

Agenda

AGENDA

FLAGSTAFF UNIFIED SCHOOL DISTRICT NUMBER ONE
District Administrative Center – 3285 E. Sparrow Avenue – Flagstaff, Arizona
Notice of Meeting of the Governing Board
October 24, 2017
Worksession – 4:30 pm
Regular Meeting – 5:30 pm

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Governing Board and to the general public that the Governing Board of the Flagstaff Unified School District Number One will hold a Board Meeting, which will be open to the public. Pursuant to A.R.S. § 38-431.03(A)(3), the Flagstaff Unified School District Number One Governing Board may vote to go into Executive Session, which will not be open to the public, to get legal advice from the District's attorneys. The District's Attorney may appear telephonically. The Governing Board may consider any item on this agenda in any order and at any time during the meeting. Pursuant to A.R.S. § 38-431.4, members of the Governing Board may participate via speakerphone or other technological devices.

PRELIMINARY

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

Board Members

Ms. Christine Fredericks, President
Ms. Kara Kelty, Clerk
Dr. Carol Haden, Member
Dr. Carole Gilmore, Member
Ms. Kathryn Kozak, Member

Administration

Mr. Michael A. Penca, Superintendent
Ms. Mary K. Walton, Assistant Superintendent
Mr. Robert Kuhn, Assistant Superintendent
Mr. Scott Walmer, Director of Finance
Ms. Dawn Anderson, Director of Human Resources
Ms. Karin Eberhard, District Relations Coordinator
Ms. Kim Branges, Executive Assistant

5. Reorder Agenda - At the Governing Board's discretion, the agenda may be reordered to accommodate guests who are present to address specific agenda items.
6. Agenda - Adoption of the agenda with addenda items, as submitted, is recommended.

Members of the Board may not discuss items that are not specifically identified on the agenda. Additional information about agenda items can be found on the district website at www.fusd1.org or by contacting the Superintendent's office at 928-527-6002.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's office at 928-527-6002. Requests should be made as early as possible to arrange the accommodation.

FLAGSTAFF UNIFIED SCHOOL DISTRICT

Statement of Mission, Vision, Values and Goals

Mission Statement:

Creating opportunities for you to discover your path to excellence.

Vision Statement:

The premiere educational choice for the greater Flagstaff community.

Values:

We value:

- Innovation, by leading the way into the uncertain realm of opportunity.
- High standards with high expectations, supported by shared accountability.
- The diversity of our people, our programs and the accessibility to them.
- Our community and being intentional stewards of the relationships within.
- Inclusivity of all, by ensuring a safe and nurturing environment.

Goals:

- 1) Maintain and Improve Comprehensive Student Opportunities and Services
- 2) Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
- 3) Improve Student Preparedness and Mastery
- 4) Research and Create Desirable and Relevant Educational Opportunities and Services
- 5) Increase Public Engagement and Support for FUSD
- 6) Develop Diversified Partnerships and Revenue Opportunities

WORKSESSION

The purpose of the Worksession is for Board Members and Administration to discuss future capital funding and elections. The discussion will include a facilities review, a curriculum review, ongoing capital funding needs, potential timeline and outreach.

CALL TO THE PUBLIC – Any person wishing to address the Board on any issue within the jurisdiction of the Board will be granted time to make a presentation at the discretion of the presiding chairperson. Pursuant to A.R.S. § 38-431.01(H), at the conclusion of an open call to the public, Board Members may respond to any criticism, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board will not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. Individual remarks may be limited to three minutes.

CONSENT AGENDA – The Consent Agenda may include approval of minutes; routine vouchers; gifts and donations; policy revisions; employee appointments, leave requests and resignations. (Documentation concerning the matters on the Consent Agenda may be reviewed at the District Administrative Center.) Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any Board Member.

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

RESIGNATIONS/TERMINATIONS

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

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

OTHER

APPOINTMENTS

**Salaries noted for some new hires are based on current verified information at time of preparation of this agenda. Salaries may be subject to change, as more information is received/verified by Human Resources*

CERTIFIED**LICENSED PROFESSIONAL****CLASSIFIED**

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

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

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

CAMP COLTON**ENRICHMENT SKILLS TRAINERS****RETURNING RETIREES (TEMP POSITIONS)****TEMPORARY ASSIGNMENT****VOLUNTEERS**

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

George, Shawdeena	Sinagua M.S.	Mentoring Students

COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS/OTHER

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

EXTRA DUTY ASSIGNMENTS

The following individuals are already employed with the District and are being assigned to an extra duty and will receive the associated stipend.

NAME	EXTRA DUTY ASSIGNMENT	SCHOOL/SOURCE	SPRING/FALL	AMOUNT
Emily Millhouse	Orchestra Asst.--Fall	CHS	Fall	\$1,000
Emily Millhouse	Orchestra Asst.--Spring	CHS	Spring	\$1,000
Katherine Pastor	Dept. Chair-Counseling	FHS	All Year	\$840
Patricia Pastor	Dept. Chair-CTE	FHS	All Year	\$1,080
Clinton Anderson	Dept. Chair-English	FHS	All Year	\$690
Kelly Graham	Dept. Chair-English	FHS	All Year	\$690
Cindie Sipes	Dept. Chair-SPED	FHS	All Year	\$1,500
Danielle Bradley	Dept. Chair-Modern Language	FHS	All Year	\$600
Lawrence Watson	Dept. Chair-Math	FHS	All Year	\$1,300
Elizabeth Haglin	Dept. Chair-PE	FHS	All Year	\$560
David Hale	Dept. Chair-Art/Music	FHS	All Year	\$460
Jennifer Askew	Dept. Chair-Science	FHS	All Year	\$1,100
Mitch Askew	Dept. Chair-Social Studies	FHS	All Year	\$1,000
Charnelle Curley	JV Volleyball Coach	Sinagua MS	Fall	\$600
Kelly Graham	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Annie Watson	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	1 st Semester	\$500

Danielle Bonfig	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Kelly Graham	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Annie Watson	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Danielle Bonfig	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Amber Bycroft	Speech Language Pathologist	Exceptional Student Services	All Year	\$1250 Revised 1.0 FTE
Martin Reyes	Varsity Girls' Basketball Coach	CHS	Fall	\$600
Jonathan Edwards	Frosh Boys' Basketball Coach	CHS	Fall	\$600
Erin Motes	Assistant Cheer Coach	CHS	Fall	\$100

SUBSTITUTES**SUSTITUTE TEACHERS**

NAME
Anne Hamlin
Erma Yellowman

SUB-AIDES

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

SUB-NURSES**SUB-CAREGIVERS**

NAME
Kara Riley

RETIREMENTS

The following staff are requesting to retire from the District.

ADMINISTRATION**CERTIFIED****LICENSED PROFESSIONAL****CLASSIFIED****OTHER**

RELEASE OF CONTRACT

The following staff are requesting a Leave of Absence from the District

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

LEAVE OF ABSENCE

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

QUALIFIED EVALUATORS

STUDENT TRAVEL

1. Sinagua Middle School-Sinagua Service Club – Grand Canyon Youth Lower San Juan River Trip on April 27 – May 1, 2018
2. Flagstaff High School Girls Basketball to Green Valley High School in Henderson, Nevada on December 27-30, 2017 for the 2017 Gator Winter Classic Basketball Tournament

ACTION ITEM – Specific Item of District Business

1. Proclamation – Discussion and possible action regarding a Proclamation in support of Legendary Teacher Day. (M. Walton)

PRESENTATIONS – Information and Discussion Items

1. Legendary Teacher Presentation – Introduction and Recognition of FUSD’s Legendary Teachers: Randy Hopson; Suzy Jacobsen; Mary Lara; George Moate; Jodie Nicolson. (M. Walton)
2. Superintendent’s Report – (M. Penca)
 - a. ASA Superintendency/High Ed Conference
 - b. Superintendents’ Collaborative Network
 - c. Current Events
3. FUSD Highlights – (K. Eberhard)
 - a. Celebrations and Recognitions
4. Curriculum and Instruction Report – (M. Walton)
 - a. ASDB Update
 - b. FUSD Early Childhood Programs
 - c. Current Events

5. Finance and Budget Report – (no report)
6. Operations and Support Services Report – (B. Kuhn)
 - a. Transportation: Here Comes the Bus Update
 - b. Construction: Flagstaff High School Welding Lab
7. Human Resources Report – (D. Anderson)
 - a. Salary Comparison 2016-17 to 2017-18
 - b. Administrative and Management Definition and Structure
 - c. Position Review
 - d. Current Events
8. Governing Board Members' Report
 - a. Current Events

ACTION ITEMS – Specific Items of District Business

2. Memorandum of Understanding – Discussion and possible action regarding the Memorandum of Understanding with Northern Arizona University for the Foster Grandparent and Retired Senior Volunteer Programs (RSVP). (M. Penca)
3. 2017 Expenditure of Bond and Override Expenditures – Discussion and possible action regarding the maintenance and operations override and bond expenditures for fiscal year 2017. (S. Walmer)
4. Policy Revision – Discussion and possible action regarding revisions to Policy BDG-School Attorney. (M. Penca)
5. Policy Revision – Discussion and possible action regarding the first reading of revisions to Policy BEDB-Agenda. (M. Penca)
6. Policy Revision – Discussion and possible action regarding the first reading of revisions to Policy BEDD-Rules of Order. (M. Penca)
7. Superintendent Evaluation – Discussion and possible action regarding the Superintendent's evaluation, goals, and performance pay. (M. Penca)
8. ASBA Bylaw Changes – Discussion and possible action regarding bylaw change proposals from the Arizona School Boards Association. (C. Fredericks)
9. Extra Duty Pay Assignment Salary Schedules – Discussion and possible action regarding a salary schedule for Extra Duty Pay Assignments. (D. Anderson)
10. Meeting Dates – The Board may approve additional meeting dates, may reschedule and/or cancel previously scheduled meetings. (C. Fredericks)

INFORMATION ITEMS

1. Future Agenda Items – The Governing Board may identify items they would like placed on a future agenda.

EXECUTIVE SESSION

1. Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to hold an executive session, which will not be open to the public, for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda. This may be conducted by speakerphone.

*Instructions Regarding Confidentiality:

Pursuant to A.R.S. § 38-431.03(C) all are reminded that minutes of or discussions made at executive sessions are confidential by law and that violations of that confidentiality may subject the individuals involved to such penalties as are prescribed by law, including fines, costs, attorneys' fees and removal from office.

ADJOURNMENT OF PUBLIC MEETING

Preliminary

Worksession

Call to the Public

Consent Agenda

OFFICIAL MINUTES

October 10, 2017

A public meeting of the Flagstaff Unified School District Governing Board was convened on October 10, 2017 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

Ms. Fredericks called the meeting to order at 4:32 pm. This was followed by a Moment of Silence and the Pledge of Allegiance.

Roll Call:

Board Member

Ms. Christine Fredericks, President

Ms. Kara Kelty, Clerk

Dr. Carole Gilmore, Member

Dr. Carol Haden, Member

Ms. Kathryn Kozak, Member

Administrative Staff

Mr. Michael Penca, Superintendent

Ms. Mary K. Walton, Assistant Superintendent

Mr. Robert Kuhn, Assistant Superintendent

Mr. Scott Walmer, Director of Finance

Ms. Dawn Anderson, Director of Human Resources

Ms. Karin Eberhard, District Relations Coordinator

Dr. Ken Garland, Legislative/Government Liaison

Ms. Kim Branges, Executive Assistant

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

4 people signed the guest register

WORKSESSION

Mr. Walmer and Dr. Garland distributed and reviewed information related to capital funding and possible elections. The topics covered included an overview of capital funding, budget and authorizations; introduction to the election process; an overview of current and anticipated District needs; and election preparation and timelines.

CALL TO THE PUBLIC

- Daniel Williamson – reported on the work his church did to provide school supplies and backpacks to Memorial High School in Texas as part of the Hurricane Harvey relief effort. He said the process was organized by Miss Avelina Almendarez, a member of his church and a student at Flagstaff High school, and included donations from Flagstaff High School, Coconino High School, and Mingus Union High school.

CONSENT AGENDA

1. Minutes of the Retreat held on September 19, 2017
2. Minutes of the Regular Meeting held on September 26, 2017
3. Vouchers: AX911B18; AD911A18; AX911E18; AD918A18; AD905A18; AD825A17; AD828A18; AD828A17; DS906A18; DS830A17; DS829A17; DS828A17; DS907A18; DS920A18; DS919A18; DS912A18; DS913A18; AD825A18; AD824A17; AD913A18; AX911D18; AX911A18; AD907A18; AD831A18; 016; 017 (Detailed information is available upon request)
4. Monetary Donations:
Puente de Hózhó Elementary PTO, Inc. \$400.00 Field Trips Puente de Hózhó Elementary School
Chase Marketing Group \$500.00 Athletic Programs Coconino High School
Northern Arizona Healthcare-Flagstaff Medical Center \$41,329.33 FitKids Program District Wide
Wells Fargo Matching Gifts \$269.29 Food for Underprivileged Children Food Service Department
Flagstaff Bone and Joint PLLC \$940.00 Athletic Programs Coconino High School
The Molly & Joseph Herman Foundation \$1,000.00 KIDS Place Based Magnet School Kinsey
Arizona Community Foundation \$29,200.00 KIDS Place Based Magnet School Kinsey Elementary
Arizona Community Foundation \$3,000.00 KIDS Place Based Magnet School Kinsey Elementary
Arizona Community Foundation \$5,291.00 International Baccalaureate K-12 ~~Kinsey~~ Puente de Hózhó
Arizona Community Foundation \$5,291.00 International Baccalaureate K-12 Sinagua Middle
Arizona Community Foundation \$5,291.00 International Baccalaureate K-12 Coconino High
Arizona Community Foundation \$4,000.00 Calculators for Leveling Playing Field Math Program
Arizona Community Foundation \$3,000.00 Calculators for Leveling Playing Field Math Program
The Molly and Joseph Herman Foundation \$3,000.00 Calculators for Leveling the Playing Field
Math Program Coconino and Flagstaff High Schools
Wells Fargo Community Support Campaign \$65.00 General School Supplies Marshall Elementary
Arizona Community Foundation \$6,200.00 Suzuki Violin Program Marshall Elementary School

Arizona Community Foundation \$6,500.00 Empowerment in Poverty-Year 2 Killip Elementary
 Arizona Community Foundation \$32,500.00 Empowerment in Poverty-Year 2 Killip Elementary
 Geile Charitable Foundation \$1,500.00 Empowerment in Poverty-Year 2 Killip Elementary School
 The Molly and Joseph Herman Foundation \$1,000.00 Empowerment in Poverty-Year 2 Killip
 W. L. Gore & Associates, Inc. \$7,500.00 Empowerment in Poverty-Year 2 Killip Elementary School
 W. L. Gore & Associates, Inc. \$500.00 Science Program Supplies Summit High School
 Jimmy John's Franchise, LLC \$2,000.00 Athletic Programs Coconino High School

5. Gifts: One seven-piece drum set and one trumpet with case valued at \$500 from James Jackman to be used districtwide
6. Final Associated Students Activity Fund Report for the month ending June 2017
7. Resignations, appointments, retirements, releases from contract, leaves of absence and substitutes:

RESIGNATIONS/TERMINATIONS

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

Beggs, Ashley	FHS/Eagles Crest	Instructional Aide	9/22/2017
Bell, Creighton	Transportation	Bus Aide	9/18/2017
Bybee, Lynette	FHS/Eagles Crest	Sub Instructional Aide	9/29/2017
Carlton, Maddison	FHS/Eagles Crest	Sub Caregiver	9/22/2017
Chacon, Jesus	Knoles	FACTS Caregiver	9/21/2017
Gonzales, Erin	Transportation	Bus Driver	10/13/2017
Greenberg, Elena	Puente De Hózhó	Fit Kids Instructor	10/11/2017
Lindsey, Christine	Knoles	Parapro/Beacon Program	9/22/2017
Lozano, Yvette	DeMiguel	FACTS Caregiver	10/5/2017
Osborn, Jordyn	FHS/Eagles Crest	Sub Caregiver	9/20/2017
Soto-Valenzuela, Adele Kinsey		Parapro/Transitional Kindergarten	9/27/2017

OTHER

APPOINTMENTS

*Salaries noted for some new hires are based on current verified information at time of preparation of this agenda. Salaries may be subject to change, as more information is received/verified by Human Resources

CERTIFIED

Haynes, Kate	Knoles	SPED Preschool Teacher 1.0	\$32,834.97	10/2/2017
Jacobs, Christine	CHS	Counselor 1.0	\$39,104.22	9/19/2017

LICENSED PROFESSIONAL

CLASSIFIED

Almodova, Rafael	Killip	FACTS Caregiver	\$10.50 9	9/26/2017
Benally, Mary Ann	Leupp	Kinder Instructional Aide	\$11.36 36.25	9/25/2017
Garneau, Johanna	Knoles	SPED Parapro	\$11.81 30.5	9/25/2017
Johnson, Channa	DeMiguel & Thomas	FACTS Caregiver	\$10.51 11	9/22/2017
Reily, Sherlyn	Knoles	SPED Parapro	\$11.81 30.75	10/2/2017
Smith, Pauline	Transportation	Bus Driver	\$13.66 40	9/19/2017
Velazquez Valenzuela, Youmira	Knoles	SPED Parapro	\$11.81 17.75	9/27/2017
Wiley, Trista	Knoles	SPED Parapro	\$11.30 30.75	9/28/2017
Young, April	Cromer & Knoles	FACTS Caregiver	\$10.50 10	9/20/2017

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

NAME	LOCATION	HOURS PER WEEK	EFFECTIVE DATE
H.A.	Summit	3	10/2/2017
K.B.	Summit	3	10/2/2017
J.B.	CHS	3	10/2/2017
J.D.	FHS	3	10/2/2017
B.H.	Summit	3	10/2/2017
R.J.	CHS	1	9/25/2017
A.L.	CHS	1	9/25/2017
A.R.	FHS	5	9/18/2017
B.R.	FHS	5	9/18/2017
K.S.	FHS	5	9/18/2017
T.W.	FHS	5	9/18/2017
C.Y.	CHS	1	9/25/2017

CAMP COLTON

ENRICHMENT SKILLS TRAINERS

RETURNING RETIREES (TEMP POSITIONS)

TEMPORARY ASSIGNMENT

VOLUNTEERS

NAME	LOCATION	TITLE
Abbott, Kendren	Camp Colton	Program Assistant
Bushman, Kent	CHS	Band and Robotics
Gribble, Diana	Site TBD	RSVP/Education Coach
Monroe, Jeron	FHS	Football
Penza, Phillip	FHS	Boys Varsity Basketball
Quick, Shawn	FHS	Volleyball volunteer coach

COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS/OTHER

Anderson, Vicki	Kinsey-STEAM Consultant	Stipend: \$5,000	9/22/2017
Alden, Clare	MEMS-Life Guard	\$10.83 1.5/day	9/25/2017

EXTRA DUTY ASSIGNMENTS

The following individuals are already employed with the District and are being assigned to an extra duty and will receive the associated stipend.

