

2-9-16 Board Packet

1. WELCOME AND CALL TO ORDER

CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD AGENDA

PURSUANT TO A.R.S. § 38-431.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 GOVERNING BOARD AND TO THE GENERAL PUBLIC THAT THE CAMP VERDE UNIFIED SCHOOL DISTRICT NO 28 GOVERNING BOARD WILL HOLD A

MEETING

OPEN TO THE PUBLIC ON

February 9, 2016

Regular Meeting at 7:00 PM

AT THE CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY

280 CAMP LINCOLN ROAD

CAMP VERDE, ARIZONA 86322

THE CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 GOVERNING BOARD MAY VOTE TO CONVENE IN EXECUTIVE SESSION WHICH SHALL NOT BE OPEN TO THE PUBLIC PURSUANT TO A.R.S. §38-431.03(A)(3) FOR LEGAL ADVICE FROM THE DISTRICT'S ATTORNEY(S) ON ANY MATTER ON THIS AGENDA. THE DISTRICT'S ATTORNEY(S) MAY APPEAR TELEPHONICALLY.

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 and personal achievement and service to others within a community of respect.

REGULAR SESSION 7:00 PM

1. WELCOME AND CALL TO ORDER
2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
3. ROLL CALL
4. AGENDA REVIEW AND ACCEPTANCE
5. PUBLIC PARTICIPATION
Please see Policy BEDH and Exhibit- Public Participation at Board Meetings. Individual speakers shall not exceed five (5) Minutes
6. STAFF/STUDENT/COMMUNITY RECOGNITION AND CELEBRATION OF GOOD THINGS
Johnson O'Malley Manager Cindy Eaton to award Middle School Students Alana Lewis and Lauren Ontiveros
7. POTENTIAL ACTION ON PERSONNEL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT
 - a. Employment recommendations
 - b. Resignations/Retirements/Terminations
 - c. Other
 - d. Substitutes and Volunteers
8. POTENTIAL ACTION ON BUSINESS AND FINANCIAL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT
 - a. Expense Vouchers
 - b. Payroll Vouchers
 - c. Financial Updates
 - d. Student Accounts
9. POTENTIAL APPROVAL OF YAVAPAI TITLE EXPENSE VOUCHER \$ 5,707.10
10. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES
 - a. Minutes taken January 12, 2016
11. POTENTIAL ACTION ON THE CONSENT AGENDA
 - a. Potential approval of Robotics Instructor Aide position due to fifth-day program growth
 - b. Potential approval of donation of a rolling cart from Home Depot for the Robotics program equipment
12. REPORTS/PRESENTATIONS AND DISCUSSION
 - a. Discussion/Report on preliminary budget for 2016-2017 school year
 - b. Discussion on legislative letter from the Verde Valley School District Consortium regarding Camp Verde Unified School JTED and VACTE programs and funding

13. DISCUSSION AND POSSIBLE ACTION ITEM

- a. Discussion and possible action on Vision and Mission statements as formed by the Strategic Planning committee.
Mission:
 Providing students a safe and caring environment in which knowledge, skills, and attitudes enable learners to become productive citizens
Respect, Integrity, Positive Relationships, Accountability
Vision:
Our District will:
 - Foster confidence, excellence, integrity, and a sense of belonging.
 - Ensure each learner studies a challenging, academic and relevant curriculum, which enhances social, emotional, physical and ethical development.
 - Work in partnership with all families and the community as an organization of engaged, motivated lifelong learners.
- b. Potential acceptance of Policy GCO Evaluation of Professional Staff Members according to the acceptance of the Statement of Assurance on the Teacher Evaluation System
- c. Discussion and possible action to set a Board Work Session in February or March to work on the Superintendent Evaluation Tool and review the Board Operational Handbook
- d. Discussion possible action to pursue four-day and/or five-day school year for Camp Verde Unified School District 2016-17 Discussion to include: historical and current reports on student achievement, student discipline, student attendance, fifth-day enrichment programs, financial comparisons, student enrollment and staff attendance
- e. Discussion and Board direction on potential 2016-2017 school calendars for Camp Verde Unified School District and South Verde Technology Magnet School
- f. Discussion and possible action to abolish the Administrative Weight placement according to Policy GCBA- Professional Staff Salary Schedules
- g. Discussion and possible action to accept policies CBCA – Delegated Authority; GDQD – Discipline, Suspension, and Dismissal of Support Staff Members; and GCQF – Discipline, Suspension and Dismissal of Professional Staff Members as First Read

14. ADMINISTRATIVE/BOARD REPORT

- a. Report from ASBA BOLTS Attendees January 28, 2016
- b. Report/Update on Web based instruction – Moodle Webinar

15. INFORMATION ONLY

- a. Strategic Planning Phase II Committee Representatives

16. BOARD REQUEST FOR FUTURE AGENDA ITEMS

17. ADJOURNMENT

18. SIGNING OF DOCUMENTS

When necessary, the Board may go into Executive Session intermittently throughout the meeting for discussion and consultation for legal advice regarding any of the agenda items. A.R.S. 38-431.03 (A)(3). The Board may also go into Executive session to discuss personnel matters A.R.S. 431.03 (A)(1), records exempt from public inspection A.R. S. 38-431 (A)(2), or legal advice and consultation regarding contracts , negation or pending or contemplated litigation A.R.S. 38-431.03 (A)(4). Finally, the Board reserves the right to change the order of items on the Agenda and to call matters in random order. Camp Verde Unified School District endeavors to make all public meetings accessible to persons with disabilities. With 48 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 928-567-8008 to request an accommodation.

2. **PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

3. **ROLL CALL**

4. **AGENDA REVIEW AND ACCEPTANCE**

5. **PUBLIC PARTICIPATION**

6. **STAFF/STUDENT/COMMUNITY RECOGNITION AND CELEBRATION OF GOOD THINGS**

7. POTENTIAL ACTION ON PERSONNEL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT

a. Employment recommendations

Hiring Recommendations

| Name | Position | Location | Step | Amount |
|-------------------|------------------|--------------|-------|------------------|
| Partridge, Jamie | Custodian | Maintenance | CV3/2 | \$10.01/40 hours |
| Backus, Del-Afton | Paraprofessional | SPED | CV6/2 | \$13.29/29 hours |
| Whitmire, Clarise | Cafeteria | Food Service | CV1/3 | \$9.16/16 hours |
| Crittenden, Erica | Sub-Fit Kids | Elementary | CV7/2 | \$14.42/38 hours |
| | | | | |
| | | | | |

b. Resignations/Retirements/Terminations

Resignations/Retirements/Terminations

| Name | Position | Location | Resignation | Retirement | Termination |
|---------------------|-------------|-------------|-------------|-------------|-------------|
| Baker Betty | Custodian | Maintenance | | | X |
| Partridge, Gwen | Custodian | Maintenance | X | | |
| Neitzel, Carol | Aide | | | End of year | |
| Sepulveda, Caroline | Fit Kids | Elementary | | | X |
| Morak, Theresa | Aide | | | End of Year | |
| Baker, John | Maintenance | Maintenance | X | | |

c. Other

Other

| Name | Position | Location | Rationale |
|----------------|------------------|------------|---|
| Martin, Ann | Robotics Asst | Elementary | Aide for robotics (note: potential approval of additional position on consent agenda under Item 11.a.) |
| Gardner, Sheri | Paraprofessional | Elementary | Moved to Preschool Para |
| | | | |

CVHS ATHLETICS

To: Dr. Goodwin
CVUSD Governing Board
From: Mark Showers
Re: Coach Approval
Date: 1-19-16

Please approve the following spring coaches for the 2015-16 season.

HS Boys Baseball

| | | | |
|---------------|-------------|------|------|
| Will Davis | Head Coach | I-2 | 2400 |
| Bryan Pelfrey | Asst. Coach | II-5 | 2000 |
| Kyle Lobaugh | Asst. Coach | II-1 | 1600 |

HS Girls Softball

| | | | |
|-------------|-------------|------|------|
| Henry Smith | Head Coach | I-2 | 2400 |
| Toni Harris | Asst. Coach | II-4 | 1900 |
| TBD | Asst. Coach | II-0 | 1500 |

HS Track

| | | | |
|--------------------|-------------|------|------------------------|
| Mike Prow | Head Coach | I-1 | 2300 |
| Milfred Tewawina | Asst. Coach | II-5 | 1000 (Share ½ of 2000) |
| Pam Edgerton | Asst. Coach | II-5 | 1000 (Share ½ of 2000) |
| Brittany Armstrong | Asst. Coach | II-1 | 1000 (Share ½ of 2000) |
| Mike O'Callaghan | Asst. Coach | II-5 | 1000 (Share ½ of 2000) |

HS Golf

| | | | |
|--------------|-------------|-------|------|
| Chris Fuller | Head Coach | II-4 | 1900 |
| Zeke Hebbert | Asst. Coach | III-1 | 1100 |

Home of the Cowboys

CVMS Athletics

To: Dr. Goodwin

From: Danny Howe-Principal/Middle School A.D.

