

CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD MINUTES

Taken Tuesday, August 13, 2013

6:30 PM WORK SESSION

7:00 PM REGULAR SESSION

CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY and
CONFERENCE ROOM
280 CAMP LINCOLN ROAD
CAMP VERDE, ARIZONA 86322

BOARD VISION STATEMENT

Inspiring today's students to become tomorrow's leaders.

MISSION STATEMENT

Camp Verde Unified School District will provide opportunities to cultivate academic achievement and service to others within a community of respect.

6:30PM

1. WELCOME AND CALL TO ORDER

Board President Freeman called the meeting to order at 6:38 pm.

2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Business Services Director, Mr. Steve Hicks led the pledge of allegiance.
Mrs. Freeman led the moment of silence.

3. ROLL CALL

Board Members present were: Helen Freeman, Trent Hackett, Bob Simbric, and Judy Gilbert. Board Member Christine Schneider joined via teleconference.
Others Present: District Legal Council Anthony Contente-Cuomo, Superintendent Dr. Amber Marchant-Lee and Board/Administrative Assistant Mary Hudson.

4. AGENDA REVIEW AND ACCEPTANCE

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to accept the agenda as presented. The motion carried 4-0.

5. EXECUTIVE SESSION TO DISCUSS AND/OR NEGOTIATE SUPERINTENDENT CONTRACT TERMS FOR DR. AMBER MARCHANT-LEE

Agenda Item: The Board may vote to convene in executive session pursuant to A.R.S. §38-431.03(a)(4) for discussion or consultation with the district's attorney(s) concerning contract subject to negotiations and/or A.R.S. §38-431.03(a)(1) for discussion of personnel matters regarding the Superintendent's Contract and extra duty contract for Director of Student Services.

Motion: Mr. Simbric moved, seconded by Mr. Hackett to convene in executive session pursuant to A.R.S. §38-431.03(a) (1) and (a)(4) as outlined in the agenda. The motion carried 4-0.

The Board entered executive session at 6:42 pm.

The Board exited executive session at 6:49 pm.

7:00 PM

1. ROLL CALL

Mrs. Freeman called the meeting back to order at 7:00 pm.
Board Members present were: Helen Freeman, Trent Hackett, Bob Simbric, and Judy Gilbert. Board Member Christine Schneider joined via teleconference.

2. AGENDA REVIEW AND ACCEPTANCE

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to accept the agenda as presented. The motion carried 5-0.

3. PUBLIC PARTICIPATION

Mrs. Freeman thanked the following community members for assisting with the Staff Back to School Breakfast: Weber IGA, CVS, Construction Management Associates, Darlene Cameron, Teddy Armstrong, Donna England, Robin Cannon, Darlene Mathews, Becky Kleinman, Andrea Freeman, Christine Schneider, Judy Gilbert, Bob Simbric and Trent Hackett. The assistance helped support the accustomed Welcome Back to School Event.

4. STAFF/STUDENT/COMMUNITY RECOGNITION

Superintendent Dr. Amber Lee recognized Support Services Director Stacey Barker for his tireless efforts and accomplishments with the Solar Project. She stated that the solar project is 99.9% complete. It took a lot of time and effort on top of what Mr. Barker already does. Mr. Barker goes above and beyond in his job; he also steps in as a substitute bus driver, substitute maintenance man and he is the finder of lost children on bus routes. She presented Mr. Barker with a certificate of appreciation for his dedication.

5. CONSENT ITEMS

Mrs. Freeman pulled Items E. vii. and E.viii. from the consent agenda; they would not be up for approval.

Mrs. Schneider asked to pull Items E. iii., E. vi., and E. xii. for discussion.

Mr. Simbric pulled Item B. i. voucher number 1403 as he would be abstaining from voting on the voucher.

Mrs. Freeman pulled Item A. iv. Extra Duty Contracts for Steve King and Laurie Kaaekuahiwi, Native American Student Academic Coordinator(s) until after discussion as outlined in the agenda under Item 6. D.

(For discussion and action taken on Items removed from the consent agenda please see 5.5)

A. PERSONNEL MATTERS

i. Resignations/Retirements :

ii. Transfers:

iii. Employment Offers:

a. Certified: Nora Lubetz, Middle School Language Arts Teacher

b. Classified: Coleen Wade, Elementary Paraprofessional; Raina Russell, South Verde Paraprofessional

c. Transportation:

d. Substitutes:

e. Coaches: Jeff Holowell, High School Football Volunteer

f. Volunteers:

iv. Other: Kathy King, High School Culinary Arts kitchen repair and curriculum development; Jolynn Sperry, Common Core Curriculum; Marc Kresge, Curriculum development; Eric Evans, Curriculum development; Gail Wilson, South Verde enrollment and transcripts; Tammey Carter, CPI Instructor

- a. Extra Duty Contracts: Tracy Tudor, extra duty Special Education Math Teacher 1 period a day; ~~Steve King and Laurie Kaaekuahiwi, Split duty, Title VII, Native American Student Academic Coordinator(s)~~ (Items stricken were approved under Item 6. D.)
- b. Leave Of Absence:
- c. Incentive Pay:

B. FINANCIAL/BUSINESS

- i. Approval of vouchers
 - Payroll –
 - No. 1 in the amount of \$ 2, 894.70
 - No. 2 in the amount of \$ 61,872.78
 - No. 3 in the amount of \$ 70, 055.87
 - Expense-
 - No. 1360 in the amount of \$ 5, 965.36
 - No. 1362 in the amount of \$ \$ 48, 612.15
 - No. 1364 in the amount of \$ 35, 436.21
 - No. 1365 in the amount of \$ 1, 134.67
 - No. 1366 in the amount of \$ 6,969.99
 - No. 1400 in the amount of \$ 31, 096.14
 - No. 1404 in the amount of \$ 2, 820.36
 - No. 1402 in the amount of \$ 14, 533.63
 - No. 1405 in the amount of \$ 18, 486.84
 - No. 1403 in the amount of \$ 5, 707.10 (Yavapai Title Company)

C. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- i. Minutes taken during Regular Session and Joint Board Meeting on July 9, 2013
- ii. Minutes taken during Executive Session on July 9, 2013
- iii. Minutes taken during Special Board Meeting on August 1, 2013
- iv. Minutes taken during Executive Session 1 (one) and Executive Session 2 (two) on August 1, 2013

D. ENROLLMENT REPORT

- i. Enrollment Report

E OTHER ITEMS

- i. Potential approval of Dr. Amber Lee as Student Hearing Officer and Danny Howe as Alternate Student Hearing Officer 2013-2014
- ii. Potential approval of Job Description for Federal Projects/Grants and English Language Learners Coordinator as amended.
- iii. Potential approval of MAT-Force Community Counts Love and Logic agreement.
- iv. Potential approval of Camp Verde Unified School District authorized maintainer for the Federal Tax Account for 2013-2014 at Chase Bank.
- v. Potential approval of Policy GCJ-Professional Staff Probationary and Continuing Status and GCK- Professional Staff Assignments and Transfers as First Read
- vi. Potential approval of the amended Yavapai Purchasing Consortium Agreement
- vii. Potential approval of renewing the Memorandum of Understanding with Northern Arizona University’s Foster Grandparent Program and Camp Verde Elementary School through July of 2016.
- viii. Potential approval of Enfinity America Corp as Sole Source for 2013-2014 School Year
- ix. Potential approval to open an account for Middle School Auxiliary monies.

- x. Potential approval of Middle School Fundraisers for 2013-2014
- xi. Potential approval of High School English Books 2013-2014
- xii. Potential approval to accept polices DKB-Salary Deductions; EBC, EBC-RA, EBC-RB, EBC-RC, EBC-RD, EBC-RE, EBC-E-Emergencies; IKF-EB Graduation Requirements; JK, JK-RA, JK-RB, JK-EA-Student Discipline as First Read

5.5 DISCUSSION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Regarding Item E. iii.: Love and Logic, Parent Education: Mrs. Schneider asked if there was a plan in place in case of staffing deficiencies. Superintendent Lee explained that there were three (3) people in the District that had been working the program and she did not foresee a problem fulfilling the obligation. Further clarification on the Item: Yavapai Apache parents can take advantage of the parenting classes.