Contreras, Gregory	Yearbook	FHS	All Year	\$5,400
Wanland, Rae Ann	Dept. Chair	Summit	All Year	\$1,600
Joe, Lisa	Tech Peer Coach	Technology	All Year	\$450
Musta, Emily	Tech Peer Coach	Technology	All Year	\$450
Blahut, Tracy	Tech Peer Coach	Technology	All Year	\$450
DeHaven, Christine	Tech Peer Coach	Technology	All Year	\$450
Morgan, Heather	Tech Peer Coach	Technology	All Year	\$450
Rennaker, Chris	Tech Peer Coach	Technology	All Year	\$450
Barton, Paul	Tech Peer Coach	Technology	All Year	\$450
Reeder, Jessica	Tech Peer Coach	Technology	All Year	\$450
Bonfig, Danielle	Tech Peer Coach	Technology	All Year	\$450
Bolden, Rachel	Tech Peer Coach	Technology	All Year	\$450
Goulden, Molly	Tech Peer Coach	Technology	All Year	\$450
Elphic, Emelia	Tech Peer Coach	Technology	All Year	\$450
Melo, Luis	Tech Peer Coach	Technology	All Year	\$450
Frechette, Alexa	Tech Peer Coach	Technology	All Year	\$450
Foubert, Cindy	Collaborating Teacher	Technology	All Year	\$200
Pastor, Patti	Collaborating Teacher	Technology	All Year	\$200
Runger, Samantha	Collaborating Teacher	Technology	All Year	\$200
Evtimov, Shelly	Collaborating Teacher	Technology	All Year	\$200
Hopson, Randall	Collaborating Teacher	Technology	All Year	\$200
Hammond, Josie	Collaborating Teacher	Technology	All Year	\$200

Campbell, Barbara	Collaborating TeacherTechnology	All Year	\$200
Criley, Susan Beth	Collaborating TeacherTechnology	All Year	\$200
Wood, Katie	Collaborating TeacherTechnology	All Year	\$200
Horlacher, Emma	Collaborating TeacherTechnology	All Year	\$200
Garcia-Lohr, Sylvia	Collaborating TeacherTechnology	All Year	\$200
Navarro, Maggie	Collaborating TeacherTechnology	All Year	\$200
Godwin, Scott	Collaborating TeacherTechnology	All Year	\$200
Donovan, Cree	Collaborating TeacherTechnology	All Year	\$200
Andersson, Nina	Collaborating TeacherTechnology	All Year	\$200
Bojarski, Jeanette	Collaborating TeacherTechnology	All Year	\$200
Baker, Jennifer	Collaborating TeacherTechnology	All Year	\$200
Nelson, Erin	Collaborating TeacherTechnology	All Year	\$200
Keller, Angela	Collaborating TeacherTechnology	All Year	\$200
Locke, Brian	Dept. Chair – CTE CHS	All year	\$1,200
Hauer, Leslie	Dept. Chair – SS CHS	All Year	\$1,200
Edwards, Jonathan	Dept. Chair – Math CHS	All Year	\$1,400
Vander Valk, Daniel	Dept. Chair – PE CHS	All Year	\$1,160
Bryant Lyons, Donna	Dept. Chair – Counseling CHS	All Year	\$700
Proctor, Ben	Dept. Chair – Art CHS	All Year	\$640
Chavez, Lacey	Dept. Chair – Language CHS	All Year	\$700
Neat, Eric	Dept. Chair – SPED CHS	All Year	\$1,500
Chavez-Vesely, Janet	Dept. Chair Co – English CHS	All Year	\$650
Born, Derek	Dept. Chair Co – English CHS	All Year	\$650
Tessmer, David	Dept. Chair Co – Science CHS	All Year	\$600
Wescott, Nicole	Dept. Chair Co – Science CHS	All Year	\$600
Parker, Jennifer	Asst. Volleyball Coach CHS	Fall	\$800
Fishel, Ellen	Dept. Chair – Specials Cromer	All year	\$900
Gerner, Michele	Dept. Chair – Kinder Cromer	All Year	\$700
Pribil, Katie	Dept. Chair – First Cromer	All year	\$700
Van Ooteghem, Gail	Dept. Chair – Second Cromer	All Year	\$700
Immethun, Diane	Dept. Chair – Third Cromer	All Year	\$700
Kayser, Cathy	Dept. Chair – Fourth Cromer	All Year	\$700
Weidinger, Michelle	Dept. Chair – Fifth Cromer	All Year	\$700
Zsenai, Sara	Dept. Chair – SPED Cromer	All Year	\$700
Bangle, Dina	Dept. Chair – Primary Sechrist	All Year	\$1,400
Mimran, Jamie	Dept. Chair – Intermediate Sechrist	All Year	\$1,100

SUBSTITUTES

SUSTITUTE TEACHERS

NAME

Susan Freitag

Sandra Cota

Evelyn Ramirez

Allison Reese

Maureen McCauley

Sean Duffy

Angel Duffy

Elyse Patton

SUB-AIDES

NAME

Leian Redmond

Sydney Roman

Marilyn Miller-Bennett

SUB-NURSES

NAME

SUB-CAREGIVERS

NAME

RETIREMENTS

The following staff are requesting to retire from the District.

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

RELEASE OF CONTRACT

The following staff are requesting a Leave of Absence from the District

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

LEAVE OF ABSENCE

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

QUALIFIED EVALUATORS

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

STUDENT TRAVEL

1. Sinagua Middle School Oceanography Club to the Monterey Bay Aquarium Research Institute and Moss Landing Marine Labs in Monterey, California on April 27-May 2, 2018

Dr. Haden moved to approve Student Travel as submitted. Ms. Kozak seconded; motion carried 5-0.

PRESENTATIONS

1. Superintendent's Report

Mr. Penca reviewed his written report and the Board's use of their new District email addresses.

2. FUSD Highlights

Ms. Eberhard provided a PowerPoint presentation on good news stories from around the District.

3. Curriculum and Instruction Report

Ms. Walton introduced Robert Hagstrom, Research and Assessment Director. Dr. Hagstrom provided information related to the recently released A-F Letter Grades from the Arizona Department of Education. Jane Gaun, K-12 Math Coordinator, provided a report regarding curriculum, professional development, collaboration, and future plans for mathematics in the District. (The Board took a five-minute break from 7:15 – 7:20 pm.)

Chris Koenker, Summit High School Principal, presented information about science classes and the science lab at Summit High School. His report also included professional development opportunities for staff to help them meet the academic and personal needs of Summit students.

4. Finance and Budget Report

There were no questions regarding Mr. Walmer's monthly budget reports on Maintenance and Operations, 301 Funds, and District Additional Assistance/Capital Outlay Accounts.

5. Operations and Support Services Report

Mr. Kuhn reviewed his report regarding transportation and provided a PowerPoint presentation about construction projects in the District.

6. Human Resources Report

Ms. Anderson answered questions regarding her report on the Extra Duty Pay Assignment Salary Schedule.

7. Governing Board Members' Report

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

GENERAL ADMINISTRATION: DISCUSSION/ACTION ITEMS

1. Annual Financial Report

Ms. Wischmann reviewed highlights of the Annual Financial Report for last year. She pointed out a correction that was made in the report today and distributed an updated copy of the report.

Ms. Kozak moved to approve and accept the revised Annual Financial Report for fiscal year 2017. Dr. Haden seconded; motion carried 5-0.

2. Governing Board Procedures, Agenda, and School Attorney

Ms. Kelty moved to table Governing Board Procedures, Agenda, and School Attorney, as requested by Dr. Gilmore. Ms. Kozak seconded; motion carried 5-0.

3. Superintendent Evaluation

Board Members indicated changes they would like made to the forms and process for the Superintendent Evaluation. Dr. Gilmore will meet with Mr. Penca to further discuss her concerns.

Ms. Kelty moved to table, until the October 24, 2017 meeting, the procedures and timelines for evaluation and performance-based pay and the goals for Superintendent Penca based on the recommendations provided to him on May 23, 2017. Ms. Kozak seconded; motion carried 5-0.

4. Facility Fee Schedule

Ms. Fredericks moved to approve the Facility Fee Schedule for the 2017-18 school year. Dr. Gilmore seconded; motion carried 4-1 with Ms. Kelty voting nay.

5. Superintendent's Professional Development

Ms. Kelty moved to approve Superintendent Penca's participation in the Superintendent's Collaborative Network meetings and the Arizona School Administrator Superintendency/Higher Ed Conference. Dr. Haden seconded; motion carried 5-0.

6. ASBA/ASA Annual Conference

Ms. Fredericks moved to approve Board and Administration attendance at the Arizona School Boards Association/Arizona School Administrator's Legislative Workshop on November 17, 2017 in Phoenix, Arizona. Dr. Haden seconded; motion carried 5-0.

7. ASBA/ASA/AASBO

Ms. Fredericks moved to approve Board and Administration attendance at the Arizona School Boards Association/Arizona Association of School Business Officials/Arizona School Administrators Legislative Workshop on November 17, 2017 in Phoenix, Arizona. Ms. Kelty seconded; motion carried 5-0.

8. Meeting Dates

INFORMATION ITEMS

1. Future Agenda Items

ADJOURNMENT OF REGULAR MEETING – Dr. Haden moved to adjourn at 9:32 pm. Ms. Kozak seconded; motion carried 5-0.

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

OFFICIAL MINUTES

October 16, 2017

The Governing Board of the Flagstaff Unified School District Number One, Coconino County, Flagstaff, Arizona held a Special Meeting on October 16, 2017 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

Ms. Fredericks called the meeting to order at 5:00 pm. This was followed by a Moment of Silence and the Pledge of Allegiance.

Roll Call:

Board Members

Ms. Christine Fredericks, President
Ms. Kara Kelty, Clerk (participated by telephone)
Dr. Carol Haden, Member
Dr. Carole Gilmore, Member
Ms. Kathryn Kozak, Member

Administrative Staff

Mr. Michael A. Penca, Superintendent
Ms. Cathy Cox, Student Support Services Coordinator
Mr. Tony Cullen, Flagstaff High School Principal
Ms. Kim Branges, Executive Assistant

Ms. Fredericks moved to enter Executive Session for an appeal regarding a student discipline hearing at 5:01 pm pursuant to A.R.S. §15-843(B7). Ms. Kozak seconded; motion carried 5-0. The Executive Session for a student discipline matter ended at 5:29 pm and the public meeting was reconvened.

ADJOURNMENT OF SPECIAL MEETING – Ms. Fredericks moved to adjourn at 5:30 pm. Ms. Kozak seconded; motion carried 5-0.

Signature	Date	Signature	Date
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Signature	Date	Signature	Date
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Signature
Date

CURRENT VOUCHERS AS OF OCTOBER 18,2017
TOTALS FOR BOARD
MEETING DATED OCTOBER 24, 2017

Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
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Accounts Payable								
Accounts Payable								
Accounts Payable								
Accounts Payable								
Auxiliary	AD921A18	9/21/2017	13,011.23	Kara Kelty				
Auxiliary								
Auxiliary								
Auxiliary								
Auxiliary								
Auxiliary								
Auxiliary								
Payroll								
Payroll								

MONETARY GIFTS & DONATIONS
FY 2017-2018
October 5 through October 16, 2017

Date	Contributor	Amount	Purpose	School/Site
10/11/2017	The Molly and Joseph Herman Foundation	\$419.50	STEM Program	Summit High School
		\$419.50		

BOARD SUMMARY

MEETING DATE: October 24, 2017

ACCEPTANCE OF GIFTS TO DISTRICT

EXECUTIVE SUMMARY:

Donations to the District include the following:

RECIPIENT	DONOR	ITEM	DONOR VALUE
MEMS	Amy Sipes	Inspiration Elite Nebulizer - Model BCM00600U	\$40
PDH	Alicia Yaeger	Kerurig 2.0 Model 250	\$130

RECOMMENDED ACTION: Move to accept Gifts to District

Associated Students Activity Fund

July 31, 2017

	<u>Cash Balance</u>
Mount Elden Middle School	\$ 8,092.19
Sinagua Middle School	\$ 12,858.65
Flagstaff High School	\$ 178,830.82
Coconino High School	\$ 145,156.01
 <u>TOTAL</u>	 <u>\$ 344,937.67</u>

Ginger L. Wischmann
Student Activities Treasurer

Associated Students Activity Fund

August 31, 2017

	<u>Cash Balance</u>
Mount Elden Middle School	\$ 8,092.25
Sinagua Middle School	\$ 12,560.15
Flagstaff High School	\$ 194,898.19
Coconino High School	\$ 151,521.13
 <u>TOTAL</u>	 <u>\$ 367,071.72</u>

Ginger L. Wischmann
Student Activities Treasurer

Associated Students Activity Fund

September 30, 2017

	<u>Cash Balance</u>
Mount Elden Middle School	\$ 19,341.99
Sinagua Middle School	\$ 12,080.15
Flagstaff High School	\$ 199,485.97
Coconino High School	\$ 152,302.01
 <u>TOTAL</u>	 <u>\$ 383,210.12</u>

Ginger L. Wischmann
Student Activities Treasurer

FUSD Governing Board Meeting

AGENDA

October 24, 2017

HUMAN RESOURCE SUMMARY

RESIGNATIONS/TERMINATIONS

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

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

OTHER

APPOINTMENTS

**Salaries noted for some new hires are based on current verified information at time of preparation of this agenda. Salaries may be subject to change, as more information is received/verified by Human Resources*

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

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

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

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

CAMP COLTON

ENRICHMENT SKILLS TRAINERS

RETURNING RETIREES (TEMP POSITIONS)

TEMPORARY ASSIGNMENT

VOLUNTEERS

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

COACH/SPORTS OFFICIALS/SPORTS EVENT WORKERS/OTHER

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

EXTRA DUTY ASSIGNMENTS

The following individuals are already employed with the District and are being assigned to an extra duty and will receive the associated stipend.

NAME	EXTRA DUTY ASSIGNMENT	SCHOOL/SOURCE	SPRING/FALL	AMOUNT
Emily Millhouse	Orchestra Asst.--Fall	CHS	Fall	\$1,000
Emily Millhouse	Orchestra Asst.--Spring	CHS	Spring	\$1,000
Katherine Pastor	Dept. Chair-Counseling	FHS	All Year	\$840
Patricia Pastor	Dept. Chair-CTE	FHS	All Year	\$1,080
Clinton Anderson	Dept. Chair-English	FHS	All Year	\$690
Kelly Graham	Dept. Chair-English	FHS	All Year	\$690
Cindie Sipes	Dept. Chair-SPED	FHS	All Year	\$1,500
Danielle Bradley	Dept. Chair-Modern Language	FHS	All Year	\$600
Lawrence Watson	Dept. Chair-Math	FHS	All Year	\$1,300
Elizabeth Haglin	Dept. Chair-PE	FHS	All Year	\$560
David Hale	Dept. Chair-Art/Music	FHS	All Year	\$460
Jennifer Askew	Dept. Chair-Science	FHS	All Year	\$1,100
Mitch Askew	Dept. Chair-Social Studies	FHS	All Year	\$1,000
Charnelle Curley	JV Volleyball Coach	Sinagua MS	Fall	\$600
Kelly Graham	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Annie Watson	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Danielle Bonfig	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	1 st Semester	\$500
Kelly Graham	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Cindie Sipes	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Mathew Barquin	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500

Annie Watson	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Emily Musta	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Danielle Bonfig	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Sarah Shamah	Collaborative Literacy Intervention	FHS	2 nd Semester	\$500
Amber Bycroft	Speech Language Pathologist	Exceptional Student Services	All Year	\$1250 Revised 1.0 FTE
Martin Reyes	Varsity Girls' Basketball Coach	CHS	Fall	\$600
Jonathan Edwards	Frosh Boys' Basketball Coach	CHS	Fall	\$600
Erin Motes	Assistant Cheer Coach	CHS	Fall	\$100

SUBSTITUTES

SUSTITUTE TEACHERS

NAME
Anne Hamlin
Erma Yellowman

SUB-AIDES

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

SUB-NURSES

SUB-CAREGIVERS

NAME
Kara Riley

RETIREMENTS

The following staff are requesting to retire from the District.