Re: Spring Coaches

Date: February 1, 2016

These are the spring coaches that I would like to have on the February agenda to be Board approved:

Girls Soccer>Mike Reamer: Level IV-4 \$1150
>TBD Assistant (set aside \$500)

Boys Soccer>Marc Kresge: Level IV-1 \$850
>Rick Watkins: Assistant \$500

Track> Rhonda Koeppe: Level IV-0 \$750
> Steve Wilson: Level IV-5 \$1250

Baseball>: TBD (set aside Level III-0 \$1000)
>TBD: Assistant (set aside \$500)

Softball>Steve Stone: Level III-3 \$1300
>Susan Holm: Assistant \$500

Thanks!

d. Substitutes and Volunteers

Substitutes

| | |
|--------------|----|
| Lewy, LaToya | ES |
|--------------|----|

Volunteers

High School Boys Baseball

| | |
|--------------|-----------|
| Nate Jackson | Volunteer |
| Mike Boler | Volunteer |
| Nate Jackson | Volunteer |
| Mike Boler | Volunteer |

High School Girls Softball

| | |
|---------------|-----------|
| Aaron Church | Volunteer |
| Trent Hackett | Volunteer |

High School Track

| | |
|---------------|-----------|
| Mike Edgerton | Volunteer |
| Matt Malloy | Volunteer |

8. POTENTIAL ACTION ON BUSINESS AND FINANCIAL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT

a. Expense Vouchers

| DATE | VOUCHER | | TOTAL |
|-----------|---------|----|------------|
| 1/8/2016 | 1638 | \$ | 124,561.72 |
| 1/13/2016 | 1633 | \$ | 866.75 |
| 1/14/2016 | 1640 | \$ | 48,038.84 |
| 1/22/2016 | 1642 | \$ | 43,866.21 |
| TOTAL | | \$ | 217,333.52 |

b. Payroll Vouchers

| | |
|------------|--------------|
| Voucher 17 | \$298,653.11 |
| Voucher 18 | \$299,789.93 |
| Voucher 19 | \$12,977.44 |

| | |
|-------|--------------|
| TOTAL | \$611,420.48 |
|-------|--------------|

c. Financial Updates

OPERATING STATEMENT For the Period

01/01/2016 through 01/31/2016

Fiscal Year: 2015-2016

| <u>01/01/2016 - 01/31/2016</u> | <u>Year To Date</u> | <u>Budget</u> | <u>Budget Balance</u> | | |
|---|---------------------|----------------|-----------------------|----------------|--------|
| EXPENSES | | | | | |
| REGULAR EDUCATION | | | | | |
| CLASSROOM INSTRUCTION (+) | \$173,524.17 | \$1,687,909.10 | \$3,115,169.18 | \$1,427,260.08 | 54.20% |
| STUDENTS (+) | \$36,362.98 | \$258,697.37 | \$572,739.83 | \$314,042.46 | 45.20% |
| SUPPORT SERVICES | \$11,683.61 | \$93,866.17 | \$190,246.26 | \$96,380.09 | 49.30% |
| - INSTRUCTIONAL STAFF (+) | | | | | |
| SUPPORT SERVICES - GENERAL ADMINISTRATION (+) | \$13,777.46 | \$104,908.65 | \$227,478.98 | \$122,570.33 | 46.10% |
| SUPPORT SERVICES - SCHOOL ADMINISTRATION (+) | \$26,193.70 | \$202,132.81 | \$390,967.01 | \$188,834.20 | 51.70% |
| SUPPORT SERVICES - FISCAL SERVICES (+) | \$255.41 | \$88,298.73 | \$199,593.25 | \$111,294.52 | 44.20% |
| SUPPORT SERVICES | \$69,641.60 | \$650,544.82 | \$1,137,513.31 | \$486,968.49 | 57.20% |
| - OPERATION & MAINTENANCE (+) | | | | | |
| SUPPORT SERVICES | \$0.00 | \$0.00 | \$12,000.00 | \$12,000.00 | 0.00% |
| - NONINSTRUCTIONAL SERVICES (+) | | | | | |
| COCURRICULAR ACTIVITIES (+) | \$0.00 | \$1,612.46 | \$6,509.60 | \$4,897.14 | 24.80% |
| ATHLETICS (+) | \$20,423.15 | \$108,431.87 | \$183,287.28 | \$74,855.41 | 59.20% |
| Sub-total : REGULAR EDUCATION | \$351,862.08 | \$3,196,401.98 | \$6,035,504.70 | \$2,839,102.72 | 53.00% |
| SPECIAL EDUCATION, VACTE, OTHER | | | | | |
| CLASSROOM INSTRUCTION (+) | (\$24,643.03) | \$462,263.08 | \$757,920.00 | \$295,656.92 | 61.00% |
| SUPPORT SERVICES - STUDENTS (+) | \$16,282.06 | \$114,411.75 | \$196,628.00 | \$82,216.25 | 58.20% |
| SCHOOL ADMINISTRATION (+) | \$1,067.90 | \$8,149.90 | \$0.00 | (\$8,149.90) | 0.00% |
| SUPPORT STAFF - INSTRUCTIONAL (+) | (\$10,522.41) | \$17,412.54 | \$29,121.00 | \$11,708.46 | 59.80% |
| GENERAL ADMINISTRATION (+) | \$1,033.33 | \$7,129.76 | \$19,441.00 | \$12,311.24 | 36.70% |
| Sub-total : SPECIAL EDUCATION, VACTE, OTHER | (\$16,782.15) | \$609,367.03 | \$1,003,110.00 | \$393,742.97 | 60.70% |
| TRANSPORTATION | | | | | |
| STUDENT TRANSPORTATION (+) | \$64,549.04 | \$411,427.38 | \$703,321.00 | \$291,893.62 | 58.50% |
| Sub-total : TRANSPORTATION | \$64,549.04 | \$411,427.38 | \$703,321.00 | \$291,893.62 | 58.50% |
| Total : EXPENSES | \$399,628.97 | \$4,217,196.39 | \$7,741,935.70 | \$3,524,739.31 | 54.50% |
| NET ADDITION/(DEFICIT) | \$399,628.97 | \$4,217,196.39 | \$7,741,935.70 | \$3,524,739.31 | 54.50% |
| End of Report | | | | | |

Operating Statement with Budget

District Additional Assistance-Adjacent Ways For the Period 01/01/2016 through 01/31/2016

Fiscal Year: 2015-2016

| <u>01/01/2016 - 01/31/2016</u> | <u>Year To Date</u> | <u>Budget</u> | <u>Budget Balance</u> | | |
|--|---------------------|---------------|-----------------------|-------------|---------|
| EXPENSES | | | | | |
| UNRESTRICTED CAPITAL | | | | | |
| INSTRUCTION (1000) (+) | \$9,151.63 | \$52,672.72 | \$67,148.66 | \$14,475.94 | 78.40% |
| STUDENTS & INSTRUCTIONAL (21,22) (+) | \$0.00 | \$11,579.76 | \$19,147.00 | \$7,567.24 | 60.50% |
| ADMINISTRATION (23,24,25) (+) | \$0.00 | \$5,280.00 | \$16,000.00 | \$10,720.00 | 33.00% |
| OPERATION & MAINTENANCE (2600) (+) | \$5,017.06 | \$66,730.24 | \$74,232.00 | \$7,501.76 | 89.90% |
| TRANSPORTATION (+) | \$0.00 | \$4,024.90 | \$6,000.00 | \$1,975.10 | 67.10% |
| NONINSTRUCTIONAL SERVICES (3000) (+) | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | 0.00% |
| FACILITIES ACQUISITION & CONSTRUCTION (4000) (+) | \$0.00 | \$17,372.80 | \$45,825.85 | \$28,453.05 | 37.90% |
| DEBT SERVICE (+) | \$0.00 | \$14,074.49 | \$14,074.49 | \$0.00 | 100.00% |
| Sub-total : UNRESTRICTED CAPITAL | \$14,168.69 | \$171,734.91 | \$243,928.00 | \$72,193.09 | 70.40% |
| Total : EXPENSES | \$14,168.69 | \$171,734.91 | \$243,928.00 | \$72,193.09 | 70.40% |
| NET ADDITION/(DEFICIT) End of Report | \$14,168.69 | \$171,734.91 | \$243,928.00 | \$72,193.09 | 70.40% |

Operating Statement with Budget

**SOUTH VERDE For the Period 01/01/2016
through 01/31/2016**

Fiscal Year: 2015-2016

| <u>01/01/2016 - 01/31/2016</u> | <u>Year To Date</u> | <u>Budget</u> | <u>Budget Balance</u> | | |
|------------------------------------|---------------------|---------------|-----------------------|--------------|--------|
| EXPENSES | | | | | |
| EXPENDITURES | | | | | |
| ALL | \$35,881.95 | \$311,884.85 | \$699,071.10 | \$387,186.25 | 44.60% |
| EXPENDITURES (+) | | | | | |
| Sub-total : | \$35,881.95 | \$311,884.85 | \$699,071.10 | \$387,186.25 | 44.60% |
| EXPENDITURES | | | | | |
| Total : EXPENSES | \$35,881.95 | \$311,884.85 | \$699,071.10 | \$387,186.25 | 44.60% |
| NET | \$35,881.95 | \$311,884.85 | \$699,071.10 | \$387,186.25 | 44.60% |
| ADDITION/(DEFICI T) | | | | | |
| End of Report | | | | | |