Regarding Item E.vi.: Yavapai Purchasing Consortium: Mrs. Schneider questioned the value of the agreement. Support Services Director Stacey Barker explained that the District is not currently participating; however, would like to remain a part of the consortium in the event that it offer cost savings opportunities in the future.

Regarding Item E. xii.: Mrs. Schneider had many questions regarding policy JK – Student Discipline and the exhibits therein. She would like to have some clarification on the following Items outlined in the policy recommendation: confinement, crisis management, referral and corporal punishment. Dr. Lee will contact policy services for further clarification and answer Mrs. Schneider’s questions before Second Read in September.

Motion: Mrs. Gilbert moved to accept the consent agenda with exception of Items E. vii. and E.viii. E. iii., E. vi., E. xii. , A. iv. and B. i. voucher number 1403. Mr. Simbric seconded the motion. The motion carried 5-0.

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to approve Item B.i. voucher number 1403. The motion carried 4-0, with Mr. Simbric abstaining from the vote due to a conflict of interest.

Motion: After discussion, Mr. Hackett moved, seconded by Mrs. Gilbert to accept Items E. iii, vi, and xii. as First Read. The motion carried 5-0.

6. DISCUSSION AND POSSIBLE ACTION ITEMS

A. DISCUSSION/INFORMATION/UPDATE ON TOWN OF CAMP VERDE INTERGOVERNMENTAL AGREEMENT WITH CAMP VERDE UNIFIED SCHOOL DISTRICT (CVUSD)

Mr. Russ Martin, Town Manager addressed the Governing Board concerning the happenings in the Town of Camp Verde and the Intergovernmental agreement with CVUSD. He stated that the four (4) lane Highway 260 project has been funded and should be completed within a two (2) year time frame. The Town’s Economic Development department has been busy looking at ways to generate jobs and economy. The Town is working with Northern Arizona Healthcare on the plan to build an Emergency Facility on the corner of Finnie Flat Road and Hwy. 260. Work on the Town Library continues; it is designed to be a community facility with the highest of technologies available. The Marshall’s office has been working closely with the school principals to have law enforcement present on the campuses as much as possible. Remodeling the Town Gymnasium has been a priority and is in progress; South Verde Technology Magnet School uses the facility. The Pool is still open, hopefully through September for lap swim on weekday mornings and on Monday and Wednesday afternoons plus weekends.

B. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE CONTRACT FOR DR. AMBER MARCHANT-LEE AS SUPERINTENDENT FOR 2013-2015 AS STATED OR

AMENDEND AND THE EXTRA DUTY CONTRACT FOR DR. AMBER MARCHANT-LEE AS DIRECTOR OF SPECIAL EDUCATION FOR 2013-2014 OR UNTIL POSITION IS FILLED

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to accept the contract for Dr. Amber Marchant-Lee as Superintendent as stated for 2013-2015 and extra duty contract for Dr. Amber Marchant-Lee as Director of Special Education for 2013-2014 or until the position is filled. The motion passed 5-0.

C. DISCUSSION /UPDATE ON DISTRICT PERFORMANCE REGARDING ARIZONA'S INSTRUMENT TO MEASURE STANDARDS/ LETTER GRADES AND DISTRICT SITE MATH GOALS

Superintendent Lee presented a PowerPoint to the Board. She explained how the Letter grades for schools are calculated by the State. The District as a whole received a Letter Grade of B. Principals King, Pottorff, Howe and Weir spoke about their individual letter grades and their plans for continued improvement.

The Board and Administrators agreed that the District has quality educators in place and obtaining a Letter Grade of A is not too far out of reach.

Mr. Hackett exited the meeting at 8:11 pm and returned at 8: 16 pm.

There was discussion regarding meeting the said math goal as designated by the Board. The Board would like to discuss setting the goal higher at a future meeting. The Administrative Team will meet to discuss the individual needs of each campus and bring those needs to the Board before setting new achievement goals.

