the strength of our program against. We are also seeing and strengthening the ties between chess and STEM education.

How have parents been notified? Individual and group meetings and written notices.

Funding Source(s): Fundraising, tax credits, donations.

What assistance is available for students who can't afford to go? All funding is provided by the above mentioned means.

Substitute(s) necessary Yes ☒ No ☐

☒ All above information fully completed.

### Please include:

☒ Parent Info Letter

☒ Travel itinerary and activities

Joe Antley  
Building Level Administrative approval

Feb. 11, 13  
Date

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



## Nashville Itinerary

4/4/13

- 5:30am – Meet at Killip office and load up.
- 6:00am - Depart for PHX
- 11:32 – Depart for BNA
- 10:19pm- Arrive at BNA, head for hotel and sleep.

4/5/13

- 10:00 Wake-up call and breakfast
- 11:30 – Depart for tourney
- 1:00pm – Round 1
- 6:00pm - Dinner
- 7:00pm – Round 2

4/6/13

- 7:00am wake up call and breakfast
- 8:15am depart for tourney
- 9:00am Round 3
- 12:00pm lunch
- 2:00pm Round 4
- 6:00pm Dinner
- 7:00pm Round 5

4/7/13

- 7:00am wake up call and breakfast
- 8:15am depart for tourney
- 9:00am Round 3
- 12:00pm lunch
- 2:00pm Round 4
- 6:00pm Dinner
- 7:00 – Trophy time!

4/8/13

- Sleep in!!! Breakfast.
- 12:00pm – Lunch
- 1:00pm – Depart for BNA
- 3:15pm - Depart for PHX
- 7:05pm – Arrive inPHX
- 10:30pm arrive at Killip

Killip Chess Parents,

We have reached our funding goal to send a team to SuperNationals in Nashville, Tennessee! This tournament is likened to the Olympics of chess as it only occurs once every four years. The last time we attended this event we competed among 5000+ participants and put a team at 12<sup>th</sup> in the United States! That was four years ago and we're excited to see what we can do this year!

The tournament occurs April 5<sup>th</sup> -7<sup>th</sup> with a day of travel on each end making the dates for the event April 4<sup>th</sup> - the 8<sup>th</sup>. We will be flying out of Phoenix Sky Harbor airport directly into Nashville. Our lodging accommodations are right off the Opryland Convention Center property and easily within walking distance (although I will have a rental vehicle on hand for ground transportation needs throughout the event.)

We would love to have funding to take all the kids on this event but with such a large team this year this is not possible. Students will be chosen by their chess ability with the strongest players going first. Adult chaperones will be chosen first on their status as a FUSD employee, then their level of involvement in the program and lastly the age of their students.

All costs for this event will be covered through the funding we've worked so hard this year to achieve. Any family wishing to attend the event with their child will be responsible for funding their own travel if they are not one of the above mentioned chaperones. Any child who does not qualify for the Nashville team is welcome to attend as long as the parents can provide funding.

There are dozens of details and plans yet to be worked out with a trip this size. If at any time you have questions for me please do not hesitate to come in and see me or give me a call. My cell number is 928-221-7880. Otherwise, please be looking for notices addressing parent meetings regarding this trip and look for me to be contacting you to confirm your child's participation at the event.

KCP you rock!

Ted Komada



## FUSD 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.*

Date Form submitted January 29, 2013

Date(s) of Event May 16, 2013

Return Date May 17, 2013

Departure Time 11:00 pm May 15 Arrival Time 9:30 am May 16 Total Days of School Lost 1 day

Destination Six Flags Magic Mountain, Valencia, CA

Name of Group Coconino High School Physics # of Students 100

Teacher(s)/Sponsor(s) Christine Sapio

### List of Chaperones

|                  |                 |
|------------------|-----------------|
| Craig Howdeshell | Christine Sapio |
| Dave Thompson    | 1 Teacher TBD   |
|                  |                 |

Means of Transportation: Tour West America

Is this an AIA event? Yes ☐ No ☒

If not, describe relation of trip to curriculum Students have the opportunity to examine concepts from the Physics class first hand. Students will apply knowledge gained in class to real world physical phenomena.

How have parents been notified? Letters will be sent home to parents.