Operating Statement with Budget

d. Student Accounts

| Jan-16 | | | | |
|--|------------------|------------------|------------------|--------------------|
| | HS | ES | MS | Totals |
| Beginning Auxiliary Fund Balance 1/1/2015 | 44,917.52 | 15,369.15 | 3,664.79 | \$63,951.46 |
| Expended | 10,645.99 | 408.08 | 150.00 | \$11,204.07 |
| Received | 6,844.89 | 1,032.70 | 319.00 | \$8,196.59 |
| Ending Auxiliary Fund Balance 1/31/15 | 41,116.42 | 15,993.77 | 3,833.79 | \$63,210.27 |
| | | | | |
| | | | | |
| Beginning Tax Credit Balance 1/1/2015 | 42,570.43 | 15,769.57 | 9,366.03 | \$67,706.03 |
| Expenses | 573.83 | 389.95 | 900.00 | \$1,863.78 |
| Income | 6068.52 | 3496.5 | 3,842.50 | \$13,407.52 |
| Ending Tax Credit Balance 1/31/15 | 48,065.12 | 18,876.12 | 12,308.53 | \$43,866.95 |
| | | | | |
| | | | | |
| Beginning Student Activities Fund Balance 1/1/2015 | 57,757.25 | 0.00 | 15,395.65 | \$73,152.90 |
| Expenses | 5,682.48 | 0.00 | 342.94 | \$6,025.42 |
| Income | 3,549.18 | 0.00 | 550.00 | \$4,099.18 |
| Ending Student Activities Fund Balance 1/31/15 | 55,623.95 | 0.00 | 15,602.71 | \$53,498.90 |
| | | | | |
| | | | | |

9. POTENTIAL APPROVAL OF YAVAPAI TITLE EXPENSE VOUCHER \$ 5,707.10

SOUTH VERDE LEASE

| | DATE | VOUCHER | | TOTAL |
|--------------|-------------|----------------|----|-----------------|
| | 1/15/2016 | 1641 | \$ | 5,707.10 |
| TOTAL | | | \$ | 5,707.10 |

10. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

a. Minutes taken January 12, 2016

CAMP VERDE UNIFIED SCHOOL DISTRICT BOARD
MINUTES TAKEN ON
January 12, 2016
Regular Meeting at 7:00 PM
AT THE CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY
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 and personal achievement and service to others within a community of respect.

REGULAR SESSION 7:00 PM

WELCOME AND CALL TO ORDER

Mrs. Freeman called the meeting to order at 6:59 pm.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Elementary School Student Chandler Plante led the Pledge of Allegiance. There was a moment of silence.

ROLL CALL

Board Members present were: Helen Freeman, Bob Simbric, Tim Roth, Kitty McDowell and Christine Schneider.

AGENDA REVIEW AND ACCEPTANCE

Motion: Mrs. Schneider moved to accept the agenda as currently outlined. Mr. Simbric seconded the motion. The motion carried 5-0.

PUBLIC PARTICIPATION

None.

BOARD ORGANIZATIONAL MEETING- POLICY BDA

- a. *Elect Board President – Policy BDB*

Motion: Mrs. McDowell moved, seconded by Mr. Simbric to nominate Helen Freeman as Board President. The motion carried 5-0.

- b. *Statement of Public Notice Governing Board Meetings*

Motion: Mr. Simbric moved to accept the Statement of Public Notice of Governing Board Meetings as outlined in ARS 38-431.02. Mrs. Schneider seconded the motion. The motion carried 5-0.

STAFF/STUDENT/COMMUNITY RECOGNITION AND CELEBRATION OF GOOD THINGS

Elementary School fifth grade student Chandler Plante invited the Board, the administration and the staff to the Fifth Annual Martin Luther King Jr. March. In honor of Dr. King's legacy, the March will be held on January 18th, beginning at 11:00 am, walking Main Street, Camp Verde. In the spirit of community service, along with the MLK March, Chandler asked for permission to start a donation center on the campuses collecting Teens for Jeans. Superintendent Dr. Goodwin will arrange for the Jean collection boxes to be dropped off on all campuses in February.

POTENTIAL ACTION ON PERSONNEL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT

- a. *Employment recommendations*
- b. *Resignations/Retirements/Terminations*
- c. *Other*
- d. *Substitutes and Volunteers*

There was some clarification given by Dr. Goodwin on the personnel recommendations. The Dean of Student position at the High School will be posted in March in hopes to fill the job full time next year. Mrs. McDowell expressed concerns about a mid-year change in teachers at the High School. Motion: Mrs. Schneider moved, seconded by Mr. Simbric to accept the personnel matters as recommended by the Superintendent. The motion carried 4-, with a nay from Mrs. McDowell.

POTENTIAL ACTION ON BUSINESS AND FINANCIAL MATTERS AS RECOMMENDED BY THE SUPERINTENDENT

- a. Expense Vouchers in the amount of \$ 272, 408.10
- b. Payroll Vouchers in the amount of \$ 651, 180.64
- c. Financial Updates
- d. Student Accounts

Motion: Mrs. McDowell moved, seconded by Mrs. Schneider to accept the business and financial matters as recommended by the Superintendent. The motion carried 5-0.

POTENTIAL APPROVAL OF YAVAPAI TITLE EXPENSE VOUCHER # 1635 IN THE AMOUNT OF \$ 5,707.10

Motion: Mrs. Schneider moved, seconded by Mrs. McDowell to accept the Yavapai Title Expense Voucher # 1635 in the amount of \$ 5,707.00. The motion carried 4-0 with an abstention from Mr. Simbric.

POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- a. Minutes taken Regular Meeting, December 8, 2015
- b. Minutes taken Executive Session, December 8, 2015
- c. Minutes taken Special Meeting, January 5, 2016

Motion: Mrs. Schneider moved, seconded by Mrs. McDowell to accept the Governing Board Minutes taken during Regular Meeting, December 8, 2015, Executive Session, December 8, 2015 and the Special Meeting, January 5, 2016, with the identified clerical errors fixed. The motion carried 5-0.

POTENTIAL ACTION ON THE CONSENT AGENDA

- a. Potential approval of Middle School Scholastic Book Fair fundraiser, February 1-5, 2016
- b. Potential approval of Ezra Jack Keats Mini-Grant pursuit by Lisa Mina, Librarian
- c. Potential approval of District Community Coding Club
- d. Potential approval of donation from Yavapai-Prescott Indian Tribe in the amount of \$ 500.00
- e. Potential approval of American Indian Needs grant pursuit in the amount of \$ 2, 000.00

Motion: Mr. Simbric moved, seconded by Mrs. Schneider to accept the items under the consent agenda. The motion carried 5-0.

REPORTS/PRESENTATIONS AND DISCUSSION

a. Discussion on 2016-2017 school calendars to be proposed for approval at a later date
Discussion: Dr. Goodwin explained that there will be more discussion on the calendars before the Board is asked to take any action. The discussion will include information on student performance, student discipline, fifth-day enrichment programs and cost savings. He asked that the members of the Board provide any thoughts or questions they had related to the potential calendars, particularly the four-day school week calendar, prior to the next board meeting.
There was no action taken on the item.

b. Discussion/update on the reauthorization and framework of the Elementary and Secondary Education Act (ESEA)
Discussion: Dr. Goodwin reported on the Elementary and Secondary Education Act (ESEA) and the Every Student Succeeds Act (ESSA). The law is designed to give more educational responsibilities to the state, which should then funnel down to districts. The ESSA Act reauthorized the 50 year old ESEA Act, which was written to ensure equal opportunity to all students. This change will bring about many others, including amending the current Teacher Evaluation System and Highly Qualified teacher education laws.
There was no action taken on the item.

c. Discussion/report on Special Election, May 17, 2016 regarding Proposition 123 and Arizona School funding
Discussion: Dr. Goodwin updated the Board on the Proposition which settles a five year lawsuit over inflationary money (Cave Creek Unified School District vs. State of Arizona). If the voters approve the proposition in May districts could start receiving the pay back as early as spring of 2016.

There was no action taken on the item.

DISCUSSION AND POSSIBLE ACTION ITEM

a. Potential acceptance of the Statement of Assurance regarding the Teacher Evaluation System Status

Discussion: Dr. Goodwin addressed the Board on the State requirement that will likely be eradicated by the 2017-2018 school year. The District's Teacher Evaluation Committee recommended a teacher incentive for highly effective teachers that would make them eligible for two year contracts and a \$ 50.00 stipend. In compliance with the statute, the Statement of Assurance regarding the teacher evaluation will need to be submitted by February 1, 2016. The incentive will need to be placed in District Policy (GCO) once approved.

Motion: Mr. Simbric moved, seconded by Mr. Roth to accept the Statement of Assurance and the accompanying recommendation by the committee regarding the Teacher Evaluation System Status. The motion carried 5-0.

ADMINISTRATIVE/BOARD REPORT

a. Update/Report student enrollment

Report: Dr. Goodwin reported that the student enrollment numbers continue to increase at every campus. The High School expects to pick up another 20-25 freshman from Beaver Creek Elementary in the fall.

b. Report from ASBA Annual Conference Attendees December 9-10

Report: Mrs. Freeman reported that she attended the conference and enjoyed networking with other board members. She was impressed by Arizona Historian Marshall Trimble. She spoke on the Kid's at Hope program at Mingus Union High School; assessment and upcoming changes in the Teacher Evaluation System; and the importance of education in the Arts. Students who participate in Drama and Music have higher achievement math and reading. Title I may help with funding and managing Arts organizations.

c. Report/Update on Web based instruction – Moodle Webinar

Report: Dr. Goodwin explained that Principal Mr. Weir is not present and he had taken part in the Moodle Webinar. He will report at a later date.