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

RELEASE OF CONTRACT

The following staff are requesting a Leave of Absence from the District
ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

LEAVE OF ABSENCE

ADMINISTRATION

CERTIFIED

LICENSED PROFESSIONAL

CLASSIFIED

OTHER

QUALIFIED EVALUATORS

Student Travel



Out of State Travel Application

_____ 2017-18 Yearly Event

All yearly event applications must be submitted to a school administrator and the Governing Board at least 90 days prior to the event.

_____ Opportunity Trip

All opportunity trip event applications must be submitted to a school administrator and the Governing Board as soon as possible.

Name of School/Group _____ Sinagua Service Club _____ # of Students* _____ 18 _____

Event _____ Grand Canyon Youth Lower San Juan River Trip _____

Destination _____ Mexican Hat Utah _____

Event Dates _____ April 27-May1st _____

Travel Dates _____ April 27th-May1st _____

Total Days of School Lost _____ 3 _____ Substitute(s) necessary? Yes 1 No _____

Teacher(s)/Sponsor(s) _____ Ms. Esparza, Ms Grabel _____

Number of Chaperones* _____ 2 _____

Is this an AIA event? Yes _____ No X If not, describe relation of trip to curriculum _____ It is through the Grand Canyon Youth so we will learn about the Colorado Plateau and we will also have a service project to do on the river.

Will this event have potential for additional travel such as state, regional, national, or world events? Yes _____ No X If yes, please include additional travel information for approval along with this request.

Summary of the itinerary and activities _____ We will be rafting down the lower part of the San Juan River for 5 days. We will also have a service project that we will be doing during this time which will include "Leave no Trace" and "Citizen Science"

Means of Transportation: _____ Transportation will be provided through Grand Canyon youth

How have parents been notified? We have sent a packet home with each student to be filled out by the parents.

Funding Source(s) _____ We will have fundraisers at SMS and in the community

What assistance is available for students who can't afford to go? _____ There are tax credit donations and we will be fundraising

Building Level Administrative Approval

Date

10/16/17

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

*IJOA-RB requires a minimum of 24:1 ratio of students to coach/sponsor.

Groups who are coached/sponsored by a member of the opposite sex will be accompanied by a member of each sex.

Revised 06/06/17



Out of State Travel Application

____ Yearly Event
All yearly event applications must be submitted to a school administrator and the Governing Board at least 90 days prior to the event.

☒ Opportunity Trip
All opportunity trip event applications must be submitted to a school administrator and the Governing Board as soon as possible.

Name of School/Group Flagstaff High School Girls Basketball # of Students* 17

Event 2017 Gator Winter Classic

Destination Green Valley High School in Henderson, NV

Event Dates December 27th – 30th, 2017

Travel Dates December 27th – 30th, 2017

Total Days of School Lost None Substitute(s) necessary? Yes No X

Teacher(s)/Sponsor(s) Tyrone Johnson, Marcus Neal, Jessica Herbel

Number of Chaperones* 2-3 Parents if necessary

Is this an AIA event? Yes X No If not, describe relation of trip to curriculum

Will this event have potential for additional travel such as state, regional, national, or world events?
Yes No X If yes, please include additional travel information for approval along with this request.

Summary of the itinerary and activities Travel to Henderson, NV to participate in the 2017 Gator Winter Classic Girls Basketball Tournament. The tournament is held over a 3-day period and we attend the tournament last year as well.

Means of Transportation: Mini Bus and/or White Vans

How have parents been notified? Parents will be notified with information letters and through parent meetings

Funding Source(s) Flagstaff High School Athletic Director Budget for entry fee, FHS Girls Basketball Pepsi Account, FHS Lady Eagles Basketball Booster Club

What assistance is available for students who can't afford to go? Booster Club assistance will be available


Building Level Administrative Approval

10/16/17
Date

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

*IJOA-RB requires a minimum of 24:1 ratio of students to coach/sponsor.

Groups who are coached/sponsored by a member of the opposite sex will be accompanied by a member of each sex.

Action Items

Governing Board Proclamation in support of

Legendary Teacher Day

Tuesday, October 24, 2017

Whereas, the Governing Board of Flagstaff Unified School District believes we have all had special teachers that made a significant difference in our lives; and

Whereas, the Flagstaff Unified School District Governing Board recognizes that those teachers demonstrated unique skills allowing them to transform their deep content knowledge into life changing student learning; and

Whereas, the Flagstaff Unified School District Governing Board highly values the caring family culture created by those teachers; and

Whereas, the Flagstaff Unified School District Governing Board understands that one may not fully understand and recognize the profound influence teachers have on one's future until one has lived that future; and

Whereas, the Flagstaff Unified School District Governing Board realizes the importance of taking time to fully recognize the legendary teachers in our lives;

Therefore, Be It Proclaimed that the Flagstaff Unified School District Governing Board does hereby affirm its support for October 24, 2017 as Legendary Teacher Day. We encourage our entire community to take time on this day and contact the Legendary Teacher in your life and express your gratitude for the difference they made in your life.

Approved by the FUSD Governing Board on October 24, 2017

Christine Fredericks, FUSD Governing Board President

Presentations



Date: October 24, 2017

Assistant Superintendent Curriculum & Instruction Report

Executive summary –

- Goal #1: Maintain and improve comprehensive student opportunities and services.
- Goal #2: Recruit and retain highly qualified, motivated and excelling staff.
- Goal #3: Improve student preparedness and mastery.
- Goal #4: Research and create desirable and relevant educational opportunities and services.
- Goal #5: Increase public engagement and support for FUSD.
- Goal #6: Develop diversified partnerships and revenue opportunities.

Legendary Teacher Presentation – Goals 2, 5, 6

Dr. Nic Clement served in numerous educational positions throughout Arizona and in his retirement in 2013, he was appointed to the Ernest McFarland Citizen's Chair in Education by the dean of the College of Education at Northern Arizona University. Because of commitment and passion for education, Dr. Clement established the Legendary Teacher Day to celebrate and honor those teachers who have had an impact on education. The three tenets that describe a legendary teacher are: building relationships, engaging deeply with students and creating high expectations. Teachers recognized may be currently active or inactive/retired.

The following teachers are this year's recipients:

- Randy Hopson – active – Flagstaff High School
- Suzy Jacobsen – active – DeMiguel Elementary
- Mary Lara – retired
- George Moate – retired & active – Mount Elden Middle School
- Jodie Nicolson – retired

The Legendary Teacher certificates and award will be presented by Dr. Michael Schwanenberger, NAU.

10-24-17

Mary K. Walton

Goals:

1. Maintain and Improve Comprehensive Student Opportunities and Services
2. Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
3. Improve Student Preparedness and Mastery
4. Research and Create Desirable and Relevant Educational Opportunities and Services
5. Increase Public Engagement and Support for FUSD
6. Develop Diversified Partnerships and Revenue Opportunities

Calendar:

- October 6 Crisis Response Team Mtg.- CHS (*Goal 1*)
- October 6 Site Visits- Puente de Hózhó, MEMS, Thomas (*Goal 1*)
- October 6 Office of English Language Acquisition Services- Exit Monitoring Interview (*Goal 1*)
- October 9 Meeting with Governing Board Member Kathryn Kozak (*Goals 1, 5*)
- October 9 Meeting with Ken Garland- Voter Approved Funds (*Goals 5, 6*)
- October 10 Weekly meeting with Board President Christine Fredericks (*Goals 1, 5*)
- October 10 Weekly Meeting with Assistant Superintendent Mary K. Walton (*Goal 1, 3*)
- October 10 Meeting with M. Walton, D. Anderson, S. Johnson (*Goals 1, 2*)
- October 10 Weekly Cabinet Meeting (*Goal 1*)
- October 10 Governing Board Meeting (*Goals 1, 5*)
- October 11 Wellness Life Hike/Cabinet Team Building (*Goal 2*)
- October 11 Meeting with Mexican Consulate for Community Leaders (*Goal 5*)
- October 11 Site Visits- Marshall Elementary and Sechrist Elementary (*Goal 1*)
- October 11 Activities/Athletics- CHS and FHS Cross Country (*Goal 5*)
- October 12-13 Holiday- Fall Break
- October 16 APS 101 for Community Leaders (*Goals 5, 6*)
- October 16 Meeting with Principals- Evaluation Procedures (*Goals 1, 2*)
- October 16 Monthly Administrative Council Meeting (*Goals 1, 3, 4*)
- October 16 Governing Board Executive Session (*Goal 1*)
- October 17 Weekly meeting with Board President Christine Fredericks (*Goals 1, 5*)
- October 17 Weekly Meeting with Assistant Superintendent Mary K. Walton (*Goal 1, 3*)
- October 17 Meeting with K. Eberhard- school videos (*Goal 5*)
- October 17 Weekly Meeting with Director of Finance Scott Walmer (*Goals 1, 6*)
- October 17 Meeting with Certified Employee Liaison Derek Born (*Goal 2*)
- October 17 Weekly Cabinet Meeting (*Goal 1*)
- October 17 Meeting with Governing Board Member Dr. Carole Gilmore (*Goals 1, 5*)
- October 18 Weekly Meeting with Assistant Superintendent Bob Kuhn (*Goal 1*)
- October 18 Site Visits- Cromer, Summit, Thomas, Puente deHozho, MEMS, Killip, CHS, DeMiguel, Kinsey (*Goal 1*)
- October 18 Meeting with John Tannous-Flagstaff Arts Council (*Goals 5, 6*)
- October 18 ESSA Tribal Consultation with Navajo Nation (*Goals 1, 3, 6*)
- October 19 Weekly Meeting with District Relations Coordinator Karin Eberhard (*Goal 5*)
- October 19 Weekly Meeting with Human Resources Director Dawn Anderson (*Goal 2*)
- October 19 Meeting-DecisionEd with R. Hagstrom, M. Knight and M. Walton (*Goals 3, 4*)
- October 19 Coconino County District Superintendents' Meeting (*Goal 6*)
- October 19 Site Visit/Master Planning- Camp Colton (*Goals 1,6*)
- October 19 Parent Advisory Committee (*Goal 5*)

Meeting Date: October 24, 2017

EXECUTIVE SUMMARY: Curriculum & Instruction Report

Board Goals:

- Goal #1: Maintain and improve comprehensive student opportunities and services.
- Goal #2: Recruit and retain highly qualified, motivated and excelling staff.
- Goal #3: Improve student preparedness and mastery.
- Goal #4: Research and create desirable and relevant educational opportunities and services.
- Goal #5: Increase public engagement and support for FUSD.
- Goal #6: Develop diversified partnerships and revenue opportunities.



Action/Discussion Item



Information Item

Background and Discussion:

1. ASDB update – Susan Smith, Director of Exceptional Student Services, will update the Board on the Arizona School for the Deaf and Blind (ASDB) contract including services provided and introduction of representatives from ASDB. Goals 2, 3, 4, 6
2. Susan Smith, Director of Exceptional Student Services, and Sylvia Johnson, Director of Educational Enrichment, will present to the Board preschool services provided by FUSD including identification of programs, location of programs, and enrollment. Goals 1, 3, 5

Presented by: Mary K. Walton, Assistant Superintendent of Curriculum & Instruction

EARLY CHILDHOOD EDUCATION

FLAGSTAFF UNIFIED SCHOOL DISTRICT

Sylvia Johnson - Director of Educational Enrichment
Susan Smith - Director of Exceptional Student Services



The background is a stylized map of a city street grid. It features several large, 3D location pins in red, blue, and pink. A blue river or canal runs along the left side of the map. The map is overlaid with a semi-transparent white box containing text.

PRESCHOOL LOCATIONS

- CROMER
- DEMIGUEL
- KILLIP
- KINSEY
- KNOLES
- LEUPP - 2 CLASSROOMS
- SECHRIST
- THOMAS
- SMS — LITTLE ROPERS
- FHS — EAGLES CREST

TUITION AND FEES

Integrated Preschools

- 2-day program = \$100 per month
 - ❖ \$50 month
- 3-day program = \$125 per month
 - ❖ \$65 month

❖ Family qualifies for reduced lunch

If family qualifies for free lunch, there is no tuition.

Other Preschools

- Leupp & Killip Preschools: No Fees
 - ❖ Leupp Class #1
 - Split between IDEA & Title I
 - ❖ Leupp Class #2
 - Preschool Development Grant & Title I
 - ❖ Killip EmPACT
 - Title I
- Eagles Crest & Little Ropers
 - ❖ Full day (5 days week) program = \$660 to \$780 per month, dependent upon age
 - Several families receive DES or FTF Scholarships

INTEGRATED PRESCHOOLS

- CROMER
- DEMIGUEL
- KINSEY
- KNOLES
- LEUPP
- SECHRIST
- THOMAS



ELIGIBILITY

- Special education can begin as early as 3 years of age.
- State law mandates free appropriate public educational (FAPE) services for exceptional children.
- If screening results indicate the need, the district will conduct the evaluation.
- If eligible under ADE guidelines, an IEP is developed and the student will be offered preschool IEP services.



ABOUT OUR INTEGRATED PROGRAMS

- Taught by a certified early childhood special education teacher
- Aligned with the Arizona Early Learning Standards
- STAR Curriculum
- Teaching Strategies Gold (TSG), an observation based assessment system
- In 2016-17, FUSD served 142 special education preschoolers and 56 typical peers.



TITLE I PRESCHOOLS

KILLIP IMPACT

- ❖ 4-year-olds entering KDG in July/August
- ❖ Funded by Title I
- ❖ Qualifiers: Title I Attendance Area & Income
- ❖ Family Engagement Requirements

LEUPP CLASS #1

- ❖ 3 and 4-year olds
- ❖ Jointly funded by IDEA & Title I
- ❖ Special Education Certified Teacher

LEUPP CLASS #2

- ❖ 4-year-olds entering KDG in July
- ❖ Funded by Preschool Development Grant
- ❖ Qualifiers: Leupp Attendance Area & Income



FEE-BASED PRESCHOOLS

EAGLES CREST & LITTLE ROPERS

- ❖ Serving Infants to Preschoolers
- ❖ Laboratory Classrooms for CTE & NAU
- ❖ Nationally Accredited
- ❖ Quality First Rated Sites

ABOUT OUR PROGRAMS

- Title I programs—certified early childhood teachers
- Eagles Crest & Little Ropers—classified staff with experience & training in early childhood
- Curriculum aligned with AZ Early Learning Standards
- Teaching Strategies Gold—observational assessment
- Currently serving approximately 70 preschoolers
(plus 8 to 10 infants & 50 toddlers)



COMMUNITY COLLABORATION



Quality Early Childhood Learning Experiences to Ensure KDG Readiness

Communitywide Kindergarten Transition Plan

Communitywide Professional Development Opportunities

- ECQUIP—Early Childhood Quality Improvement Process (Self Assessment)
- Quality First—Star Rating Scale & Training/Program Support
- Association for Supportive Child Care

Collaborations between FUSD, Head Start, Community Preschools



Questions?



Parent Participation/Conferences

Parents are an important part of our program and are encouraged to visit any time. All visitors to the school are required to check in with the school secretary before coming to the classroom.

Parents are encouraged to ask about their child's progress often and to schedule a conference with the teacher as often as they wish. Parents of children with special needs will be asked to attend Individual Education Plan (IEP) meetings, which will be scheduled at least on an annual basis, or to request such a meeting at any time they deem necessary.

It is our goal to maintain a high quality preschool for your child and welcome any comments or suggestions that you would like to offer.

Field Trips

Times and places of field trips will be announced in advance, and you will be asked to sign a permission slip for that particular trip. We welcome parent volunteers to accompany us on field trips.

Dress for Success

We ask that you dress your child in clothing that is practical, comfortable, and easy to wash.

Children do go outside year round unless it is extremely cold or wet. Please be certain that your child comes to school with appropriate outerwear, including long-sleeved shirt and long pants, a coat, shoes or boots, a hat, and mittens or gloves. For safety's sake, we discourage slippery sandals, plastic shoes, or flip flops at preschool. A written note is required if a child cannot go outside for any reason.