Funding Source(s) Fund raising by students, tax credit donations

What assistance is available for students who can't afford to go? Students have the opportunity to raise the money on a case by case basis as well as donated tax credits.

Substitute(s) necessary: Yes ☒ No ☐

☐ All above information fully completed.

### Please attach:

- ☐ Parent Info Letter
- ☐ Travel itinerary and activities

  
Building Level Administrative approval

Date 1/31/13

Superintendent approval

Date \_\_\_\_\_

**All FUSD policy regulations with respect to Out-of-State Travel must be followed in order to receive approval.**

# Coconino High School

Stacie Zanzucchi, Principal  
Steve Bonderud, Assistant Principal  
Crystal Ray, Assistant Principal  
Eric Freas, Athletic Director/Trainer

2801 N. Izabel • Flagstaff, Arizona 86004 • (928) 773-8200 • fax: (928) 773-8247

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Field Trip Proposal  
January 29, 2013

To: Stacie Zanzucchi and the Flagstaff School Board

From: Christine Sapio: Physics Instructors, Coconino High School

Subj: Out of state field trip to Six Flags Magic Mountain

Included in the following information is a proposed itinerary for a field trip to Magic Mountain. During the course of the trip we will be covering classic Newtonian Physics by studying the physical laws of nature shown in amusement park rides.

Each student will be responsible for determining a variety of classic physics type problems: i.e. acceleration, force, momentum, conservation of momentum, conservation of energy, angular momentum, fluid dynamics, and a host of other topics. These typical physics problems will augment a core curriculum that has been taught in the classroom. It is with the help of these rides that we can link the classroom with real life situations and show how physics technology is used daily. We hope to challenge the skills of our students with "mind-boggling" physics questions to solve pertaining to the unique rides found at Magic Mountain.

We will be taking approximately 100 students and 4 sponsors, a 25 to 1 ratio of students to sponsors.



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*"Respect, Responsibility, Integrity"*

# Coconino High School

Stacie Zanzucchi, Principal  
Steve Bonderud, Assistant Principal  
Crystal Ray, Assistant Principal  
Eric Freas, Athletic Director/Trainer

2801 N. Izabel • Flagstaff, Arizona 86004 • (928) 773-8200 • fax: (928) 773-8247

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Dear Parent/Guardian,

The Physics classes have been invited to attend a field trip to Magic Mountain amusement park to study the Laws of Newtonian Physics. During the field trip we will be determining the physical properties, both qualitatively and quantitatively, of amusement park rides. I offer this event so students can experience "physics" in a hands-on environment with themselves being the instrument of measurement.

The following itinerary will inform you of our scheduled plans during the trip:

|                        |   |
|------------------------|---|
| Wednesday, May 15      | Report to Coconino High School at approx. 10:30 PM to depart for Magic Mountain by 11:00 PM.  |
| Thursday, May 16       | Stop for breakfast in Palmdale about 6:30 AM.<br>Arrive at Magic Mountain at 9:30 AM - Park activities from 10:30 AM to 6:00 PM.<br>Report back to the bus at 6:30 PM to depart for Flagstaff –<br>Stop in route in Valencia for dinner.  |
| Thursday, May 18       | Estimated arrival time of 4:00-6:00 AM.   |
| Students must provide: | Cost of trip - \$120.00 ( <i>fund raising events by request to defray student costs</i> ).<br>Breakfast, Lunch and Dinner costs for 1 day.<br>Backpack for lab materials and notebook/pencil.<br>Optional: pillow for bus travel, munchies while in transport<br><i>An open mind and willingness to work hard on complex concepts</i> |

Eligibility: Due to the overnight, out of state, and challenging nature of this trip, no students will be allowed to go unless they have a grade of a C or better in physics at the time of the trip. Students must also have passing grades in their other classes to be eligible to attend.

While at Magic Mountain the students should dress in school appropriate, comfortable attire and comfortable walking shoes (i.e. tennis shoes and shorts). Lockers are available at the park to store valuables. Please note that the lockers do have a fee associated with them and loose items are not permitted on most rides.

I am confident that this physics trip will be an enjoyable and highly memorable experience for your student. If you have any questions please do not hesitate to call me at 773-8200 x 6493.

