

**Minutes of the Special Governing Board Meeting
Amphitheater Public Schools
October 22, 2019**

A Special Public Meeting of the Governing Board of Amphitheater Public Schools was held Tuesday, October 22, 2019, beginning at 5:30 p.m. in the Wetmore Center, 701 West Wetmore Road, Leadership & Professional Development Center.

Governing Board Members Present

Ms. Vicki Cox Golder, President
Ms. Susan Zibrat, Vice President
Dr. Scott K. Baker, Member
Ms. Deanna M. Day, M.Ed., Member
Mr. Matthew A. Kopec, Member

Superintendent's Cabinet Members Present

Mr. Todd A. Jaeger, J.D., Superintendent
Dr. Roseanne Lopez, Associate Superintendent for Elementary Education
Mr. Michael Bejarano, