

**REGULAR MEETING OF THE GOVERNING BOARD**

*Tuesday, September 10, 2019 AT 5:45 PM*

*TO BE HELD IN THE BOARDROOM*

- [1. Call to Order](#)
- [2. Hearing of Visitors](#)
- [3. Approval of Minutes](#)
- [4. Second Reading of Policy DIE Audits/Financial Monitoring](#)
- [5. Second Reading of Policy JFAA Admission of Resident Students](#)
- [6. Second Reading of Policy JFAB Tuition/Admission of Nonresident Students](#)
- [7. First Reading of Policy BEDH Public Participation at Board Meetings](#)
- [8. First Reading of Policy DJE Bidding/Purchasing Procedures](#)
- [9. First Reading of Policy GBEA Staff Ethics](#)
- [10. First Reading of Policy GBEB Staff Conduct](#)
- [11. First Reading of Policy GBEFA Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle](#)
- [12. First Reading of Policy GBI Staff Participation In Political Activities](#)
- [13. First Reading of Policy GCF Professional Staff Hiring](#)
- [14. First Reading of Policy GDF Support Staff Hiring](#)
- [15. First Reading of Policy GDFA Support Staff Qualifications and Requirements](#)
- [16. First Reading of Policy GCFC Professional Staff Certification and Credentialing Requirements](#)
- [17. First Reading of Policy GCO Evaluation of Professional Staff Members](#)
- [18. First Reading of Policy IHA Basic Instructional Program](#)
- [19. First Reading of Policy IHAMD Instruction and Training in Suicide Prevention](#)
- [20. First Reading of Policy JICA Student Dress](#)
- [21. First Reading of Policy JIH Student Interrogations, Searches, Arrests](#)
- [22. First Reading of Policy JLCD Medicines/Administering Medicines to Students](#)

[23. First Reading of Policy JLDAC Screening/Testing of Students](#)

[24. First Reading of Policy JLF Reporting Child Abuse/Child Protection](#)

[25. Capital Budget History](#)

[26. School Bus Purchase](#)

[27. Award of Auditing Services Contract](#)

[28. Approval of Preventative Maintenance Report](#)

[29. Approval of Personnel Actions](#)

[30. Approval of Vouchers](#)

[31. Gifts and Donations to the District](#)

[32. Approval of Student Activities Statement](#)

[33. Regular Board Meeting](#)

[34. Business Manager Report](#)

[35. Superintendent/Principal Report](#)

[36. Adjournment](#)

## 1. Call to Order

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

The Board President will call the meeting to order at 5:45 p.m.

## 2. Hearing of Visitors

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner.

Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting

### 3. Approval of Minutes

Submitted By:	Robert Aldridge		<b>Action</b>
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#### RECOMMENDATION:

It is recommended that The Governing Board approve the minutes from the April 08, 2019, May 14, 2019, and August 13, 2019 Regular Meeting.

[April Minutes](#)

[May Minutes](#)

[August Minutes](#)

#### 4. Second Reading of Policy DIE Audits/Financial Monitoring

Submitted By:	Robert Aldridge		Action
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#### BACKGROUND:

Senate Bill 1256 repealed A.R.S. 15-213 (Q) and (R); therefore Policy DIE, Audits/Financial Monitoring is modified by removing the requirements that “the district may not hire the same auditor or auditing firm for more than three (3) consecutive years” and “an auditor or auditing firm hired by a school district may not also receive consulting fees from that school district.” Because this law just went into effect in Laws 2018, Chapter 285, it is likely this law will have no practical effect on school districts.

#### RECOMMENDATION:

It is recommended that the Governing Board adopt Policy DIE Audits/Financial Monitoring.

[DIE](#)

## 5. Second Reading of Policy JFAA Admission of Resident Students

Submitted By:	Robert Aldridge		<b>Action</b>
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### BACKGROUND:

Policy Advisory JFAA update is due to the revision of the Arizona Department of Education Arizona Residency Guidelines released on April 24, 2019. These PAs include Policies JFAA and JFAB and the exhibits JFAA-EA, JFAA-EB, JFAB-EA, and JFAB-EB. The new ADE form replaces ADE Form 2306606 which has been in the Manual exhibits.

