

## OFFICIAL MINUTES

April 8, 2014

The Governing Board of the Flagstaff Unified School District Number One, Coconino County, Flagstaff, Arizona held a Worksession, Executive Session and Regular Meeting on April 8, 2014 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

### **PRELIMINARY**

1. Ms. Biggerstaff called the meeting to order at 4:00 pm.
2. Roll Call:

#### Board Members

Ms. Dolores Biggerstaff, President  
Ms. Christine Fredericks, Clerk  
Mr. Paul Kulpinski, Member  
Mr. Miguel Vasquez, Member (left at 6:20 pm)  
Ms. Sarah Ells, 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. Ells seconded; motion carried.

3 people signed the guest register

**WORKSESSION**

## 1. Goal #3: Improve Student Preparedness and Mastery

Ms. Walton distributed and reviewed the following documents: a copy of the PowerPoint presentation; current organizational chart; Action Timeline-Common Core & More; Arizona's College and Career Ready Standards-Mathematics Phase 1, 2, 3 Checklist; List of Approved Common Summative Assessments for the 2013-14 School year/List of Common Summative Assessments that are being piloted/List of Common Summative Assessments that may NOT be used until revised; Curriculum & Professional Development summary; a page from the Common Core Implementation Workbook; and 301 Classroom Site Fund-Eligible Activities Log Sheet.

The Worksession ended at 5:07 pm.

**EXECUTIVE SESSION**

Ms. Fredericks moved to enter Executive Session for Personnel at 5:07 pm. Mr. Vasquez seconded; motion carried. Following the completion of the Executive Session for Personnel at 5:35 pm, the Regular Meeting began.

**REGULAR MEETING****CALL TO THE PUBLIC**

1. Mark Barnholl, Summit Food Services – Submitted a proposal for food services for the district. Mr. Barnholl said if they are chosen as the vendor, they would be fully committed to the district. He thanked Bob Kuhn, Ginger Wischmann and Kim Aringdale for their assistance in helping them submit their proposal.

**CONSENT AGENDA**

The Consent Agenda included the following:

1. Minutes of the Worksession and Regular Meeting held on March 11, 2014
2. Minutes of the Executive Session for Legal Advice held on March 11, 2014
3. Minutes of the Special Meeting and Executive Session for Personnel held on March 25, 2014
4. Payment Vouchers: AD303A14; AS306A14; AV303A14; AX312B14; AX312C14; AD310A14; AS314A14; AV313A14; AD313A14; AX312A14; AD305A14; 006 (Detailed information is available upon request.)
5. Resignations, appointments, retirements, releases from contract, leaves of absence and substitutes:  
RESIGNATIONS, TERMINATIONS

## Certified:

Adkins, Megan: Cromer; SPED Resource Teacher; Effective June 30, 2014  
 Beale, Christina: Thomas; SPED Teacher; Effective June 30, 2014  
 Bucci, Jodie: Cromer; Kindergarten Teacher; Effective June 30, 2014  
 Castellanos, Desiree: SMS; 6th Grade Teacher (SS/Eng.); Effective June 30, 2014  
 Scheid, Suzanne: DeMiguel; SPED Resource Teacher; Effective June 30, 2014  
 Weidinger, Catherine: CHS; Language Arts Teacher; Effective June 30, 2013 (not returning from Leave Of Absence for 2013-14 School Year)  
 Wilce, Gretchen: Student Support Services; Effective June 30, 2014  
 Wolf, Paul: FHS; Automotive Instructor; Effective June 30, 2014  
 Workman, Travis: CHS; JROTC Instructor; Effective June 30, 2014  
 Yoder, Jamie: CHS; SPED Teacher; Effective June 30, 2013 (not returning from Leave Of Absence for 2013-14 School Year)