Emergency Procedures

If your child becomes injured while at school, the following procedures will be in effect:

1. Small cuts and scrapes are cleaned with soap and water and bandaged.
2. For a more serious illness or injury, the school nurse will be notified, and your child will be seen as soon as possible. If the situation warrants, the parent will be notified. If parents cannot be reached, the designated person on the emergency form will be notified. If parent or designee cannot be reached, staff will follow established district procedures.

Allergies and Medications

Please notify the teacher in writing of any special medical concerns or any food allergies. Unless such information is given, your child will be invited to participate in all activities, and will be served the same snack foods as the other members of the class.

Whenever possible, we ask that necessary prescription medications be given at home. However, if medications are required during school hours, they must be brought to the school nurse in the original pharmacy bottle, and be accompanied by written instructions including the date, dosage, and time of administration. The appropriate form must be completed in the nurse's office at the time you bring the medication. In addition, we ask that you notify us of any medication being given at home so that we can watch for possible side effects.

FUSD Preschool Contacts

To request a preschool evaluation,
call the

Preschool Evaluation Team
928.773.4148

Flagstaff Unified School District #1

Preschool Integrated Program



Early Childhood Special Education

Philosophy

The Flagstaff Unified School District's Preschool Program provides services to young children, ages three to five, in a setting which integrates children regardless of their abilities. All children are viewed as children first and foremost, with each child's special needs taken into consideration. The activities at the preschool focus on what is considered developmentally appropriate for each child. It is the responsibility of the preschool staff to adapt or modify each activity to meet the individual needs of every child so that everyone successfully participates in every activity. As part of the preschool curriculum, we recognize and celebrate diversity. It is hoped that through integration at the preschool level a lifelong acceptance of individual differences will be fostered and maintained.

Curriculum Goals

The curriculum of the preschool program reflects the following six major skills areas:

1. **Fine Motor** - Activities that enhance the development of small muscle skills, like cutting, writing, etc.
2. **Gross Motor** - Activities that utilize a variety of equipment and games that will help to develop large muscles for coordination, balance, and strength.
3. **Pre-Academic** - Developmentally appropriate activities that help to enhance thinking and reasoning skills.
4. **Self-Help** - Skill areas that include personal hygiene, dressing, toileting, eating, table manners, and independent living skills.
5. **Language** - Divided into two skill areas:
 - ▶ Expressive (the language a child uses) - Activities which stimulate the use of language as a way to communicate needs and wants to others and as a way to describe the world around them.
 - ▶ Receptive (the language a child understands) - Activities which promote listening and understanding of what is said or communicated to the child.
6. **Socialization** - Divided into four areas:
 - ▶ Responding to others - Activities designed to encourage children to respond appropriately to others who are involved in the same activity.
 - ▶ Initiating involvement - Activities designed to encourage children to initiate their own involvement in social activities.

- ▶ Turn taking/sharing - Games and play situations which encourage children to take turns and share with other children.
- ▶ Acceptance of each other - An atmosphere which fosters acceptance of each child as an individual and an important member of the group.

Children with Special Needs

Each child with special needs will receive an educational assessment and based on that assessment, staff observation, and parental concerns, an Individual Education Plan (IEP) will be developed. Educational goals will be implemented through one-to-one instruction and integrated small and large groups within the classroom setting by the appropriate professional staff person.

Each child with special needs has available to them one or more of the following services, based upon individual needs.

- ▶ Specialized instruction
- ▶ Physical therapy
- ▶ Speech therapy
- ▶ Occupational therapy
- ▶ Vision screening and training
- ▶ Hearing screening and training
- ▶ Transportation

Admission and Enrollment

The preschool program serves children from three to five years of age (children without special needs must be three years by September 1) residing in the Flagstaff Unified School District. The preschool is open to all children, regardless of abilities. Any child who has a diagnosed disability (in compliance with the Arizona Department of Education standards) is eligible for enrollment on a non-fee basis. These placements are made by the Flagstaff Unified School District. After their third birthday, any non-disabled, preschool-aged child residing in Flagstaff is eligible to attend the preschool on a first-come, first-served basis depending on availability of tuition-based slots.

Upon enrollment, all children are required to be up-to-date on all immunizations, according to state law A.R.S. §15-873. **Current immunizations must be on file at the preschool site before a child may attend preschool. Any immunization concerns may be discussed with the school nurse.**

Arrival/Departure

Preschool times are approximately 8:30 to 11:00 a.m. and 12:30 to 3:00 p.m. Please notify the school if your child will not be in attendance.

Dropping off and picking up your child on time is critical to your child's successful preschool experience. It also shows consideration for the staff working with your child. The times before and after sessions are very important to the staff in planning and preparing for the next preschool session. Please be considerate; pick up your child promptly.

Only those persons who have been listed (in writing) as authorized escorts will be allowed to pick up your child. If, under an extreme emergency, you must call the preschool to authorize an alternative adult, your call will be returned to verify the authorization of that adult. Adults should be prepared to show identification.

Transportation

Transportation for children with disabilities will be provided by the Flagstaff Unified School District if certain criteria is met. If a parent desires transportation, they must check with the preschool teacher to determine if their child is eligible for this service. If your child will not be attending school on a given day and/or will not require transportation, please call the bus dispatcher at 773-2303 between 5:00 a.m. and 6:00 p.m. Any changes in pick up and/or drop off locations create changes in the schedules of all the other children and families on the bus route. Out of consideration for others, we ask that pick up and drop off locations not be changed unless an emergency situation arises. Such changes need to be made five working days before the proposed change by calling 773-2303.

Discipline Policy

The Flagstaff Unified School District Preschool Program employs positive guidance techniques to help each child develop self-control and take responsibility for his or her own actions. Should any disciplinary measure be necessary, basic behavior modification techniques, such as redirection and time out, will be used. In no case will corporal punishment, or any method of discipline or punishment that is punitive or demeaning to the child's self-esteem, be employed.

Goals:

1. Maintain and Improve Comprehensive Student Opportunities and Services
2. Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
3. Improve Student Preparedness and Mastery
4. Research and Create Desirable and Relevant Educational Opportunities and Services
5. Increase Public Engagement and Support for FUSD
6. Develop Diversified Partnerships and Revenue Opportunities

Calendar:

- October 11, - Cabinet review – Goals 1, 3, 5
- October 11, - Site visit to SMS for discussion regarding Camp Colton – Goals 1, 4
- October 11, - Meeting with Dawn Trubakoff to compile a teacher's handbook for grading procedures and processes – Goals 2, 3
- October 11, - Site visit to MEMS for discussion regarding Camp Colton – Goals 1, 4
- October 16, - Meeting with Jane Gaun, FHS administration and FHS math instructors to discuss curriculum and student progress in mathematics – Goals 1, 3
- October 16, - Site visits to SHS and SMS – Goal 5
- October 16, - Facilitated Administrative Council – Goals 1, 3, 5, 6
- October 17, - Weekly meeting with Superintendent Penca – Goals 1, 4, 5
- October 17, - Weekly cabinet meeting – Goals 2, 4, 5
- October 17, - Attended the Kindergarten Readiness Meeting for LAUNCH – Goals 3, 4, 5
- October 18, - Facilitated the Curriculum & Instruction Department meeting – Goals 2, 3, 4, 5
- October 19, - Attended the Greater Flagstaff Chamber Workforce meeting – Goals 4, 5, 6
- October 19, - Attended discussion with district administration regarding the proposed data warehouse – Goals 1, 4, 6
- October 19, - Attended the LAUNCH Flagstaff Steering Committee meeting – Goals 4, 5
- October 20, - Site visit to CHS – Goal 5
- October 20, - Attended the librarians meeting @ CHS – Goals 2, 4
- October 23, - Attended district Gradebook committee meeting – Goal 2, 4
- October 24, - Weekly meeting with Superintendent Penca – Goals 1, 4, 5, 6
- October 24, - Attended Governing Board meeting – Goals 1-6



**Operations and Support Services
Board Meeting
October 24, 2017**

Goal 1: Maintain and Improve Comprehensive Student Opportunities and Services
Goal 5: Increase Public Engagement and Support for FUSD
Goal 6: Develop Diversified Partnerships and Revenue Opportunities

Support Services:

Transportation: I will present the timeline for “Here Comes the Bus”, which will include the schools and routes where we will be piloting the program.

Construction:

Flagstaff High School Metal Shop: I will have a brief update for the Board on the progress of the construction.

Bob Kuhn
Assistant Superintendent



EXECUTIVE SUMMARY

October 24, 2017

Subject: Base Compensation Comparison

☐ Action/Discussion Item

☒ Information Item

Background and Discussion

I will be presenting a comparison of the base compensation salary of the 2016-2017 actual and 2017-2018 for certified, classified and administration. This information will help provide necessary background information for future conversations related to minimum wage increases, review of possibilities for a step-less salary structure for the classified and administrative salary schedules; similar to what is currently in place for certified staff, and opportunities for procedural and policy structure related to compensation management.

Fiscal Impact

Information only.

Recommendation to the Board

Information only.

Presented by:

Dawn Anderson, Director of Human Resources



EXECUTIVE SUMMARY

October 24, 2017

Subject: FUSD Management and Administrative Structure
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☐ Action/Discussion Item

☒ Information Item

Background and Discussion

As we work towards creating compensation budgets and planning for contracts for the 2018-2019 school year it is important to make sure appropriate structure and guidelines are in place to ensure understanding and transparency for all. In review of the compensation salary schedules, it has been identified that any employee who is not functioning as an exempt/salaried certified teacher and are classified under Department of Labor regulations as being exempt/salaried; those positions have been placed on the Administrative Salary Grid as there was not another structure to place them under. Under Arizona Revised Statute there are specific requirements for contract issuance and renewal for employees defined as Administrators. At this time FUSD does not have a structure or guideline for identification of administrative positions. The Administrative and Management Guidelines document will allow for FUSD to ensure appropriate identification and placement of positions as Administrators and ensure a structure is in place for ARS adherence. There are currently positions listed as Administrators that will need to be reclassified, in addition there are three positions that are not currently listed as Administrators that will need to be reclassified. Those positions that need to be reclassified to Administrators are: Coordinator of Student Services and Athletic Director. Those positions that need to be reclassified as exempt are: SAIS Coordinator, Senior Systems Administrator, Administrative Assistant, Hardware Services, Internet Security, Network Administrator Technology Integration Coordinator. With the exception of Coordinator of Student Services (see position recommendation executive summary within this board packet) FUSD will not be recommending any changes to salary.

Fiscal Impact

Implementation of grid will not have a budgetary impact.

Recommendation to the Board



Approval of Administrative and Management Structure to be presented at the November 14, 2017 Governing Board Meeting.

Presented by:

Dawn Anderson, Director of Human Resources

FUSD Administrative & Management Structure

Third-Level Administrator

Third-level administrators, sometimes called lower-level managers, are at the bottom of the administrative hierarchy. They are in contact with non-administrative employees and often serve as supervisors or in other capacities that involve the day-to-day business operations. Their tasks often include scheduling, budgeting, human resource activities and disciplinary measures.

To qualify for a Third-Level of Management, duties can be summarized as:

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

Typical Titles for Lower-Level Administrators

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

Second-Level Administrators

Second-level administrators, or middle management, are a step above the third-level administrators. They serve as intermediaries between lower-level administrators and the highest level within the administrator hierarchy. These administrators may still be involved in the daily operations, but they often depend on the input of others. Second-level administrators are generally operations managers/directors or general managers.

To qualify for a Second-Level of Management, duties can be summarized as:

- They execute the plans of the District in accordance with the policies and directives of Upper Management/Governing Board.
- They make plans for the sub-units of the District.
- They participate in employment and training of lower-level administrators.
- They interpret and explain policies from upper-level administrators to lower-level.

- They are responsible for coordinating the activities within the division and/or department.
- They send important reports/information to upper management.
- They evaluate performance of non-administrators.
- They are responsible for inspiring lower-level administrators and non-administrators towards better performance.
- They participate in internal and external committees.

Typical Titles for Second-Level Administrators

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

First-Level Administrators

First-level administrators are the top administrators in the District and are often referred to as upper-level administrators. They rely on input from others in order to make decisions about what direction the District is heading and if any changes need to be made. Upper-level administrators are the top leaders developing the mission and vision of the department and/or District and make executive decisions that affect the District's future.

To qualify for a First-Level of Management, duties can be summarized as:

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

Typical Titles for First-Level Administrators

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

Employee Name	Employee Department Long Description	Position Long Description	Employee Type	Management Type
PENCA, MICHAEL A	ADMIN CENTER SUPERINTENDENT	AC SUPERINTENDENT	ADM	Upper Level
WALTON, MARY K	ADMIN CENTER SUPERINTENDENT	AC ASSISTANT SUPERINTENDENT	ADM	Upper Level
KUHN, ROBERT M	ADMIN CENTER SUPERINTENDENT	AC ASSISTANT SUPERINTENDENT	ADM	Upper Level
WALMER, SCOTT K	ADMIN CENTER SUPERINTENDENT	AC DIR OF BUDGET/FINANCE	ADMC	Upper Level
ANDERSON, DAWN	ADMIN CENTER SUPERINTENDENT	AC DIR OF HUMAN RESOURCES	ADMC	Upper Level
MARTIN, JOSEPH J	BUSINESS AND SUPPORT SERVICES	TRANS DIR OF TRANSPORTATION	WRTA	Upper Level
KNIGHT, MARY M	CURRICULUM AND INSTRUCTION	AC DIR OF TECHNOLOGY	ADM	Upper Level
SMITH, SUSAN M	CURRICULUM AND INSTRUCTION	AC DIR STUDENT SUPPORT SERV	ADM	Upper Level
JOHNSON, SYLVIA A	CURRICULUM AND INSTRUCTION	AC DIR/EDUCATIONAL ENRICHMENT	SSP	Upper Level
ZANZUCCHI, STACIE W	ADMIN CENTER SUPERINTENDENT	CHS PRINCIPAL	ADM	Upper Level
ELAM, TRACI M	ADMIN CENTER SUPERINTENDENT	CROMER PRINCIPAL	ADM	Upper Level
WILSON, NINON L	ADMIN CENTER SUPERINTENDENT	DEMIGUEL PRINCIPAL	ADM	Upper Level
CULLEN, ANTHONY S	ADMIN CENTER SUPERINTENDENT	FHS PRINCIPAL	ADM	Upper Level
GUTIERREZ, JOE M	ADMIN CENTER SUPERINTENDENT	KILLIP PRINCIPAL	WRTA	Upper Level
NELSON, VICTORIA T	ADMIN CENTER SUPERINTENDENT	KINSEY PRINCIPAL	ADM	Upper Level
GALVAN, PETER C	ADMIN CENTER SUPERINTENDENT	KNOLES PRINCIPAL	ADM	Upper Level
CHEE, RYAN T	ADMIN CENTER SUPERINTENDENT	LEUPP PRINCIPAL	ADM	Upper Level
COE, JOHN T	ADMIN CENTER SUPERINTENDENT	MARSHALL PRINCIPAL	ADM	Upper Level
SAFRANEK, THOMAS W	ADMIN CENTER SUPERINTENDENT	MEMS PRINCIPAL	ADM	Upper Level
KELTY, ROBERT P	ADMIN CENTER SUPERINTENDENT	PUENTE PRINCIPAL	ADM	Upper Level
ALBERT, JOHN F	ADMIN CENTER SUPERINTENDENT	SECHRIST PRINCIPAL	ADM	Upper Level
POPHAM, TARI L	ADMIN CENTER SUPERINTENDENT	SMS PRINCIPAL	ADM	Upper Level
KOENKER, CHRISTOPHER L	ADMIN CENTER SUPERINTENDENT	SUMMIT HIGH SCHOOL PRINCIPAL	ADM	Upper Level
GARCIA, FRANCISCO R	ADMIN CENTER SUPERINTENDENT	THOMAS PRINCIPAL	ADM	Upper Level
ARINGDALE, KIMBERLY E	BUSINESS AND SUPPORT SERVICES	AC DIR MATERIALS/CONTRACT MGMT	ADMC	Mid Level
WISCHMANN, GINGER L	BUSINESS OFFICE	AC DIRECTOR OF ACCOUNTING	ADMC	Mid Level
HOLMES, CRYSTAL L	COCONINO HIGH SCHOOL	CHS ASSISTANT PRINCIPAL	ADM	Mid Level
BONDERUD, STEVEN L	COCONINO HIGH SCHOOL	CHS ASSISTANT PRINCIPAL	WRTA	Mid Level
EBERHARD, KARIN L	HUMAN RESOURCES	AC DIST RELATIONS COORDINATOR	ADMC	Mid Level
GIANNOLA, MARY F	CURRICULUM AND INSTRUCTION	AC CAMP COLTON COORDINATOR 12	ADM	Mid Level
NOBLE, CYNTHIA C	CURRICULUM AND INSTRUCTION	AC DIR OF BILINGUAL/ESL ED	ADM	Mid Level
DIRKSEN, DAVID J	CURRICULUM AND INSTRUCTION	AC DIR OF COLLEGE/CAREER DEV	WRTA	Mid Level
HAGSTROM, ROBERT P	CURRICULUM AND INSTRUCTION	AC DIR OF RESEARCH AND DEVELOP	ADMC	Mid Level