### RECOMMENDATION:

It is recommended that the Governing Board adopt Policy JFAA Admission of Resident Students.

[JFAA](#)

[JFAA-EA](#)

[JFAA-EB](#)

## 6. Second Reading of Policy JFAB Tuition/Admission of Nonresident Students

Submitted By:	Robert Aldridge		<b>Action</b>
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### BACKGROUND:

PAs Number 648 and 649 are essentially updates due to the revision of the Arizona Department of Education Arizona Residency Guidelines released on April 24, 2019. These PAs include Policies JFAA and JFAB and the exhibits JFAA-EA, JFAA-EB, JFAB-EA, and JFAB-EB. The new ADE form replaces ADE Form 2306606 which has been in the Manual exhibits.

### RECOMMENDATION:

It is recommended that the Governing Board adopt Policy JFAB Admission of Nonresident Students.

[JFAB](#)

[JFAB-EA](#)

[JFAB-EB](#)



## 7. First Reading of Policy BEDH Public Participation at Board Meetings

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

Policy BEDH, Public Participation at Board Meetings, has been revised to delete unnecessary language which may be misconstrued to allow content restrictions on speech during public participation.

### RECOMMENDATION:

[BEDH](#)

### 8. First Reading of Policy DJE Bidding/Purchasing Procedures

Submitted By:	Robert Aldridge		<b>Information</b>
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**BACKGROUND:**

The Arizona Auditor General’s office and the Arizona Department of Education have updated the Uniform System of Financial Records (USFR) manual as follows:

Revised the Audit Requirements and Expenditures sections to remove the requirement for districts to obtain 3 oral quotes. Instead, districts should obtain written price quotes from at least 3 vendors for purchases costing at least \$10,000 and less than \$100,000. Districts may need to revise their purchasing policies to adjust for this change. When evaluating your district policies, consider what level of documentation your district would require to support written quotes, such as district written quote form, vendor formal quote document, email from a vendor email address, vendor catalog pages, website screenshots, or website shopping cart printouts that include the date and the items to be purchased. Based on your district policy, the required documentation should be maintained in the procurement file or with the vendor invoice. This change is effective on July 1, 2019.

Policy DJE has been updated to include the appropriate wording.

**RECOMMENDATION:**

[DJE](#)

## 9. First Reading of Policy GBEA Staff Ethics

Submitted By:	Robert Aldridge		<b>Information</b>
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**BACKGROUND:**

Language has been altered in Policy GBEA to provide additional clarity pertaining to limitations on staff promoting beliefs/views in political, sectarian/religious, and personal areas of concern.

**RECOMMENDATION:**

[GBEA](#)

## 10. First Reading of Policy GBEB Staff Conduct

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

HB2119 school safety; reporting has enacted a new law, ARS 15-153, Crime reporting; policies and procedures; notification; discipline, which is applicable to school districts and charter schools. This law affects employees in the requirements for reporting serious offenses as defined in this statute

Each school district or charter school shall post the policies and procedures pertaining to the above on its website. If the school district or charter school maintains an online Manual/Handbook of policies and procedures, the school district or charter school may post a link to that manual with a reference to the appropriate policies and procedures.

Schools which are not in compliance by January 21, 2020, may be negatively impacted by not being eligible to apply for specific School Safety Program Grants, pursuant to A.R.S. 15-153.

### RECOMMENDATION:

[GBEB](#)

[GBEB-R](#)

## 11. First Reading of Policy GBEFA Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

House Bill 2318 added statute A.R.S. 28-914, Use of portable wireless communication device while driving; prohibition; civil penalty; state preemption; definitions, which addresses the use of digital portable wireless communications devices and stand-alone electronic devices while operating a motor vehicle. This policy essentially replicates the salient portions of Arizona law and its limitations for school districts and charter schools.

### RECOMMENDATION:

[GBEFA](#)

## 12. First Reading of Policy GBI Staff Participation In Political Activities

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

Language has been altered for clarity in Policy GBI to add a phrase of description and to eliminate this portion of paragraph A: Employees in their individual capacities may exercise their political liberties on property leased from the school for that purpose.