Christine Sapio  
Physics Instructors

Coconino High School: 928-773-8200 Magic Mountain: 1-805-255-4500

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*"Respect, Responsibility, Integrity"*

# Presentations

## **BOARD SUMMARY**

### Superintendent's Report

1. Update on Teacher of the Year nominations
2. Update on SFAz/Helios grant presentation
3. Update on Late for the Train/Camp Colton partnership
4. Update on Friends of Camp Colton/Camp Colton Viola award nomination
5. Update on Marshall Magnet School Governor's Arts Award nomination
6. Update on meeting with NAIC and Parent Advocacy group ( Feb 14<sup>th</sup>)
7. Update on legislation about 200 day school year
8. Reminder and update about community safety meeting

Barbara Hickman  
February 26, 2013

Operations and Support Services  
Board Meeting  
February 26, 2013

Support Services

Regarding current bond work, the following is a re-cap of the projects that are under construction throughout the district:

- 1) Sinagua Middle School: The renovated office and entry way was completed the weekend of February 16. We expect all punch list items related to the remodel to be completed in the next two weeks.
- 2) Sinagua Middle School: Sky Engineering has finished installing the vertical support poles and is currently installing the solar panels. They expect the job to be done in mid-March.



## **Flagstaff Unified School District**

### **Advance Alert on State Qualifying Tax Rate (QTR) for FY 2014**

(See Chuck Essig's Email Below)

**From:** Chuck Essigs

**Sent:** Tuesday, February 19, 2013 12:10 AM

**Subject:** Qualifying Tar Rates [QTR] For FY 2014

The JLBC has developed what should be the QTR rates for next year [FY 2014]. The QTR is adjusted each year to reflect changes in statewide property values. Remember when statewide existing values increase the QTR goes down and when values go down the QTR increases. The estimate is that statewide existing property values will decrease by 8.4% for FY 2014 and this calls for the QTR to increase. For next year the QTR for unified districts will increase from the current rate of \$3.9170 to \$4.2530. For elementary and high school districts the QTR will increase from the current rate of \$1.9585 to \$2.1265. Also, the State Equalization Assistance Property Tax Rate[SETR] will increase to \$0.5154. The SETR rate used to be called the County Equalization Rate.

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# General Administration

## **BOARD SUMMARY**

**MEETING DATE: February 26, 2013**

**Renovation of the DeMiguel Elementary School Office**

### **EXECUTIVE SUMMARY:**

As presented to and approved by the Bond Oversight Committee, the Maintenance and Bond Project Team recommend that the main office and entry be renovated at DeMiguel Elementary School to allow students and parents to enter through the office after school begins. These plans were designed with the help of the DeMiguel staff and FUSD Maintenance Department. A new glass corridor will be added from the main doors to the office, which will allow parents to enter into the office. In addition to enhanced security, improved public access will enable the office staff to better serve the community. The reception desk will be rebuilt and turned for better visibility. If approved, the proposed renovation will start the week before Spring break and take approximately three weeks to complete.

The renovation price is as follows:  
Sky Engineering Construction  
Price: \$93,961.73

### **RECOMMENDED ACTION:**

The Governing Board approves the Contract with Sky Engineering to renovate the office at DeMiguel Elementary School.

Bob Kuhn, Assistant Superintendent, Operations

## **BOARD SUMMARY**

**MEETING DATE: February 26, 2013**

**Renovation of the Marshall Elementary School Office**

### **EXECUTIVE SUMMARY:**

As presented to and approved by the Bond Oversight Committee, the Maintenance and Bond Project Team recommend that the main office and entry be renovated at Marshall Elementary School to allow students and parents to enter through the office after school begins. These plans were designed with the help of the Marshall Staff and FUSD Maintenance Department. A new door will be added, right of the main doors, which will allow parents to enter into the office. In addition to enhanced security, improved public access will enable the office staff to better serve the community. The reception desk and main office will be changed for better visibility. If approved, the proposed renovation will start the week before Spring Break and be finished in approximately three weeks.

The renovation price is as follows:

Sky Engineering and Construction

Price: \$ 105,110.66

### **RECOMMENDED ACTION:**

The Governing Board approves the Contract with Sky Engineering and Construction to renovate the office at Marshall Elementary School.