GAUN, JANE E	CURRICULUM AND INSTRUCTION	AC MATH CONTENT SPEC COORD	ADM	Mid Level
ROSALES, RENEE C	CURRICULUM AND INSTRUCTION	AC NORTH AZ DIST LEARN COORD	ADM	Mid Level
TRUBAKOFF, DAWN M	CURRICULUM AND INSTRUCTION	AC PROFESSIONAL DEVELOP COORD	WRTA	Mid Level
KASCH, ELAINE L	CURRICULUM AND INSTRUCTION	AC SUPV OF INDIAN EDUCATION	WRTA	Mid Level
DONNER, WILLIAM JAMES	FLAGSTAFF HIGH SCHOOL	FHS ASSISTANT PRINCIPAL	ADM	Mid Level
PETE, ROBIN C	FLAGSTAFF HIGH SCHOOL	FHS ASSISTANT PRINCIPAL	ADM	Mid Level
NATSEWAY, DONNA L	MOUNT ELDEN MIDDLE SCHOOL	MEMS ASSISTANT PRINCIPAL	ADM	Mid Level
BRONSON, ROBIN R	SINAGUA MIDDLE SCHOOL	SMS ASSISTANT PRINCIPAL	ADM	Mid Level
SMITH, RICHARD ALAN	TECHNOLOGY STUDENT SYSTEM	AC ASST. DIR. OF TECHNOLOGY	ADMC	Mid Level
MOATE, GEORGE	MOUNT ELDEN MIDDLE SCHOOL	CERTIFIED TEACHER - TOA		Mid Level
RAGAN, TADD	SINAGUA MIDDLE SCHOOL	CERTIFIED TEACHER - TOA		Mid Level
COX, CATHY	STUDENT SUPPORT SERVICES	COORDINATOR		Mid Level
BRANGES, KIM L	ADMIN CENTER SUPERINTENDENT	AC EXECUTIVE ASSISTANT/SUPT	ADMC	Low Level
DAVIS, D. CHRISTY	BUSINESS OFFICE	AC PAYROLL SUPERVISOR	ADMC	Low Level
BRANDEL, JEANNINE M	FLAGSTAFF HIGH SCHOOL	FHS ATHLETIC COORDINATOR	ADM	Low Level
FREAS, ERIC	COCONINO HIGH SCHOOL	CHS ATHLETIC COORDINATOR		Low Level
LUCERO, RICHARD	MAINTENANCE	MAINT CUSTODIAN SUPERVISOR	ADMC	Low Level
CHOATE, STEPHEN M	TRANSPORTATION	TRANS SHOP FOREMAN	ADMC	Low Level
WILDER, ARIANA S	CAMP COLTON	AC EXE DIR FRIENDS CAMP COLTON	ADMC	Low Level
DRAKE, TRAVIS E	EDUCATIONAL ENRICHMENT	AC FACTS COORDINATOR	ADMC	Low Level
WATAHOMIGIE, VIRGINIA SUE	EDUCATIONAL ENRICHMENT	DIST WIDE EXECUTIVE DIRECTOR	ADMC	Low Level
MARQUEZ, GWYN A	TECHNOLOGY STUDENT SYSTEM	AC SAIS COORDINATOR	SSP	
GROVE, CHRIS	BUSINESS OFFICE	AC SENIOR SYSTEMS ADMIN	ADMC	
WEBER, GREGORY W	MAINTENANCE	MAINT TEAM LEADER	ADMC	
THAMES, JEFFREY W	MAINTENANCE	MAINT TEAM LEADER	ADMC	
MOORE, MICHELE D	STUDENT SUPPORT SERVICES	AC ADMINISTRATIVE ASST ADM	ADMC	
NIETO, JOSEPH M	TECHNOLOGY FINANCE	AC HARDWARE SERVICES	ADMC	
CARTER, DAVID C	TECHNOLOGY FINANCE	AC INTERNET SECURITY	ADMC	
YOUNGMAN, GARY A	TECHNOLOGY FINANCE	AC NETWORK ADMINISTRATOR	ADMC	
SIPES, AMY L	TECHNOLOGY FINANCE	AC NETWORK ADMINISTRATOR	ADMC	
BREEDLOVE, HEATHER LYNN	TECHNOLOGY STUDENT SYSTEM	AC TECHNOLOGY INTEGRATION COOR	ADM	



EXECUTIVE SUMMARY

October 24, 2017

Subject: Position Review
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☐ Action/Discussion Item ☒ Information Item

Background and Discussion

1. Director of Educational Enrichment – The current Director of Educational Enrichment, Sylvia Johnson is participating in the phased retirement program and is in her last year of employment. This will require FUSD to post and recruit for this position. Attached is the revised job description. The recommended process for recruitment for this position is to post in late November, review applications and hold interviews in February with an offer for a July 1, 2018 start date to be issued in March.
2. Associate Director of Student Support Services – Currently the position is classified as a Coordinator on the licensed professional salary schedule slotted for 9 months. The role currently has oversight of counselors, nurses, crisis team coordinators, and homebound teachers and associated programs, the position also has oversight of 504 plan reporting and compliance, oversight of student discipline programs and management of drop-out prevention programs. Additionally, this position is listed as the District's Title IX Compliance Officer with the State Board of Education and has oversight of all student and employee investigations and functions as an administrator. During the non-contracted months this position still has workload requirements that need to be met and has been submitting a timecard for this time. Human Resources is recommending the position be moved to the administrative salary schedule as an Associate Director with a 12-month contract to appropriately reflect the positions current duties and responsibilities.
3. Behavioral Specialist – New 1.0 Certified position, this position would be funded through IDEA Grant Carryover. Would provide support to the District via providing functional behavior assessments, behavior intervention plans, paraprofessional and teacher training, individual student support and district-wide interventions for PBIS.



4. Gifted/ESS Specialist – New 1.0 Certified position, this position would be funded .50 through IDEA Grant Carryover and .50 from M & O. Would evaluate and develop a gifted program structure to address loss of students to charter schools. As part of the development of the program would address testing, coordination and marketing of the program. The ESS function would provide curriculum support, differentiated instruction and training for SPED program needs.
5. Associate Director of Communication and Public Relations – currently this position is classified as a coordinator and supports a number of different functions throughout the District. This position currently sits on Cabinet and presents on an ongoing basis to the Governing Board. Additionally, interacts on regular basis with community, parents and media. The duties and responsibilities of this position far exceed the allocation of time and resources allotted. Therefore, Human Resources is recommending a change in title to appropriately reflect responsibilities and the creation of a classified position to support the duties, mission and vision of the department.
6. Communication and Public Relations Specialist – New 1.0 Classified position schedule 15. The Communication and Public Relations Specialist will be responsible for gathering and producing information and communications that promotes and educates the parents, students and community regarding the programs and services offered by FUSD. This position will be instrumental in assisting with the District's social media campaigns and support the public relations department in community programs and events.



Fiscal Impact

Director of Educational Enrichment – no budget impact already budgeted.

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

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

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

Associate Director of Communications and Public Relations – no budgetary impact

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

Recommendation to the Board

Information only, request for approval will occur during the November 14, 2017 board meeting

Presented by:

Dawn Anderson, Director of Human Resources

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. ONE

Job Description

Position Title: Director of Educational Enrichment
Department/Section: Educational Enrichment, Administrative Center
Supervisor: Assistant Superintendent for Curriculum & Instruction

SUMMARY OF FUNCTION

Direct and supervise all functions, projects and staff within the Educational Enrichment Department. Educational Enrichment is responsible for a variety of projects—primarily grant funded—to improve student learning, provide enrichment activities for students, expand family engagement at the district and school level, and support professional learning for staff.

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

TYPICAL TASKS

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

1. Manage and supervise the following grant projects: Title I-A (including all school and district improvement initiatives), Title II-A, Title IV, McKinney-Vento Homeless Assistance Program, Title I-D Neglected and Delinquent Program, and 21st Century Community Learning Centers.
2. Develop entitlement and competitive grants to support the above projects; research new opportunities; monitor project and budget implementation including development and submission of all required funding reports.
3. Oversee the design, implementation, monitoring and evaluation of all projects specific to the requirements of each funding source, including longitudinal studies of program efficacy.
4. Develop and maintain monitoring and audit materials as required under the Elementary and Secondary Education Act, working with the Arizona Department of Education.
5. Facilitate school and district improvement initiatives, including but not limited to development and submission of Comprehensive Needs Assessments and Integrated Action Plans as required by the Arizona Department of Education.
6. Work in concert with Human Resources to ensure compliance with Title I and Title II-A requirements for grant staff, maintaining appropriate records to meet staffing qualification requirements.
7. Oversee implementation and reporting for Move On When Reading requirements including School Literacy Plans, parent notifications and supplemental literacy services.

8. Design and implement supplemental services as needed, including summer programming for incoming kindergarten students and enrichment classes for students struggling academically.
9. Oversee early childhood and out-of-school-time programs, including fee-based birth-to-five child enrichment centers, grant-funded preschools, full-day kindergarten, early entrance kindergarten screening, and FACTS before/after-school and summer enrichment.
10. Support family engagement activities and services, including operation of a Family Resource Center, ESEA required school and districtwide family engagement plans, and parental satisfaction surveys to inform goal setting and planning.
11. Participate in and support appropriate professional development opportunities to ensure knowledge and understanding of current best practices for instruction, state and federal regulations regarding program implementation and funding, and to achieve district goals.
12. Assist Superintendent and Assistant Superintendent with projects designed to support improved student learning such as curriculum development, standards-based reporting, data-driven decision making, Multi-Tiered Systems of Support (MTSS) and school improvement activities.
13. Assist schools and the district in establishing and maintaining community partnerships to support supplemental programming.
14. Perform other duties as assigned.

QUALIFICATIONS

Minimum of Bachelor's Degree in Education or related field. Arizona Supervisory or Administrative Certification required. Minimum five years' experience in the educational field, with a strong background in federal Title I and Title II-A programs. Able to work effectively with a diverse group of peers, including teachers, administrators, support staff, parents and the community. Must be able to multi-task and meet strict timelines.

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. ONE

Job Description

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

SUMMARY OF FUNCTION

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

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

TYPICAL TASKS

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

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

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

QUALIFICATIONS

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

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

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

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

TYPICAL TASKS:

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

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

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

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

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

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

TYPICAL TASKS:

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

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

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

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

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

SUMMARY OF FUNCTION:

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

PERFORMANCE RESPONSIBILITIES:

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

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

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

KNOWLEDGE & SKILLS:

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

MINIMUM QUALIFICATIONS:

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

Other Details

This is a full-time benefit eligible position.

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

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

SUMMARY OF FUNCTION:

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

PERFORMANCE RESPONSIBILITIES:

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

KNOWLEDGE & SKILLS:

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

MINIMUM QUALIFICATIONS:

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

Other Details

This is a full-time benefit eligible position.

Goals:

1. Maintain and Improve Comprehensive Student Opportunities and Services
2. Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
3. Improve Student Preparedness and Mastery
4. Research and Create Desirable and Relevant Educational Opportunities and Services
5. Increase Public Engagement and Support for FUSD
6. Develop Diversified Partnerships and Revenue Opportunities

Calendar:

October 10, 2017

- Meeting with Sylvia Johnson, Mary Walton and Michael Penca regarding the transition and recruitment plan for the Director of Educational Enrichment (*Goal 1 & 2*)
- Weekly Cabinet Meeting (*Goal 1*)

October 12, 2017

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

October 16, 2017

- Monthly Administrative Council Meeting (*Goal 1, 2 & 4*)

October 17, 2017

- Meeting with Anthony Contente-Cuomo regarding the Meet and Confer agreement for FEA (*Goal 2 & 4*)
- Weekly Cabinet Meeting (*Goal 1*)

October 18, 2017

- Annual review with SCA regarding review of Workers Compensation (*Goal 1, 2 & 6*)
- Meeting with Superintendent Michael Penca regarding position structure (*Goal 2*)

Action Items



NORTHERN ARIZONA UNIVERSITY

College of Social & Behavioral Sciences

Civic Service Institute

Michael A Penca
3285 E Sparrow Ave
Flagstaff, AZ 86004

September 28, 2017

Dear Superintendent Penca:

The Memorandum of Understanding (MOU) between the Flagstaff Unified School District and Northern Arizona University's Foster Grandparent and RSVP Programs will be due for renewal on November 30, 2017. Enclosed is an MOU to renew our agreement for another three years, through November 30, 2020.

Please sign or secure a signature from the appropriate individual, so we can continue to place volunteers within your school district.

Please also take note to fill in the following sections:

- **Page 3, Item B6:** Please check either "Yes" or "No" if you are able to donate a meal to the volunteer.
- **Page 5, Item B17:** Please note any contributions you may be able to make to the Foster Grandparent, such as meals, meeting space, etc.
- **Page 5, Item C2:** Please designate a staff member to act as the liaison/station coordinator for the Foster Grandparent Program.
- **Page 6, Items 3 & 4:** Check any and all boxes that will apply.
- **Page 6, Items D2:** Designate a staff member to act as the liaison for the RSVP Program.
- **Page 7, Item D5:** Please check any and all boxes that will apply.
- **Page 10, Signature:** Please don't forget to sign the MOU.
- **Page 11:** Please check yes or no, and sign/date the form.

I have enclosed a business reply envelope for your convenience. I will secure the appropriate signatures at NAU, and provide you with a copy once the agreement is fully executed. If you have any additional questions, please call your area Program Coordinator Michele Lytle at 523-3560 or Jessica Baglione at 523-1082.

Sincerely,
Nicole Selinger
Administrative Specialist, Sr.
Civic Service Institute
nicole.selinger@nau.edu
Ph: 928-523-5442
Fax: 928-523-9189

Memorandum of Understanding

Between

Arizona Board of Regents for and on Behalf of
Northern Arizona University Senior Corps Programs

PO Box 5063

Flagstaff, AZ 86011-5063

Erin Kruse, Project Director Erin.Kruse@nau.edu

(928) 523-3560 or toll free at (866)856-3017

And

Volunteer Site: “ Flagstaff Unified School District ” hereinafter referred to as “Senior Corps Program Partner Agency” or “Partner Agency.”

Address: 3285 E Sparrow Ave

City: Flagstaff

State: AZ

Zip Code: 86004

Telephone 928-527-6002

Fax: _____

Please check the appropriate category. This organization is:

☐ Non-Profit

☒ Public Entity

☐ Propriety Health Care

☐ Other: _____

This MOU is for a three year period starting on 11/30/2017 and continuing through 11/30/2020.

This MOU describes the responsibilities to be taken by NAU and the Partner Agency under the Senior Corps Foster Grandparent and Retired Senior Volunteer programs in the following counties: Coconino .

A. Northern Arizona University Senior Corps Programs hereinafter referred to as "Sponsor," will:

1. Designate a staff member to serve as a liaison with the Partner Agency:

Name: Michele Lytle or Jessica Baglione

Title: Program Coordinator

Address: P.O. Box 5063, Flagstaff AZ 86011

Telephone: 928-523-3560

Fax: 928-523-9189

Email: Michele.lytle@nau.edu or Jessica Baglione

2. **Certify that volunteers will meet the Corporation for National & Community Service (CNCS) criteria for enrollment in the program.**
3. **In conjunction with Partner Agency, recruit, interview, select, and enroll volunteers into the Senior Corps Programs.**
4. **Refer volunteers to the Partner Agency for assignments and periodically monitor the acceptability of volunteer assignments to assess and/or discuss needs of volunteers and the Partner Agency.**
5. **Provide orientation and technical assistance to Partner Agency staff.**
6. **Provide pre-service orientation and training to volunteers. Foster Grandparents will receive monthly in-service training on an on-going basis.**
7. **Provide formal recognition for Senior Corps volunteers enrolled in the program(s).**
8. **Provide accident and liability insurance coverage as required by CNCS. Insurance includes accident, excess automobile, and personal liability coverage for volunteers while serving and during round-trip transportation to and from their volunteer site.**
9. **Manage fiscal and programmatic responsibilities for the Senior Corps Programs.**
10. **Permit and encourage the Partner Agency to screen Senior Corps volunteers based on the Partner Agency's needs within the established criteria of the program.**
11. **When funding allows, provide roundtrip mileage reimbursement to volunteers enabling them to get to their volunteer/partner sites.**
12. **Conduct and document a criminal history check in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service and by Northern Arizona University. (See sections B8 and B9 for Partner Agency background check requirements.)**
 - a. **For all Foster Grandparents, this includes a search of the National Sex Offender Registry, a criminal fingerprint history search of the Arizona state repository, and an FBI-based fingerprint check for all new volunteers since April 22, 2011. Sponsor will conduct background checks at the time the volunteer applies to be a Senior Corps volunteer.**
 - b. **The RSVP program conducts a search of the National Sex Offender Registry on all applicants and may conduct additional background screening dependent on volunteer placement duties, and/or criminal history.**

13. Conduct pre-service physical examinations for new Foster Grandparents assigned to the Partner Agency.
14. Provide an appeals procedure to address problems arising between the volunteer, the Partner Agency, and/or the Senior Corps programs, as outlined in the program's Volunteer Policy Manual.
15. Conduct an annual site visit at the Partner Agency site, which may include a safety/accessibility check and a meeting with Partner Agency staff to monitor satisfaction with program and volunteers assigned to that site.

B. All Senior Corps Program Partner Agencies will:

1. Provide volunteer supervision when volunteers are in training or on duty.
2. Assure adequate health and safety provisions for the protection of volunteers.
3. Ensure that volunteers are never alone with children 17 years of age and younger, including transporting children in their vehicles.
4. Investigate incidents, accidents, and injuries involving volunteers and notify the Senior Corps Program within 48 hours. Senior Corps volunteers are **NOT** employees and **SHOULD NOT** be sent to seek medical assistance through Workers Compensation. Contact the Senior Corps Program Coordinator regarding assistance with accessing Senior Corps' supplemental accident insurance policy and forms.
5. Provide site-specific orientation and training to the Senior Corps volunteers as needed.
6. If it is part of your agency's services and if possible, provide meals to Senior Corps volunteers while they are on duty. Donated, in-kind meals are crucial to the Senior Corps programs and greatly assist our organization in meeting the match required to operate these programs.
☐ Yes, we can provide a meal to Senior Corps volunteers.
☒ No, we cannot provide a meal to Senior Corps volunteers.
7. Provide reasonable accommodation to allow persons with disabilities to participate in program activities. Reasonable accommodations may include, but are not limited to: providing a flexible work schedule, providing accessible technology or equipment, modifying volunteer job duties, or restructuring a work area for wheelchair access. To read more about National Service and Inclusion, please visit <http://serviceandinclusion.org/index.php?page=index>
8. Ensure that any screening processes required of other volunteers at the Partner Agency are required for the Senior Corps volunteers, including background checks.

9. Should Partner Agency require specific training, uniforms, background checks, etc., those must be provided by the Partner Agency.
 - a. For Foster Grandparent Partner Agencies, the cost for ongoing background checks or clearances (such as the need for a renewed Fingerprint Clearance Card) will be covered by the Partner Agency.
 - b. RSVP Partner Agencies should conduct the same background screening on RSVP volunteers that they require of unaffiliated volunteers. Any costs associated with the Partner Agency's required background screening will not be covered by the RSVP Program.
10. Ensure that Senior Corps volunteers serve in a volunteer capacity. Volunteers cannot displace nor replace paid or contracted employees, relieve staff of their routine duties, nor infringe upon the site supervisor's supervisory role with children or clients.
11. Designate appropriate space as necessary for volunteers to carry out their volunteer duties. Appropriate space may include but is not limited to: an adult desk and/or chair, or access to required technology such as a computer or telephone.
12. Maintain copies of all program-related documentation.
13. Designate a person who will verify, sign, and submit volunteer service hours on the Service Logs/Timesheets to the Senior Corps Program.
14. Provide an attached list of sites that this MOU will cover, if applicable (such as the schools within a district, or the senior centers as part of an area agency on aging). Please include:
 - a. Name of location
 - b. Contact person
 - c. Address
 - d. Phone
 - e. Email
15. Provide confidentiality training for Senior Corps volunteers in accordance with Partner Agency policies and procedures (i.e., school districts will provide confidentiality training in accordance with State Education laws, rules and regulations, Federal Regulations and statutes, including the Buckley and Hatch Amendments).
16. Prohibit Senior Corps volunteers from participating in, conducting, or engaging in religious, sectarian, or political activity or instruction, or participating in any building construction to be used for religious purposes.

17. Provide, if possible, cash or in-kind contributions in support of the Senior Corps Program(s) (i.e., meals for volunteers, transportation for volunteers, supervision time, meeting space, recognition gifts, etc.). If support is possible, please list the type of support:

C. Additionally, Foster Grandparent Volunteer Partner Agencies will:

1. Read the Volunteer Policy Manual form important information and additional requirements about the Senior Corps programs.
2. Designate the following staff member(s) to serve as liaison/Partner Agency coordinator for the Foster Grandparent Program:

Name:	<u>(See attached list)</u>	Name:	_____
Title:	_____	Title:	_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____

Liaison/Coordinator will:

- a. Assign children with designated special or exceptional needs to each volunteer. Foster Grandparents will serve a recommendation of 5-10 children annually.
- b. Document volunteer activities and child outcomes on Sponsor-provided Assignment and Assessment Plan.
- c. Submit required completed paperwork to the Foster Grandparent Program by the due dates identified in correspondence regarding these materials, including:
 - i. Monthly Timesheets/Time Logs
 - ii. Child Assignment and Assessment Plan twice annually—1st due when volunteer receives assignment; 2nd due by May 15th each year.
 - iii. Foster Grandparent Annual Performance Assessment.
 - iv. Annual Foster Grandparent Program Survey
- d. Include Foster Grandparents in field trip transportation if they are expected or invited to participate.

- e. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
- f. Ensure Foster Grandparents are supervised by Partner Agency staff while serving as a Foster Grandparent volunteer. While working with children, the volunteer must be within sight of Partner Agency staff at all times.
- g. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent as necessary.

3. **Provide a description of your organization by checking one of the types below:**

- | | |
|--|---|
| <input type="checkbox"/> A. Developmental Disability Program | <input type="checkbox"/> B. Hospital/Medical Center |
| <input type="checkbox"/> C. Before/After School Program | <input type="checkbox"/> D. Pre-Elem. Day Care |
| <input type="checkbox"/> E. Teen Pregnancy/Parenting | <input type="checkbox"/> F. Transitional Shelter/Center |
| <input type="checkbox"/> G. Head Start | <input type="checkbox"/> H. Non-Head Start Pre-School |
| <input type="checkbox"/> I. Native American School | <input checked="" type="checkbox"/> J. Public/Private K-12 School |
| <input type="checkbox"/> K. Sheltered Workshops/ Centers | <input type="checkbox"/> L. Other Educational Programs |
| <input type="checkbox"/> M. Juvenile Correction Agency | <input type="checkbox"/> N. Other Health Care Org. |
| <input type="checkbox"/> O. Other: | |

4. **Please check the boxes corresponding to the services that Foster Grandparent volunteers will be involved with at your agency:**

- | | |
|--|---|
| <input type="checkbox"/> 1. College Access & Success | <input type="checkbox"/> 8. Student Engagement |
| <input type="checkbox"/> 2. Cultural Heritage | |
| <input checked="" type="checkbox"/> 3. Family Involvement | |
| | <input type="checkbox"/> 10. Service Learning |
| | <input checked="" type="checkbox"/> 11. Tutoring |
| <input type="checkbox"/> 5. Leadership Development | <input checked="" type="checkbox"/> Elementary School |
| <input checked="" type="checkbox"/> 6. Mentoring for Educational Success | <input checked="" type="checkbox"/> Middle School |
| <input type="checkbox"/> 7. Out of School Time and/or Summer Learning | <input checked="" type="checkbox"/> High School |

D. Additionally, **RSVP Volunteer Partner Agencies** will:

1. Read the RSVP Volunteer Handbook for important and additional requirements about the RSVP program.
2. Designate the following staff member(s) to serve as liaison/Partner Agency coordinator for the RSVP Program:

Name: <u>(see attached list)</u>	Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____

Email: _____ Email: _____

Liaison/Coordinator will:

- a. Provide RSVP volunteers with assignments utilizing their skills, talents, and training. Discuss assignments with individual volunteers referred by RSVP and provide written volunteer job description to volunteers and sponsor.
- b. Submit required completed paperwork to the RSVP Program by the due dates identified in correspondence regarding these materials, including:
 - i. Monthly Service Logs/Timesheets, due the 10th of the month, with the exception of March hours due March 15th, due to the end of RSVP's fiscal year.
 - ii. Collection of data regarding volunteer impact on community needs or Partner Agency needs. This data collection may occur up to twice yearly. The collection request may be written or verbal, and may include:
 - a. Clients served
 - b. Impact of services on clients
 - c. Annual RSVP Program survey
3. Ensure RSVP volunteers serving with children 17 years of age and younger are supervised by Partner Agency staff while serving as an RSVP volunteer. While working with a minor, the volunteer must be within sight of Partner Agency staff at all times.
4. For RSVP volunteers performing in-home assignments, Complete and submit a written Care Plan/Letter of Agreement for each client served by a RSVP volunteer as client is assigned and yearly thereafter.
5. **Please check** the box corresponding to the services that RSVP volunteers will be involved with at your agency:

- | | |
|--|--|
| <input type="checkbox"/> 1. Assisting in a Head Start Center | <input type="checkbox"/> 5. Improving waterways |
| <input checked="" type="checkbox"/> 2. Tutoring in a Public School | <input type="checkbox"/> 6. Food distribution activities |
| | <input type="checkbox"/> 7. Serving Veterans |
| | <input type="checkbox"/> 8. School/Community Garden |
| <input type="checkbox"/> 4. Improving Trails | <input type="checkbox"/> 9. Other: |

E. The parties further agree:

1. The Partner Agency may request the removal of a Senior Corps volunteer at any time. The Senior Corps volunteer may withdraw from service at the Partner Agency or from the Program at any time. Discussion of individual separations

will occur among Senior Corps program staff, Partner Agency staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Partner Agency.

2. To comply with Arizona Executive Order 2009-9, prohibiting discrimination in employment by government contractors, to the extent applicable to this contract. The Partner Agency will not discriminate against Senior Corps volunteers or in the operation of its program on the basis of race; color; national origin including individuals with limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
3. That all books, accounts, reports, files and other records related to the Senior Corps Programs and this contract shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, Northern Arizona University or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Memorandum of Understanding. Such records shall be produced at Northern Arizona University, or such other location as designated by Northern Arizona University, upon reasonable notice to the contracting party.
4. This agreement may be amended at any time with mutual consent of both parties. It must be reviewed and re-negotiated at least every three years. The parties agree that this MOU may be canceled by the Governor of the State of Arizona for conflict of interest in accordance with A.R.S. 38-511. The parties agree to arbitration of only such disputes under this contract as may be subject to mandatory arbitration pursuant to rules adopted under A.R.S. 12-133. Furthermore, this MOU may be canceled without further obligation on the part of the Arizona Board of Regents and Northern Arizona University in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. Written notice will be sent at the earliest opportunity possible. Either party may terminate this agreement within a thirty day written notice to Sponsor or Partner Agency.
5. Any other provision of this MOU to the contrary notwithstanding, the parties acknowledge that Northern Arizona University is a public institution and instrumentality of the state of Arizona and, as such, any indemnification or hold harmless provision is limited as provided by the laws of the state of Arizona, including without limitation Article 9, Section 7 of the Arizona Constitution and Sections 35-154 and 41-621 of the Arizona Revised Statutes. Consequently, Northern Arizona University's liability under any claim for indemnification is limited to claims for property damage, personal injury, or death to the extent caused by acts or omissions of Northern Arizona University.

Partner Agency**Senior Corps Programs**

Signature: _____

Name: _____

Title: _____

Address: 3285 E Sparrow Ave
Flagstaff, AZ 86004

Date: _____

Civic Service Institute

Signature: _____

Name: Carole D. Mandino, Ed.D.

Title: Director, Civic Service Institute

Address: Civic Service Institute
PO Box 5063
Flagstaff, AZ 86011

Date: _____

**Arizona Board of Regents for and on behalf of
Northern Arizona University**

Signature: _____

Name: Michael Nichols

Title: Associate Vice President for
Sponsored ProjectsAddress: Northern Arizona University
PO Box 4130
Flagstaff, AZ 86011-4130

Date: _____

Signature: _____

Name: Erin Kruse

Title: Director, Senior Corps Programs

Address: Civic Service Institute
PO Box 5063
Flagstaff, AZ 86011

Date: _____

**Social and Behavioral Sciences
Northern Arizona University**

Signature: _____

Name: Dr. Karen Pugliesi

Title: Dean, SBS

Address: Northern Arizona University
PO Box 15700
Flagstaff, AZ 86011

Date: _____

SENIOR CORPS ACCESSIBILITY GUIDELINES AND ASSURANCES

Agency Name: Flagstaff Unified School District

Agency Address: 3285 E Sparrow Ave, Flagstaff, AZ 86604

Agency Representative:

Section 504 of the Rehabilitation Act prohibits recipients of federal financial assistance from discriminating against a qualified person with disabilities in any of their programs or activities. In general, no qualified individual with disabilities shall, on the basis of disability, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity conducted by a Corporation grantee or sub-grantee.

Yes ☐ No ☐ Our organization certifies it has completed paperwork with the federal government for compliance with Section 504 of the Rehabilitation Act.*

Signature

Date

*A yes completes this process

*A no will result in our program completing an accessibility checklist of your facilities. (It is not required that your facility be accessible to and usable by disabled persons. Nor can we take any action that would result in a fundamental alteration to the nature of a program or sponsored activity, or in undue financial and administrative burdens.)

FUSD Schools 2017-18

School	Principal	Address	Telephone
Elementary Schools			
Cromer	Traci Gordon	7150 E. Silver Saddle Road	773-4150
DeMiguel	Ninon Wilson	3500 S. Gillenwater Drive	773-4000
Killip	Joe Gutierrez	2300 E. 6th Avenue	773-4080
Kinsey	Tammy Nelson	1601 S. Lone Tree	773-4060
Knoles	Pete Galvan	4005 E. Butler Avenue	773-4120
Leupp	Ryan Chee	Highway 15	928-686-6266
Marshall	John Coe	850 N. Bonito	773-4030
Puente de Hózhó	Robert Kelty	3401 N. 4th Street	773-4090
Sechrist	John Albert	2230 N. Fort Valley Road	773-4020
Thomas	Frank Garcia	3330 E. Lockett	773-4110
Middle Schools			
Mt. Elden	Tom Safranek	3223 N. 4th Street	773-8250
Sinagua	Tari Popham	3950 E. Butler Avenue	527-5500
High Schools			
Coconino	Stacie Zanzucchi	2801 N. Izabel	773-8200
Flagstaff	Tony Cullen	400 W. Elm	773-8100



EXECUTIVE SUMMARY

Meeting Date: October 24, 2017

Subject: Approval of 2017 Expenditures of Voter Approved Funds which include a Maintenance and Operations Override of 15% and Bonds authorized in 2012 and issued in 2017.

Board Goals: 1

- 1) Maintain and Improve Comprehensive Student Opportunities and Services
- 2) Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
- 3) Improve Student Preparedness and Mastery
- 4) Research and Create Desirable and Relevant Educational Opportunities and Services
- 5) Increase Public Engagement and Support for FUSD
- 6) Develop Diversified Partnerships and Revenue Opportunities

☒ Action/Discussion Item

☐ Information Item

Background and Discussion

AZ Revised Statute (ARS) §15-481.Y requires that reports be submitted to the District Governing Board by October 31 of each year concerning the previous year's expenditure of funds from Bonds, Capital Outlay Overrides, and Maintenance and Operational (M & O) Overrides. §15-481 also stipulates that proposed expenditures for the current year be included in the report.

Part of the rationale for the reports to the Governing Board is to provide information to the Public at a Board Meeting and provide a forum for comments and feedback.

A summary of all expenditures from the February 2017 bond sale is as follows:

Bond Revenue available from February 2017 Sale	\$10,232,213
Actual Expenditures for FY 2017	<u>-3,399,754</u>
Funds Remaining from 2017 Sale	\$6,832,459



Language from election pamphlets for the 2012 (Bond) and 2014 (Override) elections is included, which describes general intended uses of voter approved funds.

Fiscal Impact

No spending is recommended as part of this report.

Recommendation to the Board

It is recommended that the Governing Board approve the prior year expenditure of voter approved funds including bond proceeds and M&O overrides pursuant to §15-481.Y.

Presented by:

Scott Walmer, Director of Finance, and Bob Kuhn, Assistant Superintendent



2017 Expenditures of Voter Approved Funds

- Governing Board Meeting
- October 24, 2017

Flagstaff Unified School District
Report on 2014 M & O Override Expenditures for FY 2017 and
Proposed Expenditures for FY 2018--Oct. 24, 2017
Report to the Governing Board to Satisfy requirements of ARS 15-481



This report is to satisfy requirements from ARS 15-481.Y. The stipulations for the override in the November 2014 voter pamphlet were as follows:

"The renewal of the existing 15% override will continue funding current programs and services available to District students. The Override renewal will stabilize District funding for the next five years and assure the present level of program quality for programs such as:

- *Ensure compliance with State mandates**
- *Maintaining current class sizes with an emphasis at primary grades**
- *Full-day Kindergarten (currently funded by State for 1/2 day)**
- *Art, Music, and Physical Education in elementary schools**
- *Extra-curricular programs with a minimum participation fee**
- *K-3 Reading and Mathematics Intervention programs**
- *Maintaining all current programs and services to the extent possible."**

The dollars applied to the seven major goals of the override are the best estimates possible. The override has provided the essentials for maintaining an adequate education for all students.