### RECOMMENDATION:

[GBI](#)

### 13. First Reading of Policy GCF Professional Staff Hiring

Submitted By:	Robert Aldridge		Information
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**BACKGROUND:**

House Bill 2119 has modified A.R.S. 15-512 pertaining to fingerprinting employees to provide that public entities, including school districts and charter schools may share the results of background investigations, including any records indicating that a current or former employee of a school or school district was disciplined for violating policies pursuant to A.R.S. 15-153, Crime reporting; policies and procedures; notification; discipline with other public entities.

**RECOMMENDATION:**

[GCF](#)

## 14. First Reading of Policy GDF Support Staff Hiring

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

"House Bill 2119 has modified A.R.S. 15-512 pertaining to fingerprinting employees to provide that public entities, including school districts and charter schools may share the results of background investigations, including any records indicating that a current or former employee of a school or school district was disciplined for violating policies pursuant to A.R.S. 15-153, Crime reporting; policies and procedures; notification; discipline with other public entities."

### RECOMMENDATION:

[GDF](#)



## 15. First Reading of Policy G DFA Support Staff Qualifications and Requirements

Submitted By:	Robert Aldridge		<b>Information</b>
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### BACKGROUND:

"Senate Bill 1180 has modified A.R.S. 15-512, pertaining to fingerprinting employees, to include additional information requiring employment candidates to certify on the prescribed notarized forms pertaining to fingerprint requirements whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the listed criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged."

### RECOMMENDATION:

[G DFA](#)

[G DFA-E](#)

## 16. First Reading of Policy GCFC Professional Staff Certification and Credentialing Requirements

Submitted By:	Robert Aldridge		<b>Information</b>
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### BACKGROUND:

Senate Bill 1180 has modified A.R.S. 15-512, pertaining to fingerprinting employees, to include additional information requiring employment candidates to certify on the prescribed notarized forms pertaining to fingerprint requirements whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the listed criminal offenses in Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged.

### RECOMMENDATION:

[GCFC](#)

[GCFC-E](#)

## 17. First Reading of Policy GCO Evaluation of Professional Staff Members

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

SB1071 has altered the requirements of Policy GCO by adding A.R.S. 15-189.06, Charter schools; teacher performance evaluation systems; principal evaluation policies as a new statute pertaining to charter schools.

Additionally, SB 1071 has amended A.R.S. 15-203 dealing with powers and duties of the State Board of Education. Modifications have been added to both A.R.S. 15-341(A)(41)(a)(b)(c)(d)(i)(ii) with major changes to principal evaluations, and A.R.S. 15-537 pertaining to teacher evaluations.

### RECOMMENDATION:

[GCO](#)

## 18. First Reading of Policy IHA Basic Instructional Program

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

SB1318 addresses the requirement of the Department of Education to designate a dyslexia specialist for the Department to provide school districts and charter schools with support and resources necessary to assist students with dyslexia.

The statute (A.R.S. 15-211, K-3 reading program; dyslexia specialist; dyslexia training; receipt and use of monies; additional funding; report; program termination) also requires school districts and charter schools to ensure that on or before July 1, 2021, at least one kindergarten through third grade teacher in each school has received training related to dyslexia that complies with the requirements prescribed in A.R.S. 15-219, Dyslexia and reading impairment screening, and A.R.S. 15-501.01, Requirements for teachers.

### RECOMMENDATION:

[IHA](#)

[IHA-E](#)

## 19. First Reading of Policy IHAMD Instruction and Training in Suicide Prevention

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

The Arizona Legislature adopted Senate Bill 1468, adding A.R.S 15-119, Suicide prevention training; approved materials; posting; immunity; spending classification, to address the necessity of suicide prevention training. This new policy replicates the major thrust of this new statute and must be implemented beginning in the 2020-2021 school year.

On or before July 1, 2020, the Arizona Health Care Cost Containment System administration shall make available suicide prevention training that complies with the statutory requirements and post this training information on the administration's website. This information shall include a list of approved materials that schools may use to provide the training prescribed above. These materials shall be annually updated.

### RECOMMENDATION:

[IHAMD](#)

## 20. First Reading of Policy JICA Student Dress

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

This policy and regulation have been updated for clarity.