INFORMATION ONLY

a. Board Operational Handbook

BOARD REQUEST FOR FUTURE AGENDA ITEMS

Mr. Roth would like to have an annual review of the Board Operational Handbook.

Mrs. Freeman would like to readdress the Superintendent Evaluation Tool.

ADJOURNMENT

Motion: Mrs. McDowell moved, seconded by Mrs. Schneider to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 7:55 pm.

SIGNING OF DOCUMENTS

11. POTENTIAL ACTION ON THE CONSENT AGENDA

a. Potential approval of Robotics Instructor Aide position due to fifth-day program growth

**CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28
GOVERNING BOARD OF EDUCATION**

Item #: 11.a Item Title: Robotics Instructor Aide

Submitted by: Peggy Dickey

Item Summary:

Class Aide for robotics instructor required for upcoming courses in which the number of students exceeds 10.

This section would include a brief description of items answering:

Why is this being proposed?

In order to effectively instruct robotics, a lot of one-on-one guidance is required from the instructor. Because of this, the maximum number of students an instructor can effectively educate is 10. When the number of students exceeds 10, an aide is required to help the instructor.

How will this enhance the District?

An aide in the robotics program will allow the instructor to be more effective in making sure that each student gets the guidance they need during the course when the number of students exceeds 10.

Who will be responsible?

Peggy Dickey

Is there a measure of success?

Yes. By the end of the course, each student should be able to design, build and computer program a Lego NXT or EV3 robot.

When will this be reviewed?

At the end of the course.

What will this cost?

The Robotics student auxiliary money will pay for the 6 week session. Approximate cost: \$ 600.00
(\$ 22.00 x 4 hrs. x 6 weeks = 576.00)

Action Requested

A motion to approve an aide for robotics instructors in upcoming courses when the number of students exceeds 10.

b. Potential acceptance of rolling cart donation to robotics

CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 GOVERNING BOARD OF EDUCATION

Item #: 11.b Item Title: Donation of Rolling Robotics Cabinet for the Camp Verde Elementary School Robotics Program from Home Depot.

Submitted by: Peggy Dickey

Item Summary:

This section would include a brief description of items answering:

Why is this being proposed?

The Camp Verde Elementary School needs a rolling robotics cabinet in order to organize robotics equipment and keep those items more secure.

How will this enhance the District?

A rolling robotics cabinet will allow the district to keep robotics equipment more secure.

Who will be responsible? Peggy Dickey

Is there a measure of success? No

When will this be reviewed? No

What will this cost? No cost. Donation from Home Depot.

Action Requested

This section should include the action you request of the Board:

"A motion to approve a donation of a rolling robotics cabinet to the Camp Verde Elementary School Robotics Program from Home Depot.

12. REPORTS/PRESENTATIONS AND DISCUSSION

a. Discussion/Report on preliminary budget for 2016-2017 school year

Director of Business Services Steve Hicks will give a report to include: 2016-17 Current Year Funding Changes, Proposition 123 and potential upcoming funding changes for School Year 2016-2017.

b. Discussion on legislative letter from the Verde Valley School District Consortium regarding Camp Verde Unified School JTED and VACTE programs and funding



Verde Valley School District Consortium

1 N. Willard St.

Cottonwood, AZ 86326

- ☐ Arizona School for the Deaf & Blind ☐ Camp Verde Unified School District ☐ Clarkdale Jerome School District
☐ Cottonwood-Oak Creek School District ☐ Beaver Creek School District ☐ Sedona-Oak Creek Unified School District
☐ Valley Academy for Career Technology Education

January 12, 2016

Arizona State Legislators
Capitol Complex
1700 West Washington
Phoenix, AZ 85007-2890

Dear Representatives Barton, Campbell, Fann, Thorpe, and Senators Allen and Pierce;

We greatly appreciated the work you do on behalf of our Verde Valley School Districts. As elected board members, we are accountable to our constituents to assure that we provide the best education possible for our students.

The purpose of this letter is to demonstrate the board members of the Verde Valley are concerned with two issues that affect our students and our operations.

REDUCTION OF JTED FUNDING

Our first is the proposed cuts to JTED, ARS §15-393.U-X. Our local JTED, Verde Valley Academy for Career and Technology Education (V'ACTE) serves a vital role in meeting the needs of our rural students.

- Our local JTED has met with Yavapai College, conducted community meetings and is meeting with the Verde Valley Governing Boards all in an on-going attempt to improve service and delivery models for our students
- Our JTED serves a valuable role in the success of our students including:
-

Central Programs – offered offsite to students of all participating high schools

- Certified Nursing
- Firefighter

Satellite Programs – offered on specific high school campuses

Camp Verde High School

- Agriculture – Animal Systems

- Automotive Technology
- Cabinetmaking
- Culinary Arts
- Graphic/Web Design
- Music/Audio Production
- Sports Medicine and Rehabilitation

Mingus Union High School

- Agriculture – Animal Systems
- Automotive Technology
- Business Operations Support and Assistant Services
- Engineering Sciences
- Film and TV
- Mechanical Drafting
- Sports Medicine and Rehabilitation
- Technical Theatre
- Welding Technology

Sedona Red Rock High School

- Business Operations Support and Assistant Services
- Digital Photography
- Film and TV
- Journalism
- Technical Theatre
- Student who participate in JTED programs;
 - Achieve at higher levels
 - Enjoy a greater graduation rate
 - Complete with certificates enabling them to enter into the work force
 - Continue their certification programs with additional technical training at colleges and universities

In collaboration with our V'ACTE we present the following for your consideration;

- ARS §15-393.F currently allows for JTED's to only levy a property tax of 5 cents per hundred dollars.
 - Allow for local constituents to allocate for additional funds through a mechanism such as the k-12 budget override.
- ARS §15-393.D.1. Allows for JTED's to Bond, not exceeding one percent of the taxable property used for the secondary tax.
 - Allow for an increase in the maximum bond percentage, similar to the current maximum of 10% for public k-12 districts. For Valley Academy our limited bonding capacity does not allow for us to purchase, build, and/or remodel facilities.
- Currently JTED's do not benefit from State Trust Land.
 - Allow for JTED's to benefit from the State Trust Land as do K-12 public school districts.

Most importantly we urge you to rescind the proposed budget cuts to JTED and their member districts now before registration for the upcoming year's JTED classes begin in January.

- ARS §15-393.U-X.
 - These are the specific statutes for the proposed JTED cuts for FY1617.These cuts are especially debilitating to Rural JTED's, their member schools and the CTE programs. Your assistance in removing this language is needed.

CURRENT YEAR FUNDING

Secondly the Verde Valley Governing Boards are opposed to Current Year Funding and the affect this will have upon

- Attracting and retaining quality teachers to rural areas
- Issuance of contracts in April
- Legal obligations to honor contracts for the following year

- Impact upon sufficiently planning for Special Education's and English Language Learners' educational needs
- Student count estimates may result in insufficient or over-estimated calculations for setting tax rate and to practice fiscally sound planning

As elected board members representing, the educational needs of our students, and our obligations to our communities to practice sound fiscal management, we urge you to rescind both:

Reduced JTED funding; ARS §15-393

Current Year Funding; Laws 2015, 1st Regular Session, Chapter 15, 4 amended A.R. S. 15-901(A)(13).

Respectfully,

13. DISCUSSION AND POSSIBLE ACTION ITEM

a. Discussion and possible action on Vision and Mission statements as formed by the Strategic Planning committee

Statements are presented as designed and proposed by the Strategic Planning Committee

Mission:

Providing students a safe and caring environment in which knowledge, skills, and attitudes enable learners to become productive citizens

Respect, Integrity, Positive Relationships, Accountability

Vision:

Our District will:

- Foster confidence, excellence, integrity, and a sense of belonging.
- Ensure each learner studies a challenging, academic and relevant curriculum, which enhances social, emotional, physical and ethical development.
- Work in partnership with all families and the community as an organization of engaged, motivated lifelong learners.

The Strategic Planning Phase II Committee meetings started the week of February 1.

b. Potential acceptance of Policy GCO Evaluation of Professional Staff Members according to the acceptance of the Statement of Assurance on the Teacher Evaluation System

Anchor
GCO ©
EVALUATION OF PROFESSIONAL
STAFF MEMBERS

The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

Definition of Terms

In this policy:

- Certificated teacher means a person who holds a certificate from the State Board of Education to work in the schools of this state and who is employed under contract in a position that requires certification, except a psychologist or an administrator devoting less than fifty percent (50%) of his time to classroom teaching.
- Inadequacy of classroom performance means the definition of inadequacy of classroom performance adopted by the Governing Board.
- Performance classifications means the four (4) performance classifications for teachers and principals under the law and defined by the State Board of Education.
- Qualified evaluator means a school principal or other person who is trained to evaluate teachers and who is designated by the Governing Board to evaluate certificated teachers.

Evaluation of Classroom Teachers
and Other Certificated Non-
administrative Staff Members

The District evaluation instrument will:

- Utilize the required elements of the model framework for a teacher and principal evaluation instrument adopted by the State Board of Education;
- Include quantitative data on student academic progress that accounts for between thirty-three percent (33%) and fifty percent (50%) of the evaluation outcomes;
- Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective;
- Meet the data requirements established by the State Board of Education to annually evaluate individual teachers and principals.

Performance classifications for teachers shall be the same four (4) performance classifications adopted by the State Board of Education. The performance classifications are to be applied to the evaluation instruments in a manner designed to improve principal and teacher performance. At least annually, the Governing Board will discuss at a public meeting its aggregate performance classifications of principals and teachers.