D. DISCUSSION AND POSSIBLE ACTION TO ACCEPT JOB DESCRIPTION FOR NATIVE AMERICAN STUDENT ACADEMIC COORDINATOR (TITLE VII) AND TO SPLIT SAID DUTIES BETWEEN PRINCIPAL STEVE KING AND TEACHERS AIDE LAURIE KAAEKUAWIWI

Dr. Lee addressed the Board regarding filling the Academic Coordinator position to fulfill Native American Students needs appropriate to the Title VII Grant. After meeting with the Yavapai Apache Council in July and getting their ideas, a teleconference was held with the U.S. Department of Education regarding the grant. Though the grant could not be used exactly the way the Council had hoped, they were supportive of filling the position as proposed herein.

South Verde Principal Steve King explained that the plan is to share the duties of the Coordinator between himself and Mrs. Kaaekuahiwi. They will be tying cultural activities into reading; reading and math are mandated by the grant. There will be a joint effort in collecting the data and writing the grant. They will also be forming a parent committee as mandated by the grant.

Motion: Mrs. Freeman moved, seconded by Mrs. Gilbert to accept job description for Native American Student Academic Coordinator (Title VII) and that said duties will be shared between Principal Steve King and Teacher's Aide Laurie Kaaekuahiwi. The motion passed 5-0.

E. DISCUSSION ON AND POSSIBLE ACTION ON POLICY GCO AND GCO-RA TEACHER EVALUATION TOOL: TO ACCEPT THE TEACHER EVALUATION TOOL FOR 2013-2014; TO ACCEPT POLICY GCO and GCO-RA AS FIRST READ

The Board discussed the Policy Services Advisory, Volume 25, Number 3 to include GCO and GCO-RA- Evaluation of Professional Staff Members and the proposed Teacher Evaluation Tool for the 2013-2014 school year. Dr. Lee explained that the evaluation tool is a continual work in progress.

There was discussion on the recommended policies and inconsistencies with the evaluation tool. The Board agreed to adopt the tool as recommended and revisit the recommended policy changes after further study.

Motion: Mr. Simbric moved, seconded by Mrs. Gilbert to approve the evaluation tool as presented. The motion carried 5-0.

F. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE TEACHER PERFORMANCE EVALUATION HANDBOOK THE FOR 2013-2014 SCHOOL YEAR

The Board discussed the Teacher Evaluation Handbook as submitted. Dr. Lee explained that once the Policies (referred to above: GCO and GCO-RA) were approved the changes would be reflected in the handbook.

Motion: Mr. Simbric moved to table action on the handbook until further review of Policies GCO and GCO-RA.

After short discussion Mr. Simbric withdrew his motion.

Motion: Mr. Simbric moved to approve the Performance Evaluation Handbook as presented. Mr. Hackett seconded the motion. The motion passed 5-0.

G. DISCUSSION AND POSSIBLE ACTION ON THE PRINCIPAL EVALUATION TOOL FOR THE 2013/2014 SCHOOL YEAR

Dr. Amber Lee addressed the Board regarding the Principal Evaluation tool. The tool has changed dramatically, is quite lengthy and will require a lot of time. The tool is also a work in progress and will continue to be amended as it is used. Ideally the Principal's evaluations should be completed by the beginning of March. In theory the evaluation will tell us where we need to provide professional development as a District.

Mrs. Schneider requested that Standard 5 regarding Ethics, Item E. be stricken from the tool. Other changes to the instrument include: Under Principal Resources, Item C, in reference to ISSLC (Interstate School Leadership Licensure Consortium) needs to be further clarified; on page 9 of the tool, under ISSLC Standards, Standard 4: the words *community members* need to be added; on the evaluation form the rating scale needs to read *not effective*, rather than *ineffective*.

Motion: After discussion Mrs. Gilbert moved, seconded by Mr. Hackett to approve the Principal Evaluation Tool for 2013-2014 with the changes as stated. The motion carried 5-0.

H. DISCUSSION ON ARIZONA SCHOOL BOARDS ASSOCIATION TOP TEN PRIORITIES FOR THE 2014 POLITICAL AGENDA

Board President Freeman explained that the Top Ten Priorities for the Political Agenda should be voted on prior to the Delegates Assembly in September. The Board will also needs to appoint a delegate for the 2013-2014 school year to serve as the CVUSD Board Delegate (see Item I).