## Classified:

Eckert, Charissa: SMS; SPED Paraprofessional; Effective March 7, 2014  
 Gonzales, Loretta: Sechrist; SPED Paraprofessional; Effective March 21, 2014  
 Hernandez, Alejandro: CHS; Custodian; Effective March 7, 2014  
 Newhouse, Alyssa: Marshall; SPED Paraprofessional; Effective March 14, 2014  
 Padilla-Meraz, Connie: Facility Services; Secretary; Effective March 24, 2014  
 Petersen, Kiplyn: SMS; Special Education Paraprofessional; Effective March 24, 2014  
 Shearer, Rhonda: Thomas; Special Education Paraprofessional; Effective March 26, 2014  
 Simonson, Kim: CHS; SPED Paraprofessional/Anchor Program; Effective March 14, 2014  
 Smith, Kathryn: Cromer; Special Education Paraprofessional; Effective March 14, 2014  
 Talayumptewa, Abel: Leupp; Custodian; Effective March 7, 2014  
 Tallis, Keri: Knoles; Special Education Paraprofessional; Effective March 11, 2014  
 Thomas, Jennifer: SMS; Custodian; Effective March 12, 2014  
 Warren, Evangeline: Transportation; Bus Driver; Effective March 31, 2014

## Smartschools:

## APPOINTMENTS

## Administration:

## Certified:

Dunbar, Christopher: Summit High School; Math/Social Studies Teacher; \$9,404.93  
 Balance of the year contract; 1.0 FTE; Effective March 24, 2014  
 El Nounw, Mahmoud: FHS; Automotive Instructor; \$6,894.68 Balance of the year contract;  
 1.0 FTE; Effective March 27, 2014

## Classified:

Botsch, Nathan: Transportation; Bus Driver; \$12.59/hour; 35 hours/week;  
 9 month calendar; Effective March 20, 2014  
 Dries, Amy: Human Resources; Recruiter; \$15.52/hour; 27.5 hours/week;  
 12 month calendar; Effective March 24, 2014  
 Gonzalez, Victoria: Sechrist; General Aide; \$9.91/hour; 6.25 hours/week;  
 9 month calendar; Effective March 24, 2014  
 Henderson, Anthony: SMS/ Lil' Ropers; Instructional Aide; \$9.91/hour; 5hours/day;  
 9 month calendar; Effective 3/11/2014  
 Horn, Anthony: Technical Services; Tech I (Bond Technologies Technician);  
 \$14.77/hour; 40 hours/week; 12 month calendar; Effective March 24, 2014  
 Luttinen, Aimee: Thomas; Special Education Paraprofessional 1:1; \$10.84/hour;  
 27.5 hours/week; 9 month calendar; Effective March 28, 2014  
 Pierce, Kendra: Transportation; Bus Driver; \$12.59/hour; 35 hours/week;  
 9 month calendar; Effective March 20, 2014  
 Reeves, Noel: Sechrist; Special Education Paraprofessional; \$10.35/hour;  
 27.5 hours/week; 9 month calendar; Effective March 24, 2014  
 Solano, Louis: Transportation; Bus Driver; \$13.22/hour; 35 hours/week;  
 9 month calendar; Effective March 10, 2014  
 Stayne, Corinne: CHS; Custodian; \$9.91/hour; 40hours/week; 12 month calendar;  
 Effective March 26, 2014

Thibeault, David: SMS; Custodian; \$9.91/hour; 40 hours/week; 12 month calendar; Effective April 2, 2014

J.L.-Student Worker: FHS; \$7.90/hour; 10 hours/week; Effective March 24, 2014

J.M.-Student Worker: FHS; \$7.90/hour; 7.5hours/week; Effective March 19, 2014

Coach/Other:

Finn, Jarred: FHS; Track Assistant Coach; \$1,600; Effective 2/10/14-5/7/14.

Kuhn, Brandon: FHS; Baseball Coach; \$1,600; Effective 3/14/14-5/7/14

Thompson, Brian: CHS; Track Assistant Coach; \$1,100; Effective 3/10/14-5/14/14

Volunteers:

Cates, Wesley: CHS; Football Assistant

Holyan, Natalie: SMS; Volunteer Tutor/Native American Club

Jiron, Euracio: FHS & CHS; Field Trips Volunteer

Mortensen, Kodi: FHS; Softball

Molina, Teodoro: MEMS; Assistant Coach/Basketball

Temporary/Other:

#### RETIREMENT

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

Administrative:

Shaum, Diana: Student Support Services-Director; Effective June 30, 2014; Plans to participate in Phased Retirement Program.

Hardy, Carolyn: Principal, Kinsey Elementary School; Effective June 30, 2014

Certified:

Aydelott, Tim: CHS; Language Arts Teacher; Effective July 1, 2014; Plans to participate in the Phased Retirement Program.