The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the evaluation system:

- It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year.
- A copy of the evaluation system shall be given to each teacher in the District.
- Specific training requirements for qualified evaluators, approved by the Board, will be included which may involve local or national educator training resources recommended by the Superintendent.

- The Superintendent will recommend qualified evaluators to the Board prior to naming evaluators.
- The Board will designate qualified evaluators.
- Best practices for professional development and evaluator training adopted by the State Board of Education will be considered.
- The system will include incentives for teachers in the highest performance classification.
- The system will include a plan for the appropriate use of quantitative data of student academic progress in evaluations of all certificated teachers. The plan may make distinctions between certificated teachers who provide direct instruction to students and certificated teachers who do not provide direct instruction to students. The plan may include data for multiple school years and may limit the use of data for certificated teachers who have taught for less than two (2) complete school years.

The Governing Board may waive the requirement of a second classroom observation for a continuing teacher whose teaching performance based on the first classroom observation places the teacher in one (1) of the two (2) highest performance classifications for the current school year, unless the teacher requests a second observation.

Continuing teachers who place in one (1) of the two (2) highest performance classifications for the current school year will be awarded a \$ 50.00 stipend.

Either the qualified evaluator or another Board designee shall confer with the teacher to make specific recommendations as to the areas of improvement in the teacher's performance and to provide professional development opportunities for the certificated teacher to improve performance and follow up with the teacher after a reasonable period of time for the purpose of ascertaining that the teacher is demonstrating adequate performance.

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By school year 2015-2016, the District teacher evaluation will address the following items to be inserted in this location after adoption by the Board.

Item 1

The Board shall describe performance improvement plans for teachers designated in the lowest performance classification and dismissal or nonrenewal procedures pursuant to section 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification.

Item 2

The Board's dismissal or nonrenewal procedures shall require that the District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive year that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the District or has been reassigned to teach a new subject or grade level for the preceding or current school year.

=====

Inadequacy of Classroom Performance

A teacher's classroom performance is deemed to be inadequate if the teacher receives a rating of ineffective in one (1) or more of the indicator statements set forth in the District's teacher evaluation system. A teacher's classroom performance is also inadequate if the teacher receives a rating of developing in three (3) or more of the indicator statements set forth in the District's teacher evaluation system.

Inadequate classroom performance will result in a preliminary notice of inadequate classroom performance and if the teacher's performance remains inadequate by the end of the time referenced in that notice, the teacher will be recommended for non-renewal or termination.

The Superintendent is authorized to issue preliminary notices of inadequacy of classroom performance prior to Governing Board approval. The Superintendent, in consultation with the principal or supervisor of the classroom

teacher, will consider any mitigating circumstances before issuing such notices to a classroom teacher who is new to the profession or who was recently reassigned to a new grade level or content area. The Board will be notified within ten (10) school days of such issuance.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal. The teacher shall have the burden of proof in the appeal. The appeal shall go to the Superintendent.

Evaluation of Principals, other Administrators and Psychologists

The Board authorizes the Superintendent to establish a system for the evaluation of principals, other administrators, and certificated school psychologists. Advice will be sought from those to be evaluated in the development of the performance evaluation system for each of these employee classifications.

Evaluation of Principals

The evaluation system for the evaluation of the performance of principals may include the over-all instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process.

The evaluation system for principals may include the following:

- Alignment of professional development opportunities to the principal evaluations.
- Incentives for principals in one (1) of the two (2) highest performance classifications, which may include multiyear contracts and incentives to work at schools assigned a letter grade of "D" or "F."
- Transfer and contract processes for principals designated in the lowest performance classification.

Subject to statutory limitations, the Board shall make available the evaluation and performance classification pursuant to A.R.S. 15-203 of each principal in the District to school districts and charter schools that are inquiring about the performance of the principal for hiring purposes.

Evaluation of Other Administrators

The format for the evaluation system for other administrators (other than the Superintendent) will be developed under the leadership of the Superintendent, focusing on the responsibilities and outcomes which support the over-all instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

Evaluation of Certificated School Psychologists

The evaluation system for certificated school psychologists shall include the following:

- Recommendations as to areas of improvement in the performance of the certificated school psychologist if the performance warrants improvement.
- After transmittal of an assessment, a Board designee shall confer with the certificated school psychologist to make specific recommendations as to areas of improvement in performance.
- The Board designee shall provide assistance and opportunities for the certificated school psychologist to improve his performance and shall follow up after a reasonable period of time for the purpose of ascertaining that adequate performance is being demonstrated.
- Appeal procedures for certificated school psychologists who disagree with the evaluation of their performance, if the evaluation is for use as criteria for establishing compensation or dismissal.

Contracts of Certificated Employees

The Governing Board may transmit and receive contracts of certificated employees in an electronic format and may accept electronic signatures on those contracts. The Superintendent will develop procedures for the implementation of this discretionary process.

The Governing Board may adopt requirements that require electronic signatures to be followed by original signatures within a specified time period.

Adopted: September 10, 2013

LEGAL REF.:

A.R.S.

15-203

15-502

15-503

15-536

15-537

15-537.01

15-538

15-538.01

15-539 et seq.

15-544

15-549

15-918.02

15-977

A.A.C.

R7-2-605

CROSS REF:

GCB - Professional Staff Contracts and Compensation

GCF - Professional Staff Hiring

GCJ - Professional Staff Noncontinuing and Continuing Status

GCK - Professional Staff Assignments and Transfers

GCMF - Professional Staff Duties and Responsibilities

GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members

GDO - Evaluation of Support Staff Members

c. Discussion and possible action to set a Board Work Session in February or March to work on the Superintendent Evaluation Tool and review the Board Operational Handbook

FEBRUARY 2016 (16)(+1)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | | | | | |

MARCH 2016 (15)(+1)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

d. Discussion possible action to pursue four-day and/or five-day school year for Camp Verde Unified School District.

Discussion to include: historical and current reports on student achievement, student discipline, student attendance, fifth-day enrichment programs, financial comparisons, student enrollment and staff attendance.

Note: The student data will be attached in a separate document

| 4 Day vs 5 Day Department Comparisons | FY 12-13 | FY 13-14 | FY 14-15 | Variance | Net Gain (Loss) |
|--|-----------------|-----------------|-----------------|-----------------|------------------------|
| Food Service | | | | | |
| Revenues | 613,592.00 | 619,928.00 | 522,118.00 | (97,810.00) | |
| Expenditures | 515,627.00 | 574,722.00 | 526,255.00 | (48,467.00) | |
| Net Gain (Loss) | | | | | (49,343.00) |
| Transportation | | | | | |
| Revenues | 850,631.54 | 850,631.54 | 880,199.60 | 29,568.06 | |
| Expenditures | 715,153.00 | 705,306.00 | 662,528.00 | (42,778.00) | |
| Net Gain (Loss) | | | | | 72,346.06 |
| Substitutes | (1FTE LT Sub) | (1.5FTE LT Sub) | (1.5FTE LT Sub) | | |
| Expenditures | 93,179.49 | 102,771.63 | 63,387.45 | (39,384.18) | |
| Net Gain (Loss) | | | | | 39,384.18 |
| Facilities | 1,047,026.00 | 1,177,801.00 | 1,003,594.00 | (174,207.00) | |
| Net Gain (Loss) | | | | | <u>174,207.00</u> |
| Net Gain (Loss) | | | | | <u>236,594.24</u> |

**CVUSD District-wide Student Discipline
Summary according to Arizona Safe Report**

| SY 15-16 (semester 1 only) | SY 15-16 | SY 13-14 |
|----------------------------|---------------|---------------|
| 80 referrals | 229 referrals | 468 referrals |

Camp Verde Unified School District
2016-2017

| August 2016 | | | | | | | September 2016 | | | | | | | October 2016 | | | | | | | November 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----|----|----|----|----|----|------------------------|----|----|----|----|----|----|------------------------|----|----|----|----|----|----|------------------------|----|----|----|----|----|----|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | 1 | 2 | 3 | | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 st. dy 19 staff dgs | | | | | | | 16 st. dy 17 staff dgs | | | | | | | 16 st. dy 17 staff dgs | | | | | | | 15 st. dy 16 staff dgs | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| December 2016 | | | | | | | January 2017 | | | | | | | February 2017 | | | | | | | March 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | |
| 19 st. dy 18 staff dgs | | | | | | | 16 st. dy 16 staff dgs | | | | | | | 15 st. dy 16 staff dgs | | | | | | | 14 st. dy 15 staff dgs | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April 2017 | | | | | | | May 2017 | | | | | | | June 2017 | | | | | | | July 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | 1 | 2 | 3 | | | | | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 st. dy 17 staff dgs | | | | | | | 18 st. dy 18 staff dgs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates to remember July 26-27, 2016 New Teachers In-Service July 28 & Aug 1, 2017 All Teachers In-Service Aug 2, 2016 Back to School Sep 5, 2016 No Sch. Labor Day Sep 9, 2016 No Sd. Teach In-Service Oct 10, 2016 No Sd. Columbus Day Oct 14, 2016 No Sd. Teach In-Service Nov 4, 2016 No Sd. Veterans Day (obs) Nov 11, 2016 Veterans Day Nov 23-25, 2016 Thanksgiving Break Nov 24, 2016 No Sd. Thanksgiving Dec 2, 2016 No Sd. Teach In-Service Dec 19, 16 - Jan 2, 17 No Sch. Christmas Break Dec 25, 2016 Christmas Day Dec 30, 2016 Christmas Day (obs.) Jan 1, 2017 New Year's Day Jan 2, 2017 New Year's Day (obs.) Jan 3, 2017 1st Day Semester 2 Jan 16, 2017 Martin Luther King Day Feb 3, 2017 No Sd. Teach In-Service Feb 20, 2017 Presidents' Day Mar 3, 2017 No Sd. Teach In-Service March 13-17, 2017 Spring Break Apr 7, 2017 No Sd. Teach In-Service Apr 14, 2017 Good Friday Apr 16, 2017 Easter May 25, 2017 No Sd. School Graduation May 29, 2017 Memorial Day Jul 4, 2017 Independence Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Event In-Service Pdt. Holiday Non-pdt. Holiday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 151 Student Days 160 Teacher Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

f. Discussion and possible action to abolish the Administrative Weight placement according to Policy GCBA- Professional Staff Salary Schedules

GCBA © PROFESSIONAL STAFF SALARY SCHEDULES

Administrators

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position and the mode of evaluating performance, shall be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.