Bob Kuhn, Assistant Superintendent, Operations

## BOARD SUMMARY

Meeting Date: February 26, 2013

Policy Revision: J-1950, J-1961 JHD Exclusions and Exemptions from School Attendance

### EXECUTIVE SUMMARY

HB2080 revised A.R.S. 15-346 which deals with policies and procedures concerning students with chronic health problems. In addition to new statutory language concerning the provision of the statute not interfering or overriding the rights of parents or guardians, the statute PROHIBITS the release from school of student with chronic health problem with prior consent from the student's parent or guardian, and PROHIBITS school personnel from recommending, prescribing , or providing medication to those students without prior parent or guardian consent.

Regulation J-1961 JHD-R revises terminology of "medical" replaced with chronic health condition. Also changes language of "medical" to certified health professional or nurse practitioner.

### Recommended Action:

Seeking board approval of the first reading of JHD: J-1950, J-1961, Regulation - Exclusions and Exemptions from School Attendance (Chronic Health Conditions).

Mary K. Walton  
2-26-2013

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

### (Chronic Health Conditions)

The District will provide appropriate educational opportunities for any student identified by a licensed physician or podiatrist appropriately certified health professional in the fields of podiatry, chiropractic, medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines.

Nothing in this policy shall be construed to obstruct, interfere with or override the rights of parents or guardians concerning the education and health care of pupils with chronic health problems.

Nothing in this policy shall be construed to authorize school personnel to either:

- Authorize absences from school for a student with a chronic health problem without the prior consent of the student's parent or guardian.
- Recommend, prescribe or provide medication to a student with a chronic health problem without the prior consent of the student's parent or guardian.

The Superintendent shall develop regulations for meeting the requirements of this policy.

*Adopted:* date of manual adoption

LEGAL REF.: A.R.S. 15-346  
15-761  
15-843  
15-902  
32-801 et seq.  
32-900 et seq.  
32-1401 et seq.  
32-1501 et seq.  
32-1601 et seq.  
32-1800 et seq.  
32-2501 et seq.

CROSS REF: IHBF - Homebound Instruction

**REGULATION****REGULATION****EXCLUSIONS AND EXEMPTIONS  
FROM SCHOOL ATTENDANCE****(Chronic Health Conditions)****Identification/Referral Process**

Staff members shall be informed of procedures to follow in serving "students with chronic health conditions." Teachers will review registration data and make note of any students who were previously served as students with chronic health conditions.

Registration forms, enrollment data, and attendance registers will identify certified students with chronic health conditions who are eligible for modified instructional services.

The screening procedures used to screen kindergarten students and new enrollees for possible referral to special education or compensatory programs will provide an indication of whether students with high absenteeism have health conditions that may be considered chronic if they are due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Students can be identified or referred at any time during the school year.

The person responsible for collection of attendance data shall be informed of these available services and should be given direction for noting whether a student's frequent absences are due to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Registration, enrollment, and attendance procedures shall indicate eligible students with chronic health conditions for documenting ADM adjustments with the Arizona Department of Education, School Finance Section.

When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a ~~medical~~ chronic health condition certification form with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. The teacher and parent shall meet within fifteen (15) days following return of the ~~medical~~ chronic health condition certification.

Upon referral of a student for ~~medical~~ chronic health condition certification, the school nurse, if applicable, shall be consulted to include any ~~medical~~ chronic health condition data in the nurse's records (i.e., the annual report that identifies types of chronic illnesses monitored). The nurse may provide information to assist teachers in dealing with chronic health conditions.



**REGULATION****REGULATION****Eligibility Criteria**

The parents shall submit a written ~~medical~~ chronic health condition certification to the District, which will include:

- ~~Medical~~ Certified health professional or nurse practitioner diagnosis.
- ~~Medical~~ Certified health professional or nurse practitioner prognosis.
- Physical limitations affecting physical education activities and requirements.
- Anticipated surgeries, treatment, or hospitalizations that, although not expected to cause sufficient absences to require homebound services, may interfere with regular school attendance.
- ~~Physician's~~ Certified health professional or nurse practitioner signature and date signed.

The appropriate instructional services needed are to be recommended by the teacher after consultation with the parent according to the following considerations:

- The nature of the health condition relevant to the student's anticipated activity level during absences (based on review of the ~~medical~~ chronic health condition certification).
- The student's academic capacity.
- The teacher's recommendations for service delivery based on course-work difficulty and the student's ability to learn independently.
- The amount of face-to-face instruction time required by the student for optimum continuous learning outside the regular classroom.
- The most appropriate service delivery in order to maintain integration in the regular education program as much as possible (i.e., regular physical education activities).

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the parent and the teacher specifying the delivery and return of homework assignments and anticipated contact time with the teacher to assist the student in completing required course work *during absences*. This agreement, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary, prior to signature by the parent, teacher, and Superintendent.

**REGULATION****REGULATION**

If the absences of a student who is classified and has served as a student with a chronic health condition amount to three (3) school months (or sixty [60] school days), another ~~medical~~ chronic health condition certification shall be obtained and reviewed by the teacher and the parent. They shall discuss the appropriate service delivery necessary for continuous learning. If homebound services are appropriate, the policies for referral shall be followed, which may entail:

- Obtaining parental consent to evaluate.
- Obtaining ~~medical~~ chronic health condition certification.

On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated ~~medical~~ chronic health condition certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable. However, the student may be recertified at any time to reevaluate appropriate services needed.

**Miscellaneous Provisions**

Homework assignments will be provided *during absences* of students with chronic health conditions, and credit will be given for course work completed within established time lines.

Students with chronic health conditions will be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a ~~licensed physician~~ certified health professional or nurse practitioner.

Physical education course-work requirements shall include the option for students with chronic health conditions to participate in regular program activities as much as their health permits. Such students shall be provided integrated educational programming as much as possible. Modification to requirements may be made with Board approval.

The counselors who schedule students with chronic health conditions will take into consideration the anticipated days of absence (noted on the medical certification form) and the feasibility of completing courses requiring laboratory work or vocational workshops.

**EXHIBIT****EXHIBIT**

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

### ~~MEDICAL~~ CERTIFICATION OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

(Obtained from a ~~licensed physician or podiatrist~~  
certified health professional or nurse practitioner)

|                |               |                              |
|----------------|---------------|------------------------------|
| Student's name | Parent's name | Address                      |
| District       | School        | Grade level                  |
| Date of birth  | Phone number  | Date of initial consultation |

~~Medical~~ Certified health professional or nurse practitioner diagnosis:

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~~Medical~~ Certified health professional or nurse practitioner prognosis:

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Physical limitations affecting physical education activities:

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**EXHIBIT****EXHIBIT**

Anticipated absences due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the \_\_\_\_\_ year):

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Example 1: \_\_\_\_\_'s physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester, but I do not anticipate that \_\_\_\_\_ will be absent enough days to require homebound services.

Example 2: \_\_\_\_\_ will require three (3) hospitalizations of approximately four (4) days' duration each and three to five (3 - 5) treatments of one (1) day each during the school year.

Other relevant information:

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\_\_\_\_\_  
Type or print physician's certified health professional  
or nurse practitioner name and licensed title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Certified health professional  
or nurse practitioner signature and title

## **BOARD SUMMARY**

Meeting Date: February 26, 2013

Policy Revision: JFABC, J-0950 Admission of Transfer Students

### **EXECUTIVE SUMMARY**

Language related to core credit is adjusted to “units of credit specifically named as required for graduation by the State Board of Education”.

### **Recommended Action:**

Seeking board approval of the first reading of JFABC, J-0950 Admission of Transfer Students.

Mary K. Walton  
2-26-2013

## ADMISSION OF TRANSFER STUDENTS

### (Academic Credit Transfer)

Academic credit for students who transfer from private or public schools shall be determined on a uniform and consistent basis.

#### Elementary

Academic credit for placement in the common school subjects and grades shall be based upon teacher recommendations and previous grade level assignments subject to the determination that the student can meet the standards adopted by the State Board of Education for the grade level assignment.

#### Credit for Graduation Requirements

Core credit for purposes of this policy shall be the ~~eleven and one-half (11 1/2)~~ units of credit specifically named as required for graduation by the State Board of Education in R7-2-302.02.

Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list specifying the courses for which credit has been accepted as core credit and those for which credit has been accepted as elective by the District. Transferred credit that satisfies any of the following criteria will be acceptable for fulfilling District core credit requirements and other specified courses required for graduation:

- The credit meets descriptors of core credit or other requirements and was from a course taught by a teacher certificated by the Arizona Department of Education in the subject or area of the credit.
- Awarding of the credit was based upon an assessment that included the standards adopted by the State Board of Education and evidence of the student having achieved the standards is provided.
- The credit meets descriptors of core credit or other requirements and was awarded by a school accredited by one (1) of the following accrediting agencies of colleges and schools; North Central Association, Southern Association, Middle States Association, New England Association, Northwestern Association, Western Association.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

When transfer credit is not accepted as a core credit, within ten (10) school days the student may request to take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is certificated in and teaches the subject matter of the course for which the credit was requested. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded as core credit. All core credit courses must meet the standards adopted by the State Board of Education where such standards exist. Where standards have not been adopted by the State Board of Education, core credit courses must meet the standards established for the school to which the student has requested a transfer of credit.

*Adopted:* date of manual adoption

LEGAL REF.: A.R.S. 15-189.03  
15-701.01  
15-745

CROSS REF.: JG - Assignment of Students to Classes

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Page 30 of 42

## **BOARD SUMMARY**

Meeting Date: February 26, 2013

Policy Revision – JICH J-3050 Drug and Alcohol Use by Students

### **EXECUTIVE SUMMARY**

Request from school administrators regarding revision to policy for the authority or mechanism for restricting student use of compounds and components, regardless of their street names, that when combined produce effects similar to those of controlled substances.

### **Recommended Action:**

Seeking board approval of first reading JICH, J-3050 Drug and Alcohol Use by Students

Mary K. Walton  
2-26-2013



J-3050 ©  
**DRUG AND ALCOHOL  
USE BY STUDENTS**

**JICH**

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance to a person under eighteen (18) years of age.

The nonmedical use, possession, distribution, or sale of

- alcohol,
- drugs,
- synthetic drugs,
- counterfeit drugs, or
- imitation drugs.

on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.
- Synthetic, counterfeit or imitation drugs.

- A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

## **Medical Marijuana**

The conditions which follow are applicable to a District student who holds an identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.)

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under the federal law or regulations.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

~~Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.~~

*Adopted:* date of manual adoption

LEGAL REF.: A.R.S. 4-101

4-241

4-244

13-3401 through 13-3461

~~13-3405~~

——— 13-3406

15-345

36-2801 et.seq., Arizona Medical Marijuana Act

20 U.S.C. 7101 et.seq., Safe and Drug-Free Schools and

Communities Act

CROSS REF.: JLC - Student Health Services and Requirements  
JLCD - Administering Medicines to Students

## **BOARD SUMMARY**

Meeting Date: February 26, 2013

Policy Revision: JLIB J-6500 Student Dismissal Precautions

### **EXECUTIVE SUMMARY**

Contained in the Arizona Medical Marijuana Act are prohibitions against certain discriminatory actions based on the person being a registered medical marijuana cardholder. Policy document model JLIB, Student Dismissal Precautions, now presents when a cardholder can and cannot be denied custody, visitation, or parenting time with a minor.

### **Recommended Action:**

Seeking board approval of first reading JLIB J-6500 Student Dismissal Precautions.

Mary K. Walton  
2-26-2013

**J-6500   ©   JLIB**  
**STUDENT DISMISSAL PRECAUTIONS**

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. 8-303, 8-304, and 8-802 shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Superintendent, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

For purposes of the Arizona Medical Marijuana Act, no person may be denied custody of or visitation or parenting time with a minor, and there is no presumption of neglect or child endangerment for conduct allowed under the Act, unless the person's behavior creates an unreasonable danger to the safety of the minor as established by clear and convincing evidence.

*Adopted:*

LEGAL REF.:    A.R.S.     8-303  
                      8-304  
                      8-802  
                      13-1302

36-2813

CROSS REF.:    JIH - Student Interrogations, Searches, and Arrests

## Board Summary

Meeting Date: February 26, 2013

Amended Revision: G-2150 GCB Professional Staff Contracts & Compensation

Summary:

Revision to this document: third paragraph on page 1 which refers to an override election and administrative contract offers is removed.

Recommended action:

Approve revision to Policy G-2150 GCB Professional Staff Contracts & Compensation as amended.

D. Sauer  
2/26/13

**G-2150      GCB**  
**PROFESSIONAL STAFF CONTRACTS**  
**AND COMPENSATION**

**Contracts for District Administrators**

The term of employment of principals may be for any period not exceeding three (3) years. Principals may be issued two (2) year contracts, which may be renewed annually. Assistant superintendents, supervisors, and assistant principals will be issued one (1) year contracts.

Subject to the provisions of A.R.S. [15-503](#), the Governing Board shall, on or before May 15, offer a contract for the next school year to each certificated administrator who is in the last year of an administrative contract unless, on or before April 15, the Governing Board, a member of the Board acting on behalf of the Board, or the Superintendent gives notice to the administrator of the Board's intention not to offer a new administrative contract.

~~If the Governing Board has called for an override election for the third Tuesday in May, as provided in A.R.S. [15-481](#), the Governing Board shall offer a contract for the next school year to each certificated administrator who is in the last year of an administrative contract on or before June 15 unless, no later than five (5) days after the override election, excluding Saturday, Sunday, and any legal holiday, the Governing Board, a member of the Board acting on behalf of the Board, or the Superintendent gives notice to the administrator of the Board's intention not to offer a new administrative contract.~~

The administrator's acceptance of the contract shall be indicated within thirty (30) days from the date of the written contract or the offer is revoked. The administrator accepts the contract by signing the contract and returning it to the Governing Board or by making a written instrument that accepts the terms of the contract and delivering the written instrument to the Governing Board.

Notice of the Board's intention not to reemploy the administrator shall be made by delivering the notice personally to the administrator or by sending the notice by certified mail, postmarked on or before the applicable deadline prescribed above, and directed to the administrator's place of residence as recorded in the District records.

**Certificated Teaching Staff Members**

Salaries in the District will be differentiated in relationship to duties and responsibilities.

The Superintendent will provide recommendations on salaries and fringe benefits

to the Board each year.

~~After receipt of the Superintendent's recommendations, the Board will annually~~  
The Board at any time may establish the salaries and benefits for all employees  
within the budgetary constraints of the District, the salaries and benefits for all  
employees necessary for the succeeding year.

Subject to the terms of employment contracts, the Governing Board at any time  
may reduce salaries or eliminate certificated teachers in the District in order to  
effectuate economies in the operation of the District or to improve the efficient  
conduct and administration of the District's schools. Notice of a general salary  
reduction shall be given each certificated teacher affected. These provisions do not  
apply to salary reductions from classroom site fund money.

*Adopted:*    date of manual adoption

LEGAL REF.:    A.R.S.    [15-502](#)

[15-503](#)

[15-544](#)

[15-952](#)

[15-977](#)

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## Board Summary

Meeting Date: February 26, 2013

Second Read - Policy Revision: G-3450 GCF Professional Staff Hiring

Executive Summary:

Policy revision reflects change as recommended by the Governing Board on February 12, 2013. "Sexual Orientation" is added to the first bullet on page one.

Recommended action:

Approve second reading of G-3450 GCF Professional Staff Hiring

D. Sauer  
2/26/13

**PROFESSIONAL STAFF HIRING**

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salary schedules within the financial capability of the District, adequate facilities, and good working conditions.

The Board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the Board assigns to the Superintendent the process of recruiting staff members. In carrying out this responsibility, the Superintendent may involve other staff members as needed. All personnel selected for employment must be recommended by the Superintendent and approved by the Board. The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, sexual orientation, age, national origin, or disability of an otherwise qualified individual.
- Candidates for professional positions shall be qualified for and have the training necessary to perform the instructional duties or functions for which they have applied.
- Each candidate shall provide evidence of meeting state requirements for certification.
- Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.
- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

Before employment, schools or school districts shall verify the certification and fingerprint status of applicants who apply for school or school district positions that require certification.

Should the need arise to employ a teacher who meets the requirements for a conditional certificate before an applicant has obtained the appropriate valid fingerprint clearance card, the District may assist in obtaining the conditional certificate, and employ the teacher, by meeting all of the following conditions:

- The District verifies in writing on a form provided by the Arizona Department of Education (ADE) the necessity for hiring and placing the applicant into service before a fingerprinting check is completed.
- The District obtains from the Department of Public Safety a ~~statewide~~state-wide criminal records check on the applicant. Subsequent criminal records checks must be completed every one hundred twenty (120) days until a permanent certificate is received.
- The District searches the criminal records of all local jurisdictions outside Arizona where the applicant has lived in the previous five (5) years.
- The District obtains references from the applicant's current employer and two (2) most recent previous employers, except that for applicants who have been employed for at least five (5) years by the most recent employer, only references from that employer are required.
- The District provides general supervision of the applicant until permanent certification is issued by ADE.

