

## OFFICIAL MINUTES

December 10, 2013

The Governing Board of the Flagstaff Unified School District Number One, Coconino County, Flagstaff, Arizona held a Regular Meeting on December 10, 2013 at the District Administrative Center, 3285 E. Sparrow Avenue, Flagstaff, Arizona.

### **PRELIMINARY**

1. Ms. Biggerstaff called the meeting to order at 5:30 pm.
2. Roll Call:

#### Board Members

Absent	Ms. Sarah Ells, President Ms. Dolores Biggerstaff, Clerk Mr. Paul Kulpinski, Member (arrived at 5:55 pm) Mr. Miguel Vasquez, Member Ms. Christine Fredericks, Member
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#### Administrative Staff

Absent	Ms. Barbara Hickman, Superintendent Ms. Mary K. Walton, Assistant Superintendent Mr. Robert Kuhn, Assistant Superintendent Dr. Ken Garland, Director of Budget & Finance Mr. Dietrich Sauer, Director of Human Resources Ms. Karin Eberhard, District Relations Coordinator Ms. Kim Branges, Executive Assistant
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3. There were no requests to reorder the agenda.
4. Ms. Fredericks moved to adopt the agenda as submitted. Ms. Biggerstaff seconded; motion carried.

7 people signed the guest register

**CALL TO THE PUBLIC**

Ms. Biggerstaff called on the public for comment:

- Chris Koenker, Summit High School Principal – Read the names of the eleven students that are graduating this quarter. Those students will participate in the spring graduation ceremony.
- Jeannine Brandel, Flagstaff High School Athletic Director – Reported that the Girls Cross Country and Volleyball teams won State Championships again this year. Students from both teams were present.

**CONSENT AGENDA**

The Consent Agenda included the following:

1. Minutes of the Regular Meeting held on November 12, 2013
2. Minutes of the Worksession held on November 18, 2013
3. Payment Vouchers: ASA31A14; AXB12B14; ADB04A14; ASB07A14; AVB04A14; AVB13A14; ASB14A14; ADB12A14; ADB26B14; ADB18A14; ASB20A14; AVB18A14; ADB05A14; AXB12A14; ADB14A14; 023; 224; and 024 (Detailed information is available upon request.)
4. Gifts to District: Ten IMac Computers valued at \$1,300 each from the Sechrist PTO to be used in the Sechrist Elementary School Library
5. Resignations, appointments, retirements, releases from contract, and leaves of absence:

**RESIGNATIONS, TERMINATIONS**

Administration:

Certified:

Classified:

Ares, Melissa:	FHS/TIA; SE Paraprofessional; Effective 12/18/2013
Garcia, Evelyn:	Transportation; Bus Aide; Effective 12/20/2013
Gutierrez, Joseph	PDH; Health Instructional Aide (Fit Kids); Effective 12/20/2013
Harvick, Michael:	FHS; SE Paraprofessional; Effective 11/26/2013
Herring, Lara:	Marshall; SE Paraprofessional; Effective 11/4/2013
Hobbs, Terrie:	Knoles; SE Paraprofessional; Effective 12/2/2013
Lantz, Megan:	FHS; SE Paraprofessional; Effective 12/20/2013
Marquez, Bridget:	FHS; Instructional Aide/Kid's Care; Effective 11/1/2013
Rodriguez, Abel:	DeMiguel; Custodian; Effective 11/29/2013
Schramm, Mary Ellen:	Killip; Bilingual Aide; Effective 11/22/2013
Walton, Erin:	Marshall/FACTS Team Leader; Effective 12/20/2013

**APPOINTMENTS**

Administration:

Certified:

Duffy, Sean Paul:	Student Support Services; District-wide Homebound Teacher; \$15.25/hour; Effective 12/5/2013
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Smartschools:

**APPOINTMENTS**

Administration:

## Certified:

~~Duffy, Sean Paul: Student Support Services; District-wide Homebound Teacher; \$15.25/hour; Effective 12/5/2013~~

## Classified:

Conklin, Kyrsten: Sechrist; SE Paraprofessional 1: 1; \$11.11/hour; 9hours/week; 9 month calendar; Effective 12/4/2013

Cook, Nicole: Kinsey; Cafeteria Aide; \$8.90/hour; 6hours/week; 9 month calendar; Effective 11/22/2013

Engard, Shawn: Transportation; Mechanic I; \$14.28/hour; 40hours/week; 12 month calendar; Effective 11/21/2013

Gaona, Yohany: Sechrist; FACTS Caregiver; \$8.90/hour; 6 hours/week; 9 month calendar; Effective 11/20/2013

Givens, Hensley: SMS; Custodian; \$10.66/hour; 40 hours/week; 12month calendar; Effective 11/26/2013