Other Certificated Personnel

The salary schedule pertains to personnel holding provisional, basic, or standard certificates at the elementary or secondary levels.

Initial Placement on Salary Schedule. New teachers entering the system with prior teaching service, who have met academic and professional qualifications for Arizona State Department of Education certification while teaching, will be given one (1) year credit for each full year of service up to a maximum credit of schedule years for substantiated experience, i.e., placed on the appropriate step of the salary schedule.

Verified previous experience recognized for the purpose of placement on the salary schedule is defined as any previous full-time certificated teaching in any public school. For a teacher to receive credit for previous teaching experience, the teacher must furnish the office of the Superintendent full information concerning the previous teaching records. When the experience has been verified, credit will be given by the District.

Days intended for participation in professional association activities are not to be compensated under an employee's contract or other employment agreements. For the purpose of this policy, professional association activities for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

Substitutes

Pay for substitute teaching will be established by the Board.

Advancement on Salary Schedule

Vertical and horizontal advancement on the salary schedule will be in accordance with the salary schedule currently in effect. Vertical advancement is limited to one (1) step per year.

Reasons for denial of vertical advancement on the salary schedule include but are not limited to:

- ~ Lack of adequate disciplinary control.
- ~ Insufficient effort and time given to assigned duties or failure to engage in a reasonable amount of extracurricular activity.
- ~ Lack of cooperation with the administration in carrying out adopted policies of the school.
- ~ Unprofessional conduct.

Other Contract Provisions

Any person who does not work the full term as set up by salary schedule shall be paid on a prorated basis for the number of days to be worked for the remainder of the school year; this shall include school days taught plus the number of days required for orientation.

For newly hired, critical, and difficult-to-fill certificated personnel positions placed on the teachers' salary schedule, differentials above the stated schedule may be paid.

A teacher who is or has been employed by or teaching at a charter school, and was previously employed by the School District, shall receive the benefits, protections, and preferences granted under A.R.S. 15-187.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.
15-502
15-504
15-941

CROSS REF.:

GCCE - Professional/Support Staff Conferences/Visitations/Workshops
GCO-RB - Evaluation of Professional Staff Members

Potential abolishment of administrative weights chart

| Administrative Weights | |
|--|--------|
| Assignment | Weight |
| Assistant Principal/Athletic Director-HS | 1.35 |
| Director of Business Services | 1.80 |
| Director of CTE | 1.25 |
| Director of Student Services | 1.80 |
| Director of Support Services | 1.20 |
| ELL Coordinator | 1.25 |
| Grant Writer | 1.00 |
| NCLB Coordinator | 1.50 |
| Principal -ES | 1.80 |
| Principal -HS | 1.90 |
| Principal -MS | 1.80 |
| Principal-SVHS | 1.50 |
| Director of Technology | 1.50 |
| Summer School Coordinator | 0.125 |
| Superintendent | 2.5 |

Last Board Approval 5/12/2009

g. Policies First Read CBCA, GDQD and GDQF

Please note: The proposed changes are expected to be available before the board meeting. They are currently being reviewed and revised by District Legal Counsel.

CBCA © DELEGATED AUTHORITY

(current policy)

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts:

- To give notice to teachers, pursuant to A.R.S. [15-536](#), of the Board's intention not to offer a teaching contract.
- To give notice to teachers, pursuant to A.R.S. [15-538.01](#), of the Board's intention not to offer a teaching contract and to dismiss the teacher.
- To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. [15-503](#), of the Board's intention not to offer a new contract.
- To issue to teachers, pursuant to A.R.S. [15-536](#), [15-538](#), and [15-539](#), written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within ten (10) school days.

Adopted: December 10, 2013

LEGAL
A.R.S.
[15-503](#)
[15-536](#)
[15-538](#)
[15-538.01](#)
[15-539](#)

REF.:

(current policy)

A support staff member may be disciplined for any conduct that, in the judgment of the District, is inappropriate. Minor disciplinary action includes, without limitation thereto, verbal or written reprimands, suspension with pay, or suspension without pay for a period of five (5) days or less. Minor disciplinary action shall be imposed by the support staff member's supervisor. A support staff member who wishes to object to a minor disciplinary action shall submit a written complaint to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the complaint and may confer with the support staff member, the supervisor, and such other persons as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final.

At-will employees. The employment of an at-will employee may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct by the employee that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.

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Dismissal

At-will employees. The employment of an at-will employee may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

Term employees. The employment of a term employee may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of this provision, cause means any conduct that, in the judgment of the District, is detrimental to the interests of the District or its personnel or students and shall include, without limitation thereto, the following:

- Absence without leave
inefficiency
- Abuse of leave
- Alcohol or drug impairment
- Child abuse or molestation
of a weapon on school grounds
- Discourteous treatment of the public
property
- Dishonesty
- Excessive absenteeism
- Fraud in securing employment
supervisor
- Improper attitude
or regulation
- Incompetence or
inefficiency
- Insubordination
- Neglect of duty
- Unauthorized possession
of a weapon on school grounds
- Unauthorized use of school
property
- Unlawful conduct
- Use of illegal drugs
- Violation of a directive of a
superintendent
- Violation of a District policy

If the Superintendent recommends termination of a term employee, a copy of the recommendation shall be delivered to the employee. The employee may request a hearing within five (5) work days after receipt of the recommendation. If a hearing is requested, the Superintendent shall deliver a written notice of the time and place of the hearing and a written statement that gives the reasons for the recommendation, a list of persons whom the

Superintendent expects to testify in support of the recommendation (together with a brief summary of what each person is expected to say), and a general description of any other evidence that the Superintendent at the time believes may be presented at the hearing in support of the recommendation.

The hearing shall be conducted by the Governing Board or by a person designated by the Governing Board within not less than five (5) work days and not more than thirty (30) calendar days after a request for hearing is submitted by the employee. The date of the hearing may be postponed by stipulation of the employee and the District, or by and in the sole discretion of the Governing Board or the hearing officer, or at the request of the aggrieved employee or the District for such reason or reasons as the Governing Board or hearing officer may deem appropriate.

The employee may be represented at the hearing by counsel, at the employee's expense. The employee shall have the opportunity to present witnesses and to cross-examine any witnesses presented by the District. Formal rules of evidence shall not apply. A record of the hearing shall be made by use of a mechanical device.

If a hearing officer is used, the hearing officer shall prepare a written statement of findings as to whether there is cause for termination of the employee and submit it to the Governing Board within ten (10) work days after the conclusion of the hearing. The Governing Board shall review the written statement and, if desired, the record, and the Governing Board's decision whether to accept the findings and whether to terminate employment or to impose other discipline shall be a final decision.

If the Governing Board conducts the hearing, it shall render a decision within ten (10) days after the conclusion of the hearing.

General Matters

Failure to object to a disciplinary action or take other action within the time limitations set forth in this policy shall mean that the employee does not wish to pursue the matter further. Complaints filed after the expiration of the applicable time limitation will not be considered.

The filing or pendency of a complaint or other form of grievance pursuant to this policy shall in no way limit or delay action taken by the supervisor or the Superintendent authorized by this policy to take such action.

A complaint relating to minor disciplinary action, suspension without pay for more than five (5) days, or dismissal shall not be processed as a grievance.

None of the procedures of this policy shall alter the status of an at-will employee.

This policy does not apply to:

- Any administrative recommendation or Governing Board action, discussion, or consideration involving the nonrenewal of a term employee.
- Ratings, comments, and recommendations made in the course of an evaluation of a support staff member.
- The decision of the Superintendent to place a support staff member on administrative leave.
- Counseling of or directives to a support staff member regarding future conduct.

Adopted: date of Manual adoption

LEGAL

REF.:

A.R.S.