Mrs. Schneider was not comfortable with many of the Items on the priority list. The Board chose not to take action on the Item, but to allow the Delegate to advocate for the Board during the assembly.

There was no action taken on the Item.

I. DISCUSSION AND POSSIBLE ACTION TO DESIGNATE A BOARD MEMBER TO SERVE ON THE ARIZONA SCHOOL BOARDS ASSOCIATION AS THE DELEGATE FOR THE GOVERNING BOARD FOR 2013-2014

Motion: After brief discussion, Mrs. Gilbert moved, seconded by Mr. Hackett to nominate Mrs. Freeman as the delegate and Mrs. Schneider as the alternate for the Arizona School Boards Association 2013-2014. The motion carried 5-0.

J. DISCUSSION/UPDATE AND POSSIBLE ACTION ON DISTRICT NORTH CENTRAL ADVANCED ED ACCREDITATION PROCESS/PROGRESS AND LETTER OF COMMITMENT

Dr. Lee addressed the Board regarding the process for AdvancED System Accreditation. The Board will need to fill out the surveys provided and turn them in for tallying.

Motion: After brief discussion, Mr. Hackett moved, seconded by Mrs. Gilbert to approve the letter of commitment for Advanced ED System Accreditation. The motion carried 5-0.

K. DISCUSSION AND POSSIBLE ACTION ON NAMING OF FACILITY: THE MULTI-USE COMPLEX THEATER

Board President Freeman explained that she would like to see the Multi-Use Complex Theater named after the former Superintendent who laid the plans and implemented the construction of it. She read a statement regarding Mr. Phil England and his contributions to the District beginning 1983 continuing through 1998. There was discussion on specifically what to name the facility. The Board agreed to name the facility after Mr. England but did not come to a conclusion on the exact title for the facility. Dr. Lee will write a letter informing Mr. England of the Board's intent to name the facility after him.

Motion: After discussion Mr. Simbric moved to name the Performing Arts Facility after Mr. England and honor him for his dedication. Mrs. Gilbert seconded the motion. The motion carried 5-0.

7. ADMINISTRATIVE REPORT

a. Dr. Lee gave a summary on Leading Change Conference. Several members of the Administrative Team attended. Dr. Lee mentioned a metaphor that was used in relation to baseball and coaching people to get on base; there was a lot of information on commitment and drive.

b. Dr. Lee and Mrs. Freeman summarized the ASBA Summer Leadership Conference that they attended in July. They listened to an inspirational teacher and went to a presentation on STEM (Science, Technology, Engineering and Mathematics).

c. Dr. Lee gave a summary on the First days of School 2013-14 stating that it was an awesome first few days of school. There were the normal glitches with transportation that have been addressed. She had the opportunity to visit the Fit Kids Program at the Elementary and the Music and Drama class at the Middle School. She was pleased and enthused about both new programs.

8. INFORMATION ONLY

- a. Arizona School Boards Association Law Conference (ASBA) coming up September 4-6 in Phoenix
- b. IJNDB and IJNDB-R-Use of Technology Resources in Instruction to be agendized for discussion in September
- c. 2013-2014 School Calendar
- d. Rules of order
- f. Board Operating Protocol
- g. AmeriCorps News Letter- Cost Share Partnership for Organizational Capacity

9. BOARD REPORTS/BOARD REQUEST FOR FUTURE AGENDA ITEMS/BOARD CALENDAR

Mrs. Schneider confirmed that there would be a report from the teachers and the principals on Project Blank Slate during the September meeting. The Board will also review GCO and GCO-RA Policies and the ASBA's recommendations for First Read.

Mrs. Gilbert asked to have some more information on the progress of student cohorts and the letter grades. This information can come under information only (rather than Board discussion).

10. ADJOURNMENT

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to adjourn the meeting. The motion passed 5-0.

The meeting adjourned at 9: 46 pm.

11. SIGNING OF DOCUMENTS

Respectfully Submitted,

Mary Hudson
Board/Administrative Assistant

Helen Freeman
Board President

Trent Hackett
Member

Judy Gilbert
Member

Christine Scheideer
Member

Bob Simbric
Member