Evans, Erlinda: Puente De Hozho; Second Grade Teacher; Effective June 30, 2014; Plans to participate in the Phased Retirement Program.

Kain, Kerry: Student Support Services; District Wide Psychologist; Eff. June 30, 2014

Larson, John: Thomas; Third Grade Teacher; Effective June 30, 2014;

Moeller, Karen: TIA High School/Special Education Teacher; Effective June 30, 2014

Sandaker, Lori: Cromer; Physical Education Teacher; Effective May 30, 2014

Teller, Larry: FHS; Math Teacher; Effective June 30, 2014; Plans to participate in the Phased Retirement Program.

Classified:

Chavez, Marney: Technical Services; PC Technician; Effective June 30, 2014

Garcia, Margaret: Puente De Hozho; Library Assistant; Effective June 30, 2014. May participate in the Phased Retirement Program.

Gonzales, Becky: CHS; Principal's Secretary; Effective July 1, 2014; Plans to participate in the Phased Retirement Program.

Mitchell, Christeen: Thomas; Special Education Paraprofessional; Effective May 30, 2014.

Ortiz, Veronica: Business Office; AC Account Clerk; Effective June 30, 2014; Plans to participate in the Phased Retirement Program.

Scott-Dover, Daisy: Killip; Special Education Paraprofessional; Effective May 30, 2014

Wysocki, Paul: Kinsey; Tutor; Effective June 30, 2014.

#### 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:

Administrative:

Certified:

Criley, Beth: MEMS; Social Studies Teacher  
Requesting LOA for balance of current contract, 2013-2014.

Donnelly, Ruth: Cromer; Kindergarten Teacher, Requesting LOA for 2014-15 School Year  
Wanland, RaeAnn: MEMS; Language Arts Teacher, Requesting LOA for 2014-15 School Year  
Classified:

**QUALIFIED EVALUATORS:****NONRENEWALS***Temporary Contract Holders:*

Alonso Paez, Laura L; Arnold, Wade A; Beamer, Maryann F; Beeken, Alex E; Bergeron, Joy F; Bowen, Ginny L; Brown, Anna K; Brush, Krystin Rose; Coates, Tiffany N; Duffy, Angel Lynn; Erling, Sharon P; Evans, Nancy M; Gabbitas, Amanda K; Gerner, Michele Anne; Gonzales, Corrie Jane; Gorski, Alitheia M; Heilman, Karlyn Kaye; Holguin, Jake I; Jackson, Dalton K; Jaffie, Kate Risa; Johnson, Carrie A; Jones, Holly B; Klein, Shawna Noelle; Lamer, Cynthia; Layman, Elaine M; Lenz, Linda; Lerch, Gretchen Kate; Long, Kristi V; Martinez, Monique Lynnette; Morrow, Kori; Mueller, Kurt Daniel; Murray, Daniel J; Othon, Jennifer J; Papajohn, Sarah Beth; Polin, Rachael M; Powers, Jillian; Randolph, Natalie Julia; Rosado Santiago, Keishla N; Rosales, Renee C; Russo, Teresa Ann; Seery, Virginia J; Smith, Kayley L; Stearns, Jennifer J; Sutphen, Kathleen Patricia; Tessmer, Tara K; Waibel, Claren Schebler; Adkins, Megan Marie; Almquist, Stephen R; Brazzell, Kenneth; Burdick, Susan N; Celona, Erin M; Conrad, Melissa D; Dunbar, Christopher K; Elnounw, Mahmoud R; Falleur, Angela R; Field, Kelly M; Garcia, Adrienne Kay; Gonzalez, Tracy; Hauer, Leslie Del; Hiltner, Juanita Marie; Hughes, Pamela K; Jamerson, Tammy L; Kessenich, Erika Nicole; Lara, Stephanie M; Lilly, Kathryn L; Marquardt, Stefanie L; Patty, Karen R; Pfeiffer, Dara; Pierce, Nancy T; Stalvey, Amanda C; Stell, Lisa Elizabeth; Stoner, Christine C; Sturgis, Ashley Renae; Wiest, Kathleen P.; Willyoung, Michael W; Baron, Katherine A; Cornett, Margaret B; Furr, Ellen; Gilbreth, Vicki L; Kirk, James M; Onsaе, Debra A; Palley, Molly M; Racher, Rosalind J; Smith, Elizabeth J; Timney, Ann L; White, Rebecca S; Wilkins, Linda J; Wright, Susan L