[13-2911](#)

[15-341](#)

[15-502](#)

[41-770](#)

CROSS

REF.:

[DKA](#) - Payroll Procedures/Schedules

**GCQF ©
DISCIPLINE, SUSPENSION, AND
DISMISSAL OF
PROFESSIONAL STAFF MEMBERS**

(current policy)

Categories of Misconduct

Certificated staff members may be disciplined for infractions that include, but are not limited to, the following categories:

- Engaging in unprofessional conduct.
- Committing fraud in securing appointment.
- Exhibiting incompetency in their work.
- Exhibiting inefficiency in their work.
- Exhibiting improper attitudes.
- Neglecting their duties.
- Engaging in acts of insubordination.
- Engaging in acts of child abuse or child molestation.
- Engaging in acts of dishonesty.
- Being under the influence of alcohol while on duty.
- Engaging in the illicit use of narcotics or habit-forming drugs.
- Being absent without authorized leave.
- Engaging in discourteous treatment of the public.
- Engaging in improper political activity.
- Engaging in willful disobedience.
- Being involved in misuse or unauthorized use of school property.
- Being involved in excessive absenteeism.
- Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

Statutory Requirements

Certificated staff members disciplined under A.R.S. [15-341](#), A.R.S. [15-539](#), or other applicable statutes:

- May not be suspended with or without pay for a period exceeding ten (10) school days under A.R.S. [15-341](#).
- May be suspended without pay for a period of time greater than ten (10) school days or dismissed under A.R.S. [15-539](#).
- Shall be disciplined under procedures that provide for notice, hearing, and appeal, subject to the requirements of A.R.S. [15-341](#) or A.R.S. [15-539](#), whichever is appropriate.
- Shall, if disciplined under A.R.S. [15-539](#) or other applicable statutes, excluding A.R.S. [15-341](#), receive notice in writing served upon the certificated staff member personally or by United States registered or certified mail addressed to the employee's last-known address. A copy of charges specifying instances of behavior and the acts of omissions constituting the charge(s), together with a copy of all applicable statutes, shall be attached to the notice.
- Shall have the right to a hearing in accordance with the following:
 - *Suspension under A.R.S. [15-341](#).* The supervising administrator will schedule a meeting not less than two (2) days nor more than ten (10) days after the date the certificated staff member receives the notice.
 - *Dismissal or dismissal with suspension included under A.R.S. [15-539](#).* A certificated staff member's written request for a hearing shall be filed with the Board within ten (10) days after service of notice. The filing of a timely request shall suspend the imposition of a suspension without pay or a dismissal pending completion of the hearing.

General Provisions for Discipline Under A.R.S. [15-341](#)

General provisions for discipline are as follows:

- *Informal consultation.* Nothing contained herein will limit a supervising administrator's prerogative to engage in informal consultation with a certificated employee to discuss matters of concern related to the employee's performance, conduct, et cetera; however, when it is apparent that disciplinary action toward a certificated employee is likely to become a part of the certificated staff member's personnel record as permitted by A.R.S. [15-341](#), the procedures outlined herein shall be followed.

- *Persons authorized to impose discipline.* Any supervising administrator who is the immediate or primary supervisor of a certificated staff member is authorized to impose a penalty or penalties, short of dismissal. Only the Board may dismiss a certificated staff member.
- *Notice.* Any person who is required by this policy to give written notice to any other person affected by this policy may do so by any means reasonably calculated to give the recipient actual knowledge of the notice within a reasonable amount of time. When time is calculated from the date a notice is received, the notice is deemed to be received on the date it is hand delivered or three (3) calendar days after it is placed in the mail.
- *Administrative discretion.* In adopting these policies and procedures, it is the intention of the District that they be interpreted and applied in a reasonable fashion. The policies and regulations are not intended to restrict or eliminate the discretion traditionally afforded to supervising administrators to determine whether discipline is appropriate. Supervising administrators are therefore directed to continue to use reasonable discretion in determining whether a particular alleged violation merits discipline.
- *Right not to impose discipline.* The District reserves the right not to discipline a certificated staff member for conduct that violates this policy.
- *Definition of work days.* For the purposes of this policy, a work day is any day that the District's central administrative office is open for business.
- *Additional reasons for discipline.* A certificated staff member may be disciplined for conduct that has occurred but that, at or near the time of misconduct, was not the subject of or identified as a reason for a specific proceeding under this policy.

Procedure for Discipline Under A.R.S. 15-341

The following procedures will be used to impose any discipline that 1) shall become a part of the certificated staff member's personnel record and 2) is permitted under A.R.S. [15-341](#):

Step 1 - Notice:

- Upon the supervising administrator's determination of the existence of cause to impose discipline, the supervising administrator shall notify the certificated staff member of intent to impose discipline. The notice shall be in writing and shall be delivered in person or by first-class mail. The notice shall include the following:
 - The conduct or omission on the part of the certificated staff member that constitutes the reason for discipline.

- A scheduled meeting time between the supervising administrator and the certificated staff member. Such meeting shall be scheduled not more than ten (10) working days after the date the certificated staff member receives the notice.
- A statement of the disciplinary action the supervising administrator intends to impose, including, if applicable, the number of days of suspension with or without pay.
- Copies of any available relevant documentation, at the discretion of the supervising administrator.

Step 2 - Discipline Hearing:

- At the hearing, the supervising administrator shall discuss with the certificated staff member the conduct that warrants disciplinary action and shall provide the certificated staff member with any appropriate evidence and a copy of relevant documentation if not previously provided.
- The supervising administrator shall conduct the hearing in an informal manner, without adherence to the rules of evidence and procedure required in judicial proceedings.

Step 3 - Decision (in writing):

- At the hearing, or within ten (10) working days following the hearing, the supervising administrator shall, in writing, inform the certificated staff member of the decision. If the decision is to impose discipline, written notice of the discipline shall be enclosed. The written notice of the decision shall state that a copy of the notice, decision, and a record of the disciplinary action shall be placed in the certificated staff member's personnel file and shall specify the date the discipline shall be imposed unless the certificated staff member files a written request for appeal within five (5) working days after the decision is delivered to the certificated staff member. If the certificated staff member requests an appeal of the decision, the imposition of any discipline shall be suspended pending the outcome of the appeal.

Step 4 - Appeal:

- Discipline imposed may be appealed at the next organizational level, in writing, to the appropriate assistant superintendent or the Superintendent. Only when the discipline is determined by the Superintendent shall the appeal be to the Board, which, at its discretion, may appoint a hearing officer. The appeal shall contain a brief statement of the reasons why the certificated staff member believes the administrator's decision is incorrect. Appeal is limited to one (1) organizational level above the level of the supervising administrator who imposed the discipline.

The appeal shall specifically describe the part of the determination with which the certificated staff member disagrees:

- Determination was founded upon error of construction or application of any pertinent regulations or policies.
- Determination was unsupported by any evidence as disclosed by the entire record.
- Determination was materially affected by unlawful procedure.
- Determination was based on violation of any statutory or constitutional right.
- Determination was arbitrary and capricious.
- The penalty was excessive.

The supervising administrator, the Superintendent, or, when appropriate, the Board or the Board-appointed hearing officer may, at the conclusion of the appeal, uphold the discipline, modify the decision, or refer the matter back to the level from which it was appealed for rehearing and additional information. Such decision, along with specific direction as to the effective date of any discipline, shall be communicated to the certificated staff member within a reasonable amount of time following the appeal, not to exceed seven (7) working days.

The assigned hearing officer shall, by use of a mechanical device, make a record of the appeal hearing.

This policy, under A.R.S. [15-341](#), does not apply to dismissal of a certificated staff member except to the extent that the Board may find, subsequent to dismissal proceedings, that a lesser form of discipline as set forth in this policy should be imposed.

Not all administrative actions regarding a certificated staff member are considered "discipline," even though they may involve alleged or possible violations by the certificated staff member. This policy addresses only discipline and has no application to any of the following:

- The certificated staff member evaluation procedure or the resulting evaluations as they pertain to the adequacy of the certificated staff member's classroom performance.
- Letters or memorandums directed to a certificated staff member containing directives or instructions for future conduct.
- Counseling of a certificated staff member concerning expectations of future conduct.

- Nonrenewal of a contract of a certificated staff member employed by the District for less than the major portion of three (3) consecutive school years (noncontinuing certificated staff member).

General Provisions for Suspension Without Pay or Dismissal Under A.R.S. [15-539](#)

Step 1 - Notice:

- The Governing Board, except as otherwise provided by A.R.S. [15-539](#), shall upon receipt of a written statement of charges from the Superintendent that cause exists for the suspension of a certificated teacher without pay for a period longer than ten (10) school days or dismissal, shall give notice to the teacher of the Board's intention to suspend without pay or dismiss the teacher at the expiration of ten (10) days from the date of service of the notice.

- If charges presented to the Board for dismissal of a certificated person allege immoral conduct, the charge or a resignation involving such charges shall be reported to the Department of Education.

- Whenever the statement of charges by the Superintendent allege immoral or unprofessional conduct as the cause for dismissal, the Board may adopt a resolution to file a complaint with the State Department of Education. Pending disciplinary action by the State Board, the certificated teacher may be reassigned by the Superintendent or the Governing Board may place the teacher on administrative leave and give notice to the teacher of the administrative leave of absence pursuant to A.R.S. [15-540](#).

- As used in this policy, immoral conduct means any conduct that is contrary to the moral standards of the community and that reflects an unfitness to perform the duties assigned to the certificated staff member.

- The Governing Board, upon adoption of a written statement charging a certificated teacher with cause for suspension without pay or dismissal, may immediately place the teacher on administrative leave of absence and give the teacher notice of the administrative leave of absence.

- Written notice of the administrative leave of absence shall be served on the teacher personally or by United States registered mail addressed to the teacher at the teacher's last known address.