Graven, Kala: Sechrist; SE Paraprofessional (X-CAT); \$10.84/hour; 32.5hours/week; 9 month calendar; Effective 11/18/2013

Hutchison, Christy: Killip; SE Paraprofessional 1:2; \$10.35/hour; 27.5hours/week; 9 month calendar; Effective 11/12/2013

McCabe, Carolyn: Leupp; Instructional Aide; \$11.47/hour; 8 hours/week; 9 month calendar; Effective 11/18/2013

McLoughlin, McKenzie: Killip; FACTS Caregiver; \$8.90/hour; 6 hours/week; 9 month calendar; Effective 11/19/2013

Megahan, Kelly: FHS/Eagles Crest; Instructional Aide; \$10.17/hour; 25 hours/week; 9 month calendar; Effective 12/2/2013

Nielson, Josh: Killip; FACTS Caregiver; \$8.90/hour; 18 hours/week; 9 month calendar; Effective 11/18/2013

Salazar, Richard: Transportation; Mechanic I; \$13.27/hour; 40hours/week; 12 month calendar; Effective 11/20/2013

Samano, Courtney: Research and Assessment; Assessment Systems Assistant; \$15.15/hour; 27.5 hours/week; 12 month calendar; Effective 11/20/2013

Sauer, Laura: FHS; Receptionist; \$11.38/hour; 40hours/week; 12 month calendar; Effective 11/14/2013

Scott, Loreal: CHS; Bilingual Instructional Aide; \$10.35/hour; 20 hours/week; 9 month calendar; Effective 11/18/2013

Smith, Jessica: Killip; Kindergarten Instructional Aide; \$9.91/hour; 17.5hours/week; 9 month calendar; Effective 11/18/2013

Stevens, Ashley: DeMiguel; FACTS Caregiver; \$8.90/hour; 3 hours/week; 9 month calendar; Effective 11/26/2013

E.J.-Student Worker: CHS; Student Worker; \$7.80/hour; 6 hours week; 9 month calendar; Effective 11/15/2013

## Coach/Other:

## Temporary/Other:

## Volunteers:

Dingman, Rachael: FHS; Tennis Coach Assistant

Dwyer, Alexandra: Summit HS; Intern Volunteer

Singer, Arthur: CHS; JV Girls Basketball Coach

Smith, Taylor: CHS; Varsity Soccer

Strain, Bryan: FHS; Volunteer Wrestling Coach

Uretsky, Emma: PDH; America Reads Tutor

## RETIREMENT

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

## Certified:

## Classified:

## Administrative:

## RELEASE OF CONTRACT

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

Certified:

Baumgartner, Kenneth: CHS; Special Education Teacher; Effective November, 2013

Classified:

Administrative:

LEAVE OF ABSENCE

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

Administrative:

Certified:

Classified:

QUALIFIED EVALUATORS:

Mr. Sauer said that Sean Duffy should have been included in the agenda only once. He said that the backup material in the packet is correct.

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

### **STUDENT TRAVEL**

1. Flagstaff High School Oceanography Club to the Catalina Island Marine Institute, Long Beach California on April 23-25, 2014

Mr. Vasquez moved to approve Student Travel as presented. Ms. Fredericks seconded; motion carried.

### **PRESENTATIONS**

1. Superintendent's Report

Ms. Hickman provided an overview of current events in the District.

2. Curriculum and Instruction Report

Ms. Walton introduced Sylvia Johnson, Director of Educational Enrichment. Ms. Johnson provided a report on the Arizona Town Hall on Early Education that she attended November 3-6 at the Grand Canyon. The full report from that Town Hall can be found at [www.aztownhall.org](http://www.aztownhall.org).

3. Operations and Support Services Report

4. Finance and Budget Report

Dr. Garland provided a PowerPoint presentation that included the maintenance and operations operating statement for the period July 1, 2013 through November 30, 2013, 301 funds, district additional assistance/capital outlay budgets as of November 30, 2013. He also provided an oral report on recent legislation and litigation related to school finance.

5. Human Resources Report (no report)

**GENERAL ADMINISTRATION: DISCUSSION/ACTION ITEMS**

1. 2014-15 Killip Calendar

Mr. Vasquez moved to approve the calendar for Killip Elementary School for the 2014-15 school year. Ms. Biggerstaff seconded; motion carried.

2. 2014-15 Leupp Calendar

Mr. Vasquez moved to approve the calendar for Leupp Public School for the 2014-15 school year. Mr. Kulpinski seconded; motion carried.

3. Textbook Adoption: Environmental Science

Mr. Kulpinski moved to approve adoption of the textbook *Environmental Science*, author Jay Withgott and Pearson Publishing, for use in high school Environmental Science classes. Mr. Vasquez seconded; motion carried.

4. CAVIAT IGA for CTE Courses

Doug Allan, Career and Technical Education Associate, answered questions concerning the IGA.

Ms. Fredericks moved to approve the intergovernmental agreement with Coconino Association for Vocations, Industry and Technology for career and technical education courses. Mr. Vasquez seconded; motion carried.

5. Revised FY 2014 Annual Expenditure Budget

Dr. Garland reviewed highlights of the proposed revisions to the annual expenditure budget. Board questions were answered.

Ms. Fredericks moved to approve the first revision to the Annual Expenditure Budget for fiscal year 2014. Mr. Vasquez seconded; motion carried.

6. Policy Revision B-1700 BEDB

Mr. Kulpinski asked if the Board would like to move Action Items to follow Student Travel. It was suggested that the Board discuss this possible change when the entire Board is present.

Ms. Fredericks moved to approve the first reading of revisions to Policy B-1700 BEDB Agenda. Mr. Vasquez seconded; motion carried.

7. Policy Revision C-0300 CBCA

Mr. Kulpinski moved to approve the first reading of revisions to Policy C-0300 CBCA Delegated Authority. Ms. Biggerstaff seconded; motion carried.

8. Policy Revision C-0600 CBI

Mr. Kulpinski moved to approve the first reading of revisions to Policy C-0600 CBI Evaluation of Superintendent. Mr. Vasquez seconded; motion carried.

9. Policy Revision K-2300 KHC

Mr. Kulpinski moved to approve the first reading of revisions to Policy K-2300 KHC Distribution/Posting of Promotional Material. Mr. Vasquez seconded; motion carried.

10. Policy Revision K-2200 KHA

Mr. Kulpinski moved to approve the first reading of revisions to Policy K-2200 KHA Public Solicitations in Schools. Mr. Vasquez seconded; motion carried.

11. Policy Revision J-0800 JFAB

At Mr. Kulpinski's request, Ms. Walton will contact ASBA to see if the second sentence of the first paragraph under the heading "Verifiable Documentation" needs to be in policy. The sentence reads: "This policy is written to assist school districts and charter schools in meeting the legal requirements of the statute."

Mr. Kulpinski moved to table the second reading of revisions to Policy J-0800 JFAB Tuition/Admission of Nonresident until Ms. Walton gets an answer from ASBA. Ms. Biggerstaff seconded; motion carried.

12. Policy Revision I-8550 IMG

Mr. Kulpinski moved to approve the second reading of revisions to Policy I-8550 IMG Animals in Schools as presented. Mr. Vasquez seconded; motion carried.

13. Policy Revision J-5350 JLCD

Ms. Walton said the recommended revision from ASBA is based on statute therefore “or designee” cannot be added to those that can administer auto-injectable epinephrine.

Mr. Kulpinski moved to approve the second reading of revisions to Policy J-5350 JLCD Medicines/Administering Medicines to Students. Ms. Fredericks seconded; motion carried.

14. Policy Revision J-6250 JLF

Mr. Kulpinski moved to approve the second reading of revisions to Policy J-6250 JLF Reporting Child Abuse/Child Protection. Mr. Vasquez seconded; motion carried.

15. Policy Revision D-2750 DJE

Mr. Kulpinski moved to approve the second reading of revisions to Policy D-2750 DJE Bidding/Purchasing Procedures. Ms. Biggerstaff seconded; motion carried.

16. Meeting Dates

Mr. Kulpinski requested that a worksession be scheduled for a discussion about the Mt. Elden Middle School pool. After Board Members checked their calendars, it was suggested that the worksession be held on January 28<sup>th</sup> prior to the Board’s regular meeting.

Mr. Kulpinski moved to approve the addition of a worksession on January 28, 2014 at 4:00 pm. Mr. Vasquez seconded; motion carried.

**INFORMATION ITEMS**1. Governing Board Members’ Report

- Mr. Kulpinski reported that the Honors College will hold an Undergrad Symposium in April that will involve secondary school students.
- Mr. Kulpinski suggested that Board Members sign and send thank you cards to businesses and individuals that make donations to the District.
- Ms. Fredericks reported on her school visits.
- Ms. Biggerstaff reported on her classroom visits at Flagstaff High School.

2. Future Agenda Items

- Ms. Fredericks would like an update from schools utilizing the Rachel’s Challenge program.
- Mr. Kulpinski would like an update on intercessions and interventions from a school on the traditional calendar and one on a modified calendar.

**EXECUTIVE SESSION**

Mr. Kulpinski moved to enter Executive Session for Personnel to discuss the Superintendent's midterm goals at 7:55 pm. Ms. Fredericks seconded; motion carried.

**ADJOURNMENT OF PUBLIC MEETING**

Following the completion of the Executive Session for Personnel, the public meeting was adjourned at 9:26 pm.

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Signature

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Date

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