*smartschoolsplus:*

Allan, Douglas Colin; Blauvelt, Marjorie L; Bruchman, Elizabeth F; Elliott, Julie A; Jacobs, Christine Q; Kasch, Elaine L; Mcmillian, Thomas S; Pavich, Joy C; Roth, Noel A; Sharp, Carol A; Wertz Jr, David L

*Non-Certificated Contract Holders:*

Ater, April Jannine; Bailey, Sandra D; Bevirt, Mckenzie L; Brain, Avery J; Cairney, Turi A; Dennis, Kimberly N; Dittberner, Angella Marie; Drakeford, Camille S; Ellsworth, Lacreitia; Elowson, Susan; Gilmore, Lillian K; Grimsland, Linda; Gruver, Dane; Hearne, Kirsten M J; Hovis, Cherise G; Kamzelski, Debra E; Kugler, Sean D; Mcmillian, Sally Tachias; Mourtsen, Debra R; Netzkы, Jennifer E; Palmeri, John; Scott, Allen D; Sonny, Sharine; Vasquez, Jeronimo L; Wilce, Gretchen V

*Administrative Non-Renewal*

Kern, Cameron

**SUBSTITUTE TEACHERS:**

Colleen Keegan; Brie Lieber; Jennifer Grove; Kaitlin Sally-Trulock; Nicholas Ragland-Johnsen; Chris Jacobsen; Valerie Bryant; Darcy Hughes; Celeste Hagaman; Joan Cosper; Jeffrey Ruffcorn;

**SUBAIDES:**

Brenda Thompson-Davis; Edward Bendel; Schelina Dayzie

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

**STUDENT TRAVEL**

1. Coconino High School CocoNuts FIRST Robotics Team to the FIRST Robotics World Championship in St. Louis, Missouri on April 23-26, 2014

Mr. Kulpinski moved to approve Student Travel Item #1. Mr. Vasquez seconded; motion carried.

2. Flagstaff High School Choraliers to the Vocal Performance Workshop and Tour in Anaheim, California on April 24-27, 2014
3. Flagstaff High School Band, Jazz Ensemble and Orchestra Southern California Tour in Anaheim, California on April 24-27, 2014

Mr. Kulpinski moved to approve Student Travel Items #2 and #3. Ms. Fredericks seconded; motion carried.

Mr. Kulpinski reminded everyone that yearly out of state travel requests should be submitted 90 days in advance. Opportunity trips should be submitted as soon as possible.

## **PRESENTATIONS**

### **1. CocoNuts Report**

Christine Sapio, Dave Thompson and Members of Coconino High School's CocoNuts Robotics Team updated the Board on their competition at the Chandler Regionals. The team finished 16-0 and in first place out of 49 teams and won the Regional Chairman's Award for the fifth time. The team will compete in the FIRST World Championship in St. Louis, Missouri later this month. Members of the CocoNuts presented their award-winning Regional Chairman's presentation. Two short videos of the Chandler Regionals competition were shown. The team presented Ms. Hickman with a CocoNuts jacket and medals from the Arizona regional competition.

### **2. Superintendent's Report**

Ms. Hickman provided an overview of current events in the District. In addition to the items in her report, Ms. Hickman reminded the Board about the upcoming Festival of Sights and Sounds event that will be held Saturday at the Flagstaff Mall from 10:00 am until 4:00 pm.

### **3. Curriculum and Instruction Report**

Ms. Walton introduced Tari Popham, Sinagua Middle School Principal. Ms. Popham provided an update on the implementation and impact of Rachel's Challenge at Sinagua Middle School. Ms. Walton introduced Chris Koenker, Principal of Summit High School. Mr. Koenker provided information about the two Summit High School third quarter graduates. Ms. Walton updated the Board on the Teaching and Learning Continuum Grant (formerly STEM Teaching and Learning Grant) and the Improving Teacher Quality Grant.