Step 2 – Hearing for Suspension Without Pay or Dismissal:

- The Governing Board shall decide whether to hold a hearing on the dismissal or suspension of a certificated teacher without pay for a period of time longer than ten (10) days as provided in A.R.S. [15-541](#).
 - The Governing Board may provide, *by vote at its annual organizational meeting*, that all hearings conducted pursuant to this section shall be conducted before a hearing officer.
- If the Governing Board decides not to hold a hearing, the Board shall designate a hearing officer to:
 - hold the hearing,
 - hear the evidence,
 - prepare a record of the hearing, and
 - issue a recommendation to the Board for action.
- If the parties cannot mutually agree on a hearing officer, a hearing officer shall be selected by the Governing Board from a list provided by the State Department of Education or the American Arbitration Association.
- A hearing held pursuant to A.R.S. [15-541](#) may not be conducted by any hearing officer having a personal interest which would conflict with the hearing officer's objectivity in the hearing.
- The hearing shall be held:
 - not less than fifteen (15) days, nor
 - not more than thirty (30) days.
 - after the request is filed, unless all parties to the hearing mutually agree to a different hearing date.
- Notice of the time and place of the hearing shall be given to the teacher not less than three (3) days before the date of the hearing.
- The teacher may request that the hearing be conducted in public or private.
- At the hearing the teacher may appear in person and by counsel, if desired, and may present any testimony, evidence or statements, either oral or in writing, in the teacher's behalf.
- An official record of the hearing, including all testimony recorded manually or by mechanical device, and exhibits shall be prepared by the Governing Board or the hearing officer.

- The teacher who is the subject of the hearing may not request that the testimony be transcribed unless the teacher agrees in writing to pay the actual cost of the transcription.
- Within ten (10) days after a hearing conducted by the Governing Board the Board shall:
 - determine whether there existed good and just cause for the notice of dismissal or suspension, and
 - affirm or withdraw the notice of dismissal or suspension.
- Within ten (10) days after a hearing conducted by a hearing officer, the hearing officer shall:
 - deliver a written recommendation to the Governing Board that includes findings of fact and conclusions.
- Parties to the hearing have the right to object to the findings of the hearing officer and present oral and written arguments to the Governing Board.
- The Governing Board has an additional ten (10) days to determine whether good and just cause existed for the notice of dismissal or suspension and shall render its decision accordingly, either affirming or withdrawing the notice of suspension or dismissal.
 - Good and just cause does not include religious or political beliefs or affiliations unless they are in violation of the oath of the teacher.

Additional and Conditions

Provisions

During the pendency of a hearing, neither the certificated staff member nor the supervising administrator shall contact the Superintendent or a Board member to discuss the merits of the supervising administrator's recommendation or charges and proposed discipline except as provided by this policy. No attempt shall be made during such period to discuss the merits of the charges with the person designated to act as hearing officer.

The Governing Board shall keep confidential the name of a student involved in a hearing for dismissal, discipline, or action on a teacher's certificate, with exceptions as noted in A.R.S. [15-551](#).

Amendments. The District reserves the right to amend this policy in any way at any time. Any amendment shall have prospective application only.

Severability. If any provision of this policy is held to be invalid for any reason, such action shall not invalidate the remainder of this policy. If any provision of

this policy conflicts with any provisions in any other policies adopted by the District, the provisions of this policy shall prevail.

Adopted: date of Manual adoption

LEGAL

REF.:

A.R.S.

[13-2911](#)

[15-203](#)

[15-341](#)

[15-342](#)

[15-350](#)

[15-503](#)

[15-507](#)

[15-508](#)

[15-514](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-539](#)

[15-540](#)

[15-541](#)

[15-542](#)

[15-543](#)

[15-549](#)

[15-551](#)

[41-770](#)

CROSS

REF.:

[DKA](#) -

Payroll

Procedures/Schedules

[GCJ](#) - Professional Staff Noncontinuing and Continuing Status

[GCO](#) - Evaluation of Professional Staff Members

14. ADMINISTRATIVE/BOARD REPORT

a. Superintendent's Enrollment Report

| Grade | 7/7 | 8/5 | 8/20 | 9/1 | 9/15 | 10/1 | 10/15 | 10/20 | 11/1 | 11/15 | 12/1 | 12/15 | 1/4 | 1/15 | 2/1 | 2/15 | 2/22 |
|-------|------|------|------|------|------|------|-------|-------|------|-------|------|-------|------|------|------|------|------|
| PS* | 15 | 26 | 26 | 26 | 26 | 26 | 27 | 27 | 30 | 32 | 36 | 36 | 35 | 35 | 35 | | |
| K* | 41 | 76 | 82 | 85 | 87 | 87 | 89 | 88 | 90 | 88 | 90 | 91 | 91 | 92 | 91 | | |
| 1 | 107 | 114 | 116 | 118 | 117 | 112 | 117 | 112 | 113 | 112 | 111 | 111 | 109 | 111 | 110 | | |
| 2 | 116 | 110 | 112 | 112 | 111 | 114 | 115 | 116 | 115 | 116 | 117 | 117 | 113 | 114 | 115 | | |
| 3 | 118 | 116 | 114 | 114 | 114 | 116 | 116 | 119 | 121 | 121 | 120 | 120 | 123 | 125 | 124 | | |
| 4 | 116 | 112 | 111 | 112 | 111 | 109 | 111 | 110 | 109 | 112 | 112 | 112 | 107 | 109 | 109 | | |
| 5 | 137 | 141 | 143 | 143 | 143 | 141 | 143 | 144 | 143 | 142 | 141 | 142 | 138 | 138 | 139 | | |
| ES | 650 | 695 | 704 | 710 | 709 | 705 | 718 | 716 | 721 | 723 | 727 | 729 | 716 | 724 | 723 | 0 | 0 |
| 6 | 129 | 115 | 115 | 115 | 115 | 117 | 117 | 116 | 114 | 114 | 113 | 113 | 111 | 113 | 115 | | |
| 7 | 114 | 116 | 117 | 117 | 119 | 117 | 118 | 118 | 115 | 116 | 117 | 117 | 114 | 116 | 116 | | |
| 8 | 109 | 113 | 114 | 114 | 116 | 116 | 116 | 116 | 114 | 112 | 113 | 113 | 112 | 113 | 114 | | |
| MS | 352 | 344 | 346 | 346 | 350 | 350 | 351 | 350 | 343 | 342 | 343 | 343 | 337 | 342 | 345 | 0 | 0 |
| 9 | 120 | 124 | 135 | 134 | 135 | 132 | 134 | 129 | 130 | 126 | 126 | 126 | 127 | 127 | 125 | | |
| 10 | 123 | 119 | 121 | 119 | 120 | 117 | 118 | 115 | 117 | 120 | 121 | 121 | 118 | 119 | 118 | | |
| 11 | 103 | 103 | 104 | 105 | 106 | 100 | 102 | 102 | 101 | 100 | 101 | 102 | 103 | 103 | 101 | | |
| 12 | 80 | 86 | 88 | 88 | 88 | 88 | 89 | 89 | 88 | 88 | 86 | 86 | 85 | 85 | 85 | | |
| HS | 426 | 432 | 448 | 446 | 449 | 437 | 443 | 435 | 436 | 434 | 434 | 435 | 433 | 434 | 429 | 0 | 0 |
| 6-12 | 21 | 9 | 9 | 11 | 13 | 18 | 23 | 24 | 25 | 29 | 30 | 31 | 26 | 30 | 28 | | |
| AC | 21 | 9 | 9 | 11 | 13 | 18 | 23 | 24 | 25 | 29 | 30 | 31 | 26 | 30 | 28 | 0 | 0 |
| Total | 1449 | 1480 | 1507 | 1513 | 1521 | 1510 | 1535 | 1525 | 1525 | 1528 | 1534 | 1538 | 1512 | 1530 | 1525 | 0 | 0 |
| 9 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 3 | 4 | | |
| 10 | 17 | 18 | 18 | 18 | 18 | 17 | 17 | 17 | 19 | 18 | 16 | 17 | 18 | 22 | 22 | | |
| 11 | 20 | 20 | 19 | 20 | 23 | 18 | 20 | 19 | 18 | 17 | 16 | 16 | 16 | 22 | 25 | | |
| 12 | 33 | 33 | 31 | 29 | 30 | 31 | 32 | 29 | 29 | 28 | 27 | 29 | 29 | 30 | 28 | | |
| SVTM | 70 | 73 | 70 | 69 | 73 | 68 | 71 | 67 | 68 | 65 | 60 | 63 | 64 | 77 | 79 | 0 | 0 |
| Total | 70 | 73 | 70 | 69 | 73 | 68 | 71 | 67 | 68 | 65 | 60 | 63 | 64 | 77 | 79 | 0 | 0 |

- b. Report/Update on Web based instruction – Moodle Webinar**
- c. Report from ASBA BOLTS Attendees January 28, 2016**

15. INFORMATION ONLY

a. Strategic Planning Phase II Committee Members

High School

Bob Weir
Lara Lawrence
Tina Scott
Tracy Tudor
Rod Benson

Elementary School

Britta Booth
Calli Brooks
Jenni Jackson
Chris Gilbert
Tami Wattenbarger

Middle School

Danny Howe
Lena DiBartolomeo
Adrian Wright
Donny Shanks
Debbie Miller

CVUSD District

Dennis Goodwin
Steve Hicks
Mary Hudson

Town of CV

Sebra Choe, Library Program and Outreach

16. BOARD REQUEST FOR FUTURE AGENDA ITEMS

17. ADJOURNMENT

18. SIGNING OF DOCUMENTS