Upon recommendation for employment the District shall confirm employment authorization and employment eligibility verification by participating in the E-Verify program of the Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) ~~and shall have the employee complete the necessary parts of an Employment Eligibility Verification Form I-9 and provide acceptable documents as required before the employee begins any work for the District.~~ The District will then complete the Form I-9 as required and maintain the form with copies of the necessary documents and documentation of the authorization and verification pending any inquiry.

The Superintendent of Public Instruction may also impose any additional conditions or restrictions deemed necessary.

Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. 41-1750 is guilty of a class 6 felony.

*Adopted:* \_\_\_\_\_

|   |   |
|---|---|
| LEGAL REF.: A.R.S. 13-3716                          | <del>38</del> <u>23</u> - <del>201</del> <u>211</u> |
| 15-502  | <del>38</del> <u>23</u> - <del>231</del> <u>212</u> |
| 15-503  | 38- <u>201</u>                                      |
| <u>15-536</u>                                       | <u>38-231</u>                                       |
| <u>15-538.01</u>                                    | <u>38-232</u>                                       |
| <del>23</del> <u>15</u> - <del>211</del> <u>539</u> | 38-766.01   |
| <del>23</del> <u>15</u> - <del>212</del> <u>550</u> | 41-1756   |

CROSS REF: GCB - Professional Staff Contracts and Compensation  
GCO - Evaluation of Professional Staff Members

**EXHIBIT****EXHIBIT****PROFESSIONAL STAFF HIRING****AFFIRMATION OF A RETIRED EMPLOYEE  
UPON RETURN TO EMPLOYMENT**

To satisfy the requirements of A.R.S. 38-766.01, and to retain my eligibility to receive retirement benefits from the Arizona State Retirement System (ASRS) following my return to employment following a qualified retirement, by my signature below I affirm my awareness and acceptance of the following provisions:

- I have attained a normal retirement age as defined by the ASRS.
- I am returning to greater than half (1/2) time employment not sooner than twelve (12) months following my termination of full time employment for the purpose of retirement.
- If I return to work as a certificated teacher, my employment is not subject to the requirements prescribed in A.R.S. 15-538, 15-538.01, and 15-539 through 15-543.
- I understand that:
  - pursuant to A.R.S. 38-766.01 my election to return to work is irrevocable for the remainder of the employment for which I have made this election, and
  - I must make this acknowledgement in writing and file it with my employer within thirty (30) days of returning to work.

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Signature

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Date

**EXHIBIT****EXHIBIT****PROFESSIONAL STAFF HIRING****PROCEDURES AND PRACTICES FOR EMPLOYMENT AUTHORIZATION  
AND EMPLOYMENT ELIGIBILITY VERIFICATION**

*Anti-Discrimination Notice.* It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers *cannot* specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Employment Authorization  
Procedure**

Effective January 1, 2008, Arizona schools must use the federal governments Basic Pilot Program to verify the employment authorization of all newly hired employees.

The Department of Homeland Security's (DHS) U.S. Citizenship and Immigration Services Bureau (USCIS) and the Social Security Administration (SSA) are jointly conducting E-Verify, formerly known as the Basic Pilot. E-Verify involves verification checks of the SSA and DHS databases, using an automated system to verify the employment authorization of all newly hired employees.

There are four (4) types of access to E-Verify: As an employer, as a designated agent for employers, as a multi-location corporate administrator, or through a web service.

Users can access the web-based access methods using any Internet-capable Windows based personal computer.

To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.

The following e-mail address should take you to the start site for E-Verify:

<https://www.vis-dhs.com/employerregistration/StartPage.aspx?JS=YES>

If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the Office of Verification toll free at 1-888-464-4218.

### **I-9 Form Completion**

The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals. An Employment Eligibility Verification (Form I-9) must be completed within three (3) business days of the employee's hire date. Employees who do not provide the necessary documentation within three (3) business days must be discharged.

**FYI**