#### 4. Operations and Support Services Report

Mr. Kuhn updated the Board on a possible partnership to help the District reopen and maintain the pool at Mount Elden Middle School. He said YMCA is committed to contributing \$5,000 monthly. The district would have use of the pool on Tuesdays and Thursdays. He said the \$5,000 monthly fee would cover about half the cost of running the pool. They are willing to sign a contract for four years with the option to renew. The District would pay to refurbish the pool and Mr. Kuhn estimates the cost to be \$75,000 - \$100,000.

#### 5. Finance and Budget Report

Dr. Garland updated the Board on current legislation and litigation related to school finance. He provided updated information regarding the preliminary budget for the 2014-15 school year. He is planning to hold a meeting at the Eastside Library on April 28 to inform the public about the District's budget.

#### 6. Human Resources Report

Ms. Sauer informed the Governing Board about the addition of domestic partner coverage for the district benefit plans. He gave an overview of the coverage and the process for establishing domestic partnership eligibility. Mr. Sauer provided a summary regarding district policies that have been updated and approved by the Governing Board as well as those still in the review process.

#### 7. Government Finance Officers Association Award

Ms. Hickman informed the Governing Board that the District has again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for its 2012 comprehensive annual financial report (CAFR). Ginger Wischmann, Director of Accounting, received an Award of Financial Reporting Achievement for preparing the award-winning CAFR.

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

#### 1. FY2013 Comprehensive Financial Audit

Dr. Garland distributed the Comprehensive Annual Financial Report for Fiscal Year 2013. He introduced Ginger Wischmann, Director of Accounting, and Michael Lauzon, Heinfeld Meech Audit Manager. Mr. Lauzon reviewed the following items related to the FY2013 audit: Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013; the Single Audit Reporting Package; and the Uniform System of Financial Records Compliance Questionnaire. Mr. Lauzon and Ms. Wischmann answered questions concerning the Audit Package.

Mr. Kulpinski moved to accept the FY 2013 Audit Package as presented. Ms. Biggerstaff seconded; motion carried.

2. Renewal of Maintenance and Operations Override

Dr. Garland reminded the Board of the need to renew the current maintenance and operations override this November. If not approved, the current override would reduce by one-third next year, or approximately \$2.5 million and could reduce the District's operating funds by about \$38 million over the next five years. Mr. Kulpinski reminded everyone that this would be for renewal of the current override.

Mr. Kulpinski moved to approve the preparation of a resolution and documentation for renewal of the 15% Maintenance and Operations Override on the November 4, 2014 election and to approve that Administration secure appropriate legal counsel from the Gust Rosenfeld Law Firm. Ms. Biggerstaff seconded; motion carried.

3. New Job Descriptions

Mr. Sauer explained that the two new job descriptions being presented are not for additional positions, but are for positions that will replace current positions.

Mr. Kulpinski moved to approve the job descriptions for the positions of Camp Colton Coordinator and Shop Foreman. Ms. Fredericks seconded; motion carried.

4. Meeting Dates

Ms. Hickman said a Worksession for continuation of discussion on Goal #4 needs to be scheduled and suggested holding that meeting on June 10<sup>th</sup>, prior to the regular meeting. She said that Administration is requesting a special meeting be scheduled for April 29, 2014 at 5:30 pm. One of the items on that agenda would be consideration of the compensation package for the 2014-15 school year. Ms. Biggerstaff suggested holding worksessions on days other than Tuesdays to allow additional time for discussions regarding Board Goals. Ms. Hickman requested that everyone bring their calendars to the first meeting in May so additional worksessions can be scheduled.

Mr. Kulpinski moved to approve holding a Special Meeting on April 29, 2014 at 5:30 pm. Ms. Ells seconded; motion carried.

## **INFORMATION ITEMS**

1. Governing Board Members' Report

- Ms. Ells and Ms. Biggerstaff reported on the STEM Celebration that was held on April 2<sup>nd</sup> and thanked Karin Eberhard, Jillian Worssam, the sponsors and everyone involved.



- Ms. Fredericks reported on the CocoNuts competition she recently attended.
- Ms. Biggerstaff reported on her work with the Helios grant.
- Mr. Kulpinski complimented Mr. Cullen and Ms. Zanzucchi on having the finalists for the Coconino County Teacher of the Year Award at their high schools.

2. Future Agenda Items

**ADJOURNMENT OF PUBLIC MEETING**

The public meeting was adjourned at 7:21 pm.

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Signature Date

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