Flagstaff Unified School District
Report on 2014 M & O Override Expenditures for FY 2017 and
Proposed Expenditures for FY 2018--Oct. 24, 2017
Report to the Governing Board to Satisfy requirements of ARS 15-481



Expenditure Description	FY 17-Expenditures	<u>FY 2018-Budget</u>
Ensuring Compliance with State Mandates	\$3,249,889	\$3,292,138
Maintaining Current Class Sizes with an Emphasis at Primary Grades	\$1,145,091	\$1,159,977
Full-day Kindergarten (currently funded by State for 1/2 day)	\$953,181	\$965,572
Art, Music and Physical Education in Elementary Schools	\$441,510	\$447,250
Extra-curricular Programs with a Minimum Participation Fee	\$150,000	\$150,000
K-3 Reading and Mathematics Intervention Programs	\$104,250	\$105,605
Maintaining all Current Programs and Services to the Extent Possible	\$1,888,348	\$2,010,415
TOTALS	\$7,932,269	\$8,130,957

Flagstaff Unified School District

Report on 2012 Bond Revenue

Total Expenditures for FY 2017 and Projected Expenditures for FY 2018



Bond Program	Total Expenditures* for FY 2017	Total Projected Expenditures* for FY 2018
2012 Bond	\$3,399,754	\$2,600,000

*The detailed report is attached showing the amounts by site and project for each of the two Fiscal Years.

The Voter Pamphlet ballot questions for the bonds ask the following: "Shall the Flagstaff Unified School District No. 1 of Coconino County, Arizona, be allowed to issue and sell general obligation bonds in the principal amount of not to exceed \$20,790,000 (for 2012 bond) to provide money for the following purposes:

- Improving school grounds, including adjacent ways thereto;
- Purchasing pupil transportation vehicles;
- Acquiring by purchase or lease school lots;
- Supplying school buildings with furniture, equipment and technology;
- Renovating and constructing school buildings;
- Liquidating indebtedness incurred for the purposes set forth herein;
- Providing all utilities and other capital items necessary for the renovation and construction of school buildings and for improving school grounds;
- Paying all architectural, design, engineering, project and construction management and other costs incurred in connection with the purposes set forth above; and
- Paying all legal, financial and other costs in connection with issuance of the bonds?"

Projects Funded by Bond Proceeds 2016-2017 Page 1

Location	Fiscal Year	Category	Project	Cost
Coconino High School	2016-2017	Exterior Upgrades	Sand Volleyball Courts	\$ 34,000
	2016-2017	Interior Upgrades	Remove and Replace Bleachers	\$ 53,753
	2016-2017	Interior Upgrades	Office Painting	\$ 6,790
	2016-2017	Interior Upgrades	HVAC Library and Management System	\$ 32,939
	2016-2017	Interior Upgrades	Windows in Weight Room and Office	\$ 7,628
	2016-2017	Interior Upgrades	Ceiling Fans in Classrooms and Motor for Bleachers	\$ 19,679
	2016-2017	Parking Lot Upgrades	Rebuild Portion North Parking Lot	\$ 11,483
	2016-2017	Security Upgrades	Replace Surveillance Cameras	\$ 13,475
			Coconino High Total	\$ 179,747
Cromer Elementary School	2016-2017	Interior Upgrades	HVAC Management System	\$ 2,442
			Cromer Total	\$ 2,442
DeMiguel Elementary School	2016-2017	Interior Upgrades	Air Conditioning	\$ 58,309
	2016-2017	Other	Confirm Property Lines	\$ 3,750
			DeMiguel Total	\$ 62,059
District Wide	2016-2017	Administrative Expenses	Costs Related to Sale, Feb 2017	\$ 45,307
			District Wide Total	\$ 45,307
Flagstaff High School	2016-2017	Interior Upgrades	HVAC Management System	\$ 3,150
	2016-2017	Interior Upgrades	Air Conditioning Day Care and Special Needs	\$ 49,720
	2016-2017	Interior Upgrades	Auditorium Rebuild	\$ 1,257,576
	2016-2017	Security Upgrades	Surveillance Mini Dome	\$ 17,981
	2016-2017	Security Upgrades	Surveillance Cameras	\$ 3,316
			Flagstaff High Total	\$ 1,331,743



Projects Funded by Bond Proceeds 2016-2017, Page 2



Location	Fiscal Year	Category	Project	Cost
Knoles Elementary School	2016-2017	Interior Upgrades	Classroom Wall above Library	\$ 21,656
			Knoles Total	\$ 21,656
Leupp Elementary School	2016-2017	Interior Upgrades	Readable Doors Library	\$ 7,360
	2016-2017	Interior Upgrades	Scoreboard	\$ 4,174
	2016-2017	Telephone Upgrades	Intercom System	\$ 17,157
			Leupp Total	\$ 28,691
Maintenance/ Transportation/ Warehouse	2016-2017	Exterior Upgrades	Rebuild Parking Lot	\$ 357,366
	2016-2017	Technology Upgrades	WiFi	\$ 45,001
			Maintenance/ Transportation/ Warehouse Total	\$ 402,367
Mount Elden Middle School	2016-2017	Security Upgrades	Readable Doors Front Office	\$ 1,968
			Mount Elden Middle Total	\$ 1,968
Sechrist Elementary School	2016-2017	Interior Upgrades	Hallway Lighting	\$ 19,596
			Sechrist Total	\$ 19,596
Sinagua Middle School	2016-2017	Parking Lot Upgrades	Repave front Parking Lot	\$ 231,150
	2016-2017	Roofing Upgrades	Roof Replacement	\$ 160,000
	2016-2017	Security Upgrades	Replace Surveillance System	\$ 51,128
			Sinagua Middle Total	\$ 442,278
Technology	2016-2017	Project Management	Staff to set up, maintain and service Bond equipment	\$ 18,982
	2016-2017	Staff and Student Devices	iPad Refresh	\$ 350,483
	2016-2017	Staff Devices	MacBook Laptops	\$ 5,977
	2016-2017	Technology Upgrades	Projectors and Adaptors	\$ 18,166
	2016-2017	Technology Upgrades	Server Storage	\$ 30,792
			Technology Total	\$ 424,400
Transportation Vehicles	2016-2017	Vehicles	Two 14 Passenger Vans	\$ 139,488
	2016-2017	Vehicles	Two Special Needs Buses	\$ 298,011
			Transportation Vehicles Total	\$ 437,499
Grand Total				\$ 3,399,754

Flagstaff Unified School District #1
Facilities Proposed Expenditures for FYs 2016 - 2019 from 2012 Bond Fund and Property Sale Funds
Based Upon Current District Priorities

Priority: 1=Safety (must be done) 2=Needed 3=Long term



FY 2018 Facilities - 2012 Bond and Property Sale Fund Expenditures

School	District Project	Description	Status	Estimate	Year	Priority
Flagstaff High School	Roofing upgrades	Two and one half wings and wrestling/weight room re-roofed	Approved August 1	\$ 240,000	2018	1
Coconino High School	Gymnasium	New Bleachers - Mezanine		\$ 65,000	2018	1
Coconino High School	Interior upgrades	Mini auditorium - sound and light upgrade		\$ 60,000	2018	1
Summit High School	Exterior upgrades	New roof		\$ 300,000	2018	1
Mount Elden Middle School	Interior upgrades	Gym/cafeteria flooring upgrades/stair replacement		\$ 110,000	2018	1
DeMiguel	Playground	Expand and Install Kindergarten Playground		\$ 20,000	2018	1
DeMiguel	Air Conditioning	Second Floor Classrooms	Approved August 1	\$ 97,800	2018	1
Cromer	Field	Replace Artificial Field		\$ 300,000	2018	1
Cromer/Knoles	Backup Generator	Move old generator from Cromer to Knoles. New generator at Cromer.		\$ 92,000	2018	1
Killip Elementary School	Parking Lot upgrades	Drop-off area and parking lot improvements (Additional \$110,000 to be paid from Adjacent Ways)		\$ 110,000	2018	1
Kinsey Elementary School	Exterior upgrades	Replace the sewer grinder pumps with a sewer connection (Additional \$180,000 to be paid from Adjacent Ways)		\$ 80,000	2018	1
Thomas Elementary School	Roofing upgrades	New Roof		\$ 300,000	2018	1
Christianson Complex	Parking Lot	Expansion	Approved August 2	\$ 79,181	2018	1
Pupil Transportation Vehicles	Vehicles - student	New buses - total expense of \$1.9M spread over 4 years (FY16 - FY19)	Approved April 2017	\$ 355,000	2018	1
Pupil Transportation Vehicles	Vehicles - student	14 Passenger Mini White Buses	Approved September	\$ 125,000	2018	1
Administrative Offices	Business Services	Cubicles	Approved August 2	\$ 48,000	2018	1
Administrative Offices	Parking Lot	Emulsion Seal	Approved August 2	\$ 52,400	2018	1
Flagstaff Middle School Complex	Interior upgrades	Gym Roof	Approved August 2	\$ 167,000	2018	1
Flagstaff Middle School Complex	Interior upgrades	Interior lights need to be replaced		\$ 400,000	2018	3
		Priority 1		\$ 2,208,981		
		Priority 2		\$ -		
		Priority 3		\$ 400,000		
		FY 2018 Districtwide Facilities - Total Bond/Property Sale Fund Expenditures		\$ 2,608,981		

- Thank you!

**BDG ©
SCHOOL ATTORNEY**

The District may use the services of the County Attorney. However, when the Board deems it to be in the best interest of the District the Board may retain private counsel and services. Compensation and purpose should be determined at the time of employment of private counsel.

The Superintendent and the President of the Board shall be designated as the representatives of the District who may confer with counsel. The District will not be responsible for fees that accrue because of unauthorized individual Board member or staff consultation with private counsel.

Copies of all written requests for opinions and opinions of private counsel shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable. Only the Superintendent may contact private counsel by telephone or in person regarding matters pertaining to the day-to-day operation of the District.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[11-532](#)

[15-341](#)

[15-343](#)

[38-431.07](#)

BEDB AGENDA

The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (*Subject to A.R.S. [38-431.02](#)*)

Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

Regular Meetings

Preliminary:

- Call to order
- ~~Moment of silence~~ **Pledge of Allegiance**
- ~~Pledge of allegiance~~ **Moment of Silence**
- Roll call
- Reorder agenda
- Adoption of the agenda (*discussion of items is not in order*)

Call To The Public (Members of the Governing Board shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action)

Action Items (Matters on which the Governing Board may take legal action during the meeting)

- Consent Agenda Items (When so presented, should fully describe the matters on the agenda and inform the public where more information can be obtained)
- Student Travel

Presentations - Information and Discussion items (Matters about which the Board may engage in discussion but will take no action during the meeting)

- Superintendent
- Summary of current events
- Celebrations and recognitions
- Reports (Notice must be specific as to type of report that will be given, subject matter and whom will be making the report)

Action Items - Specific items of District business (as listed for consideration, may include various categorical areas as the business of the District necessitates Board discussion, deliberation, and action)

For Your Information (Items to be heard only: the Board will not propose, discuss, or take legal action during the meeting)

Adjournment

BEDD ©

RULES OF ORDER

The Board prescribes rules for its meetings as follows:

- It shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called.
- Each action item shall require a motion, and all motions shall require seconding.
- The President may make or second motions, and may vote on all motions.
- A motion to adjourn is in order at any time. Such a motion shall require a second and a majority vote. No discussion is in order.
- A motion to table is in order at any time. Such a motion requires a second and is limited to being considered only once on any given agenda item. No discussion is in order.
- Rules of order may be subject to suspension only upon a majority vote of the members of the Board present at a meeting.
- **Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed as a regular agenda item upon the request of any Board Member.**
- **Any agenda items requested by a Board Member will be given priority and will be placed on a future agenda in a timely manner.**

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

[15-341](#)

CROSS REF.:

[BED](#) - Meeting Procedures/Bylaws

[BEDA](#) - Notification of Board Meetings

[BEDB](#) - Agenda

[BEDBA](#) - Agenda Preparation and Dissemination

[BEDC](#) - Quorum

[BEDF](#) - Voting Method

[BEDG](#) - Minutes

[BEDH](#) - Public Participation at Board Meetings

[BGF](#) - Suspension/Repeal of Policy

Special Meetings:

- Call to order
- Items for which the special meeting was called (May include timely action, discussion, and information items as conditioned for regular meetings)
- Announcements
- Adjournment

Executive Sessions:

- An executive session may be scheduled, as necessary, during either a regular or special meeting. (See *Arizona Attorney General Agency Handbook Section 7.6.7*)
- When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.
- The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. [38-431.03](#)(A)(3).

Emergency Meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by [38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for the Disabled

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Superintendent's office at 928-527-6002. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: ~~January 14, 2014~~

LEGAL REF.:

A.R.S.

[38-431](#)

[38-431.01](#)

[38-431.02](#)

[38-431.03](#)

CROSS REF.:

[BDB](#) - Board Officers

[BEC](#) - Executive Sessions/Open Meetings



EXECUTIVE SUMMARY

Meeting Date: October 24, 2017

Subject: Superintendent Evaluation

Board Goals:

- 1) **Maintain and Improve Comprehensive Student Opportunities and Services**
- 2) **Recruit and Retain Highly Qualified, Motivated, and Excelling Staff**
- 3) **Improve Student Preparedness and Mastery**
- 4) **Research and Create Desirable and Relevant Educational Opportunities and Services**
- 5) **Increase Public Engagement and Support for FUSD**
- 6) **Develop Diversified Partnerships and Revenue Opportunities**

☒ Action/Discussion Item

☐ Information Item

Background and Discussion

Policy CBI Evaluation of the Superintendent and the Superintendent's Employment Agreement outline the procedures and timelines for evaluation and award of performance based pay. Evaluation instruments have been developed to formalize and document the process.

Recommendation to the Board

Discussion regarding the procedures and timelines for evaluation and performance based pay. Consideration for approval of the proposed goals based on the recommendations provided by the Board on May 23, 2017.

Presented by: Michael A. Penca, Superintendent

CBI

EVALUATION OF SUPERINTENDENT

The Governing Board shall evaluate the Superintendent at least once each year.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

The Board President shall schedule a meeting not later than December 18, to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional evaluations may be completed by the Board at the Board's discretion, upon invitation by the Superintendent or as noted in the Superintendent's contract. Evaluations must be completed by March 31 of each calendar year.

Any meetings of the Board to discuss the evaluation of the Superintendent shall be held in executive session unless the Superintendent requests that any such meeting be held in open session.

A copy of a written evaluation, if one is prepared, shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing within ten (10) working days to the Governing Board.

Upon the conclusion of the evaluation process, the Governing Board may determine whether any changes in the compensation and benefits or contract terms of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until May of the year preceding the final year of the contract. If the Superintendent's contract with the School District is for more than one (1) year, but not exceeding three (3) years, no earlier than fifteen (15) months before the expiration of the contract, the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

The evaluation, if one is prepared, and any comments by the Superintendent, shall become a part of the Superintendent's personnel file.

Adopted: January 14, 2014

LEGAL REF.:

A.R.S.

[15-503](#)

CROSS REF.:

[CBA](#) - Qualifications and Duties of Superintendent

EXHIBIT A

GOVERNING BOARD RESOLUTION SUPERINTENDENT'S EMPLOYMENT AGREEMENT PERFORMANCE PAY PLAN

WHEREAS, the Governing Board ("the Board") of the Flagstaff Unified School District #1 ("the District") has determined that it is in the District's best interest to establish its own performance based pay plan for Superintendent Michael Penca ("Superintendent") for the term of his Employment Agreement effective beginning on July 1, 2017;

NOW, THEREFORE be it resolved by the Governing Board that:

- I. Pursuant to A.R.S § 15-341 (39), the Governing Board hereby establishes its own performance based pay plan for the services of Superintendent.
- II. Superintendent and the Governing Board agree that during the term of Superintendent's Employment Agreement, 5% of Superintendent's annual base salary (as set forth in paragraph 3.2 of Superintendent's Employment Agreement) shall be designated as "performance based pay". The performance based pay shall be withheld from Superintendent's base salary . The performance based pay, if earned, shall not be added to Superintendent's annual base salary. The performance based pay amount shall be payable only if and to the extent that Superintendent satisfies the criteria for an award of performance pay.
- III. Superintendent and Board agree that the goals by which Superintendent's performance pay shall be measured shall be those goals which Superintendent and the Governing Board create and mutually agree to prior to June 30th of each fiscal year of this Agreement. Notwithstanding the foregoing, should Superintendent and Governing Board fail to come to agreement after good faith discussions, the Governing Board shall be entitled to make the final determination regarding Superintendent's performance pay goals. Should the Governing Board fail to determine the goals required by this paragraph by June 30th of the then current fiscal year then the goals shall be those found in District Policy CBI.

The Board shall determine, by a majority vote whether Superintendent has achieved each of the goals adopted by the Board.

For each goal that a majority of the Board determines Superintendent has met, Superintendent shall be awarded a percentage of the total possible award of performance pay. If the Board determines that Superintendent has partially achieved a particular goal, the Board may, by a majority vote, determine a percentage to reflect the partial achievement and commensurate earned performance pay. If the Superintendent fails to

meet the goals by the Board, the Board reserves the right to award up to the full amount of performance pay based on a majority vote in favor of such an award.

The Board shall take action on Superintendent's performance pay in a properly noticed, open meeting of the Board.