### RECOMMENDATION:

[JICA](#)

[JICA-R](#)

## 21. First Reading of Policy JIH Student Interrogations, Searches, Arrests

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

House Bill 2119 requires in A.R.S. 15-153, Crime reporting; policies and procedures; notification; discipline, that the school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described in the statute (potentially serious threat, injury, to employees, students, or others on school property) subject to the requirements of federal law.

### RECOMMENDATION:

[JIH](#)

## 22. First Reading of Policy JLCD Medicines/Administering Medicines to Students

Submitted By:	Robert Aldridge		<b>Information</b>
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### BACKGROUND:

Senate Bill 1026 adds modified language to the emergency administration of medications which has been placed in the policy.

### RECOMMENDATION:

[JLCD](#)



## 23. First Reading of Policy JLDAC Screening/Testing of Students

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

SB 1456 enacted a new statute, A.R.S. 36-899.10, Vision screening; administration; rules; notification; definitions, as an addition in Title 36, Public Health and Safety. A new policy has been developed, JLDAC, Screening/Testing of Students (Vision Screening for Children) to present the required information for districts and charter schools to consider for adoption.

The Department of Health Services may develop and provide vision screening training to screeners, provide schools with materials necessary for conducting vision screenings, compile school vision screening data, and develop and adopt rules applicable to the vision screening requirements.

### RECOMMENDATION:

[JLDAC](#)

## 24. First Reading of Policy JLF Reporting Child Abuse/Child Protection

Submitted By:	Robert Aldridge		Information
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### BACKGROUND:

HB2008 has revised A.R.S. 13-3620 pertaining to the duty to report child abuse by a supervisor, stating that if the supervisor or administrator reasonably believes that the report has been made by a person who is required to report, then the supervisor or administrator is not required to report.

### RECOMMENDATION:

[JLF](#)

## 25. Capital Budget History

Submitted By:	Sandi Wilson		<b>Information</b>
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### BACKGROUND:

The Unrestricted Capital budget history will be presented to the Board for information.

[Capital Budget History](#)

## 26. School Bus Purchase

Submitted By:	Sandi Wilson		<b>Action</b>
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### BACKGROUND:

Our oldest school bus is over twenty years old and four other buses are over twelve years old. We would like to purchase another Bluebird to add to our fleet using the Mohave Cooperative pricing.

Vehicle inventory, bus route and bus rider information is attached.

### RECOMMENDATION:

It is recommended that the Governing Board purchase a school bus from Canyon State Bus Sales.

[Quote](#)

[Brochure](#)

[Report on Routes and Riders](#)

[Vehicle Inventory](#)

## 27. Award of Auditing Services Contract

Submitted By:	Sandi Wilson		<b>Action</b>
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### BACKGROUND:

Requests for Proposals #2019-056 were sent to the thirteen vendors on our bid list for auditing services. Sealed Proposals are due by 3:00pm September 6th. Proposals will be evaluated and a recommendation for award may be made at the Board meeting.

Update 9-10-19. Three proposals were received and evaluated.

### RECOMMENDATION:

It is recommended that the Governing Board award Heinfeld Meech a contract for Annual financial audits and completion of Uniform System Financial Records Compliance Questionnaire for the fiscal years ending June 30, 2019, 2020, 2021, 2022 and 2023.

[Evaluation](#)

## 28. Approval of Preventative Maintenance Report

Submitted By:	Sandi Wilson		<b>Action</b>
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### BACKGROUND:

Detailed records and logs of preventative maintenance tasks must be kept according to state statute, and an annual reporting statement summarizing the tasks performed submitted to the School Facilities board by November 1 each year.

### RECOMMENDATION:

It is recommended that the Governing Board approve the Preventive Maintenance Program reporting statement for 2018-2019.

[PM Statement](#)

[Electrical](#)

[HVAC](#)

[Plumbing](#)

[Roofing](#)

[Special Equipment](#)

[Special Systems](#)

[Surfaces](#)

## 29. Approval of Personnel Actions

Submitted By:	Robert Aldridge		<b>Action</b>
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### RECOMMENDATION:

It is recommended that the Governing Board approve the following personnel actions:

#### **29.1 NEW HIRES/TRANSFERS/CHANGES**

<b>Name</b>	<b>Position</b>	<b>Grade -Step</b>	<b>Effective Date</b>	<b>Comments</b>
Rosa Aguirre	Bus Aide		09/17/2019	Replacement for Alex Castillo
Angela Garrett	Reading Specialist		09/03/2019	Replacement for Barbara Blubaugh
Terron James	Language Arts Teacher		09/03/2019	Replacement for Angela Garrett
Jolene Yellowman	Cafeteria Assistant I		08/05/2019	Replacement for Liliana Gonzalez

#### **29.2 SUBSTITUTES/TEMPS/SUPPLEMENTAL CONTRACTS**

<b>Name</b>	<b>Position</b>	<b>Grade -Step</b>	<b>Effective Date</b>	<b>Comments</b>
Katharine Burns	Substitute Teacher		08/23/2019	
Laura Figueroa	Migrant After School Tutoring		09/03/2019	Migrant Grant
Danielle Fiorito	Gifted Coordinator		08/23/2019	In Training

Danielle Fiorito	Migrant After School Tutoring		09/03/2019	Migrant Grant
Terron James	Migrant After School Tutoring		09/03/2019	Migrant Grant
Jeni Regan	Gifted Coordinator		08/23/2019	In Training

### 29.3 RETIREMENTS/RESIGNATIONS/NON-RENEWALS/TERMINATIONS

Name	Action	Position	Effective Date
Alexandria Bilczewki-Johnson	Terminate	Sub Parapro	08/21/2019
Alex Castillo	Terminate	Bus Aide	08/30/2019

### 29.4 LEAVE OF ABSENCE

Name	Action	Position	Effective Date
Brenda Hunt	<a href="#">Unpaid LOA</a>	Bus Driver/Parapro	Through April 13, 2020



### 30. Approval of Vouchers

Submitted By:	Sandi Wilson		<b>Action</b>
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#### RECOMMENDATION:

It is recommended that the Governing Board ratify the following vouchers processed between 8/8/19 and 9/3/19.

#### PAYROLL VOUCHERS

Voucher No.	Pay Period Ending	Amount
2004	8/17/19	\$132,553.10
2005	8/31/19	132,599.42
	Total Payroll	\$265,152.52

#### EXPENSE VOUCHERS

Voucher No.	Date	Amount
8053 (FY18-19)	8/20/19	\$10,455.80
9006 (FY19-20)	8/13/19	21,049.64
9007 (FY19-20)	8/20/19	35,974.52
9008 (FY19-20)	8/27/19	12,538.66
9009 (FY19-20)	9/3/19	34,369.35
	Total Expense	\$114,387.97
	Total Payroll & Expense	\$379,540.49

[Voucher 8053](#)

[Vouchers 9006 - 9009](#)

### 31. Gifts and Donations to the District

Submitted By:	Robert Aldridge		<b>Action</b>
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#### BACKGROUND:

1. Western Milling wrote us a check of \$600 and donated supplies with an estimated value of \$600.

#### RECOMMENDATION:

It is recommended that the Governing Board accept the donations valued at \$1,200.

Total Gifts and Donations received since July 1, 2019: \$2,400.00.

## 32. Approval of Student Activities Statement

Submitted By:	Sandi Wilson		<b>Action</b>
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### BACKGROUND:

This fund is used to account for the funds deposited and expended in connection with the activities of student organizations and clubs. The school district serves only as fiduciary custodian for these funds in accordance with A.R.S. 15-1123.

### RECOMMENDATION:

It is recommended that the Governing Board ratify the Student Activities Statement for month ending August 31, 2019.

[Student Activities Aug 2019](#)

### 33. Regular Board Meeting

Submitted By:	Robert Aldridge		<b>Action</b>
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#### BACKGROUND:

This item is to provide the opportunity to reschedule or cancel a future regular board meeting by majority vote of the Governing Board, per ARS §38-431.2

### 34. Business Manager Report

Submitted By:	Sandi Wilson		<b>Information</b>
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[Demographics](#)

### 35. Superintendent/Principal Report

Submitted By:	Robert Aldridge		<b>Information</b>
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BACKGROUND:

### 36. Adjournment

Submitted By:	Robert Aldridge		<b>Action</b>
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