- IV. The Governing Board shall by no later than the first regularly scheduled Governing Board Meeting in December of each year for which the Agreement is in effect review the performance of the Superintendent utilizing the standards as outlined in the Agreement and this Exhibit A. Upon a majority vote of the then present and voting Governing Board Members finding the Superintendent's performance to be adequate the Superintendent shall be awarded up to Fifty Percent (50%) of the performance pay withheld pursuant to Section 3.2 of the Agreement. Such awarded performance pay amounts shall be provided to the Superintendent within the next available regularly scheduled Superintendent pay period.
- V. The Governing Board shall by no later than the first regularly scheduled Governing Board Meeting in June of each year for which the Agreement is in effect review the performance of the Superintendent utilizing the standards as outlined in the Agreement and this Exhibit A. Upon a majority vote of the then present and voting Governing Board Members finding the Superintendent's performance to be adequate the Superintendent shall be awarded up to the remainder of the amount of the performance pay withheld pursuant to Section 3.2 of the Agreement not already provided to the Superintendent pursuant to Section IV of this Exhibit A. Such awarded performance pay amounts shall be provided to the Superintendent within the next available regularly scheduled Superintendent pay period.
- VI. The above method of performance assessment (as set forth in Section III above) shall be utilized during each fiscal year of this Agreement, unless Superintendent and the Governing Board mutually agree to modify the same. The Governing Board and Superintendent shall meet no later than June 15 annually to discuss what changes, if any, shall be made to the method of performance assessment for the following fiscal year.

May 23, 2017 Goals for Superintendent Michael A. Penca

1. Onboarding – get out to the schools; learn about our programs; get to know the community; schedule meetings with Dr. Cheng and Dr. Smith (NAU and CCC presidents); Coconino County Superintendent of Schools Risha VanderWey; get integrated into the community
2. Improve 3rd grade reading – identify low performing schools and have measurable growth
3. Professional Development – staff, self, board – need plan and evaluation
4. Create 4-5 year budget plan
5. Innovative money – bring in new money, not just bonds and overrides
6. Hold an Open Door opportunity every semester either in his office or at sites

2017-2018 Superintendent Evaluation



Standards	Functions	Standard Met	Standard Not Met	Strengths	Opportunities
Vision	Collaboratively develop/implement mission/goals Collect/use data to assess effectiveness Create/implement plans to achieve goals Promote continued and sustainable improvement Monitor, evaluate, revise plans				
Learning/Instruction	Culture of collaboration, trust, learning Personalized, motivating environment for students Accountability system/monitor progress Develop instructional leadership and staff capacity Show evidence of a positive trend of student achievement Monitor and evaluate instructional programs				
Management	Monitor/evaluate management and operations Obtain, allocate, align resources Protect welfare and safety of students and staff Develop capacity for distributed leadership Monitor District expenditures in relation to the approved budget				
Collaboration	Collect data pertinent to the educational environment Promote understanding and use of cultural, social and intellectual resources Build and sustain positive relationships with families and community				
Professionalism	Ensure system of accountability for every student's success Model self-awareness, reflective practice, ethical behavior Safeguard the values of democracy, equity and diversity Consider moral and legal consequences of decisions Promote social justice and student needs				
Board Relationship and Communication	Maintain a positive relationship with Board Members Keep Board Members apprised of incidents in timely fashion Support Board efforts to enhance learning, student achievement, and community participation				
Education System	Advocate for children, families and caregivers Act to influence local state and national decisions Assess, analyze, anticipate and adapt emerging trends				

Board President		
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Name/Signature

Date

Superintendent		
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Name/Signature

Date



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

Superintendent: Michael Penca

Review Dates: December 12, 2017
June 12, 2018

District Priorities

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

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

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

Goal:

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

Actions/Evidence:**Actions:**

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

Evidence:

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

Attainment of Goal (*circle one*):

Goal Met

Goal Partially Met

Goal Not Met

Goal:

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

Actions/Evidence:**Action:**

- Establish and attend individual meetings with Governing Board members
- Provide the Governing Board with updates of district news
- Design a Governing Board and Executive Administrators Retreat with a focus on values, norms and understanding of strategic district issues
- Conduct ASBA Policy Audit and plan with the Governing Board priorities for policy revisions
- Develop a Governing Board Handbook including values and norms, procedures and self-evaluation

Evidence:

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

Attainment of Goal *(circle one)*:

Goal Met

Goal Partially Met

Goal Not Met

Goal:

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

Actions/Evidence:**Actions:**

- Apply, complete the readiness review, and begin the steps outlined in the AdvancEd Performance Accreditation process with a goal to have FUSD Systems accredited.
- Develop and implement Principal Evaluation Framework
- Create and communicate Budget projections and multi-year plan

Evidence:

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

Attainment of Goal *(circle one)*:

Goal Met

Goal Partially Met

Goal Not Met

Goal:

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

Actions/Evidence:**Actions:**

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

Evidence:

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

Attainment of Goal (*circle one*):

Goal Met

Goal Partially Met

Goal Not Met

Goal:

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

Actions/Evidence:**Actions:**

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

Evidence:

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

Attainment of Goal (*circle one*):

Goal Met

Goal Partially Met

Goal Not Met

Superintendent Goals and Performance Pay Summary

December 2017

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

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

Governing Board President, Flagstaff Unified School District #1

_____ Date: _____

Superintendent, Flagstaff Unified School District #1

_____ Date: _____

June 2018

Goal	Goal Attainment (<i>circle</i>)			Performance Pay Award
6. Onboarding/Engagement	Met	Partially Met	Not Met	%
7. Board/Supt. Governance	Met	Partially Met	Not Met	%
8. Continuous Improvement	Met	Partially Met	Not Met	%
9. Professional Development	Met	Partially Met	Not Met	%
10. Advocacy and Partnerships	Met	Partially Met	Not Met	%

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

Governing Board President, Flagstaff Unified School District #1

_____ Date: _____

Superintendent, Flagstaff Unified School District #1

_____ Date: _____

EXECUTIVE SUMMARY

Meeting Date: October 24, 2017

Subject: ASBA Bylaw Change Proposals

Board Goals:

- 1) Maintain and Improve Comprehensive Student Opportunities and Services
- 2) Recruit and Retain Highly Qualified, Motivated, and Excelling Staff
- 3) Improve Student Preparedness and Mastery
- 4) Research and Create Desirable and Relevant Educational Opportunities and Services
- 5) Increase Public Engagement and Support for FUSD
- 6) Develop Diversified Partnerships and Revenue Opportunities

☒ Action/Discussion Item

☐ Information Item

Background and Discussion

Bylaw proposals have been submitted by ASBA member school boards, ASBA committees and the ASBA Board of Directors and must be approved by two-thirds of the ASBA member Boards to be effective. After discussion, the Board may give direction to Board President Christine Fredericks to vote in the manner the Board has approved.

Recommendation to the Board

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

SUMMARY: Proposed Changes to ASBA Bylaws – 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Proposed Changes to ASBA Bylaws

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

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

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

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

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

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

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

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

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

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

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

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

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

Submitted by Concho ESD Governing Board

Current

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

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

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

Proposed

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

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

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

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

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

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



Article VIII - Amendment of Bylaws and Core Beliefs

Section 1. These Bylaws or the Core Beliefs may be amended or repealed, or new ones adopted as follows:

- (a) By a vote of two-thirds of the member boards using an electronic vote of the membership using a procedure adopted by the Board of Directors.
- (b) Amendments may be submitted by action of a member board, the Board of Directors of this Association, or any committee appointed by it, and shall be transmitted to the executive director not later than September 15. Such amendments shall be forwarded to the membership at least thirty (30) days prior to the opening of electronic voting as approved by the ASBA Board of Directors.

Procedure for ASBA Bylaw Electronic Voting

- 1. Bylaw changes will be submitted according to the existing deadline – September 15.
- 2. Bylaws will be presented to membership during the county meetings (late-September through late October). The bylaws will be explained with opportunities for discussion, debate and questions answered.
- 3. Once county meetings are concluded, a link will be sent out to member boards with voting instructions and content of proposed bylaw changes. The member boards must discuss and vote on each bylaw change, and assign one designee to cast the board's electronic vote. The board's one designee may be a member of the board, the board secretary or the superintendent. The designee will click on the provided link to submit the results of the board vote, including the date on which the board took action.
- 4. Voting will remain open until 5 p.m. of the Monday one week prior to the Annual Meeting. (In 2017, this date is Monday, December 4.)
- 5. The vote will be counted by both ASBA staff and an ASBA officer. Per existing ASBA bylaws, a two-thirds majority of ASBA member boards is needed to pass a bylaw change. The results will be announced at the Annual Meeting.



EXECUTIVE SUMMARY

October 24, 2017

Subject: Extra Duty Pay Assignment Salary Schedule

☐ Action/Discussion Item

☒ Information Item

Background and Discussion

Extra Duty Salary Schedule process was presented to the Governing Board on October 10, 2017. The extra duty pay assignments are contained in numerous documents and lack transparency for staff to understand compensation paid for said duties. By creating an extra duty salary schedule, it will allow: for all extra duty assignment pays to be placed into one document; employees to be able to easily identify compensation for extra duty assignments; for Human Resources to present the schedule on a yearly basis to the Governing Board for review and approval with the classified, certified and administrative salary schedules. A sub-committee of the Negotiations Committee has been formed to provide recommendations for changes to the schedule for the 2018-2019 compensation budget and year.

Fiscal Impact

The extra duty pay is reflected in the 2017-2018 budget.

Recommendation to the Board

Recommend approval of the Extra Duty Salary Schedule.

Presented by:

Dawn Anderson, Director of Human Resources

FLAGSTAFF UNIFIED SCHOOL DISTRICT #1

2017-2018

EXTRA DUTY SALARY SCHEDULE

Coach and Club Extra Duty Schedule

LEVEL	A	B	C	D	E	F	G
1	\$2000	\$1600	\$1400	\$1200	\$800	\$600	\$400
2	\$2200	\$1800	\$1600	\$1400	\$1000	\$625	\$450
3	\$2400	\$2000	\$1800	\$1600	\$1200	\$650	\$500
4	\$2600	\$2200	\$2000	\$1800	\$1400	\$675	--
5	\$2800	\$2400	\$2200	\$2000	\$1600	\$700	--
6	\$3000	\$2600	\$2400	\$2200	\$1800	\$725	--
7	\$3300	\$2900	\$2700	\$2500	\$2100	\$750	--

POSITION	CLASS	POSITION	CLASS	POSITION	CLASS
HS Varsity Sports	A	HS Head Freshman Sports	B	HS JV Spirit	C
HS Band	A	HS Head JV Sports	B	HS Student Council	C
HS Varsity Spirit	A	HS Vocal	C	HS Forensics	C
Robotic Coaches	A	HS Drama	C	HS Orchestra	C
HS Asst. Varsity Sports	B	HS Freshman Spirit	C	HS Yearbook	D
Flagline Sponsor	D	Combined Musical Director	D	HS Honor Society	D
HS Chess	D	MS Band	D	Publications Sponsor	D
MS Orchestra	D	MS Vocal	D	MS Drama	D
HS Journalism	E	HS Band Assistant	E	MS Student Council	E
MS National	E	MS Honor Society	E	HS Combined Musical Ast.	E
Elementary Coach	F	MS Coach	F	MS Athletic Director	F
Clubs Advanced	F	Club Basic	G	Web Admin	G
STEM	G	Animal Society	G	MS Chess	G
Garden	G	Biking	G	Elementary Chess	G

**Levels are defined at time of placement based on years of experience in the same sport or activity. Experience from out of district is based upon approved documentation. To qualify for: Basic club stipend G – (1) meet weekly for 1.5 hours (2) Group Project or Competition or Field Trip (3) Must support late bus duty; Advanced Club Stipend F – (1) Meet weekly for 1.5 hours (2) Group Project or Competition or Field Trip (3) Must support bus duty (4) Principal justification for travel and time beyond 1.5 hours. Classified Coaches and club leaders do not receive a stipend but receive base hourly rate, plus overtime if applicable. Directors are not eligible. Club and Sports stipends are per location and are based on funding available.*

CTSO Extra Duty Schedule

TIER	AMOUNT	PLACEMENT
1	\$400	Local
2	\$800	Regional
3	\$1200	State

CTSO Tiers are assigned based on participation level in addition to other sponsor requirements. Information could be found related to requirements in the CTSO Stipend responsibility guidelines.

Curricular and Department Extra Duty Schedule

POSITION	AMOUNT	POSITION	AMOUNT
Athletic Director	\$12,500	TOA w/Summer Work	\$12,500
HS Athletic Trainer	\$11,300	TOA Middle School	\$10,000
Board Secretary	\$13,500	ELE RTI	\$10,000
Dual Certification	\$4,000	Grant Funded	\$4,000
Department Chair	\$300*	Leupp Assignment	\$1500**
Lack of Duty Free Lunch	\$1800**	Program Specialist	\$5,000**
Special Needs Specialist	\$10,000**	Site Specific	\$500-\$5,000***

*Department Chairs will be paid a minimum of \$300 and an additional \$100 per FTE in the department (own FTE is included in the count of FTE) **Prorated based on FTE ***Each site has the ability to assign stipends based on individuals needs of their site and funding availability

Other Assignment

POSITION	AMOUNT	PER	NOTES
Lunch Duty – Certified	\$10.00	Day	
Lunch Duty – Classified	--	--	Employees base hourly rate
Bus Duty – Certified	\$10.00	Day	
Classroom Coverage during Prep	\$14.00	Hour	
Tutors – Certified	\$29.80	Hour	Top of salary schedule is \$66,233 times .045% = \$29.80
Tutors – Classified	--	--	Employees base hourly rate
After School Program – Certified	\$29.80		Top of salary schedule is \$66,233 times .045% = \$29.80
After School Program – Classified	--	--	Employees base hourly rate
Night School	\$29.80	Hour	Top of salary schedule is \$66,233 times .045% = \$29.80
Energy Auditors	\$20.60	Hour	Must be approved by Assistant Superintendents of Support Services Office
Verbal Translations	\$35.00	Hour	
Written Translations	\$40.00	Hour	
Discipline Hearing Officer	\$70.00	Hour	Appointment must be approved by the Governing Board
First Aid/CPR Trainer	\$20.00	Hour	
Student Workers	\$10.50	Hour	Minimum Wage
Homebound Teacher	\$29.80	Hour	
Curriculum Development – Certified	\$29.80	Hour	Top of salary schedule is \$66,233 times .045% = \$29.80
Pre-registration Duties - Certified	\$29.80	Hour	Top of salary schedule is \$66,233 times .045% = \$29.80
Clerical or Classified Duties performed by Certified Staff	\$10.00	Hour	Teachers who perform clerical or other nonprofessional duties will be compensated at a flat rate
Summer Assignments – Certified	\$29.80	Hour	Top of salary schedule is \$66,233 times .045% = \$29.80
Summer Assignments – Classified	--	--	Employee's base hourly rate

Camp Colton Assignments

POSITION	AMOUNT	PER	NOTES
Lead Env Edu Instructor	\$264	Shift	24 hour shift
Night Counselor	\$157.50	Shift	15 hour shift
Medic	\$126	Shift	12 hour shift
Env. Education/Counselor	\$97	Shift	9 hour shift
Cook	\$165	Shift	11 hour shift

Nurse 12 hours	\$357.60	Shift	12 hour shift (Cannot combine 2, 12 hour blocks to create 24 hour shift, if working 24 consecutive hours is schedule as Nurse 24 hours)
Nurse 24 hours	\$483.50	Shift	24 hour shift

Substitute Salary Schedule

POSITION	AMOUNT	PER	NOTES
Substitute Teacher	\$79.00	Day	3.75 hours or less = \$39.50 (half day). Over 3.75 hours = \$79.00 (full day) + sub show-up pay is \$39.50 if they take an AESOP assignment and then are not needed.
Leupp Substitute Teacher	\$99.00	Day	
Substitute Nurse	\$99.00	Day	
Long Term Substitute Teacher	\$114.00	Day	Must be Appropriately Certified in the subject area(s) taught. \$114 occurs after 20 consecutive days in the role without missing a day/break in service.
Substitute Principal	\$125.00	Day	
Sub Aide	\$10.83	Hour	Regular Classroom, Office Aide, Lunch Duty
Sub SPED Aide	\$11.00	Hour	Special Education positions like Parapro's
Sub FACTS Caregiver Aide	\$10.50	Hour	
Sub Custodian	\$10.83	Hour	
Sub Bus Aide	\$13.66	Hour	

Multiple School and Extra Class Assignments

Teachers required to travel as a result of their teaching assignments will receive compensation at the rate of seventy dollars (\$70) per year for each day of the week a teacher is in two (2) schools and thirty-five dollars (\$35) for each additional school assigned in one (1) day. No compensation is to be given unless two (2) or more schools are assigned in one (1) day.

Example:

Monday	2 schools assigned	=	\$70 per year.
Tuesday -	1 school assigned	=	no compensation.
Wednesday -	3 schools assigned	=	\$105 per year.
Thursday -	4 schools assigned	=	\$140 per year.
Friday -	1 school assigned	=	no compensation.

Salary compensation = \$315 per year.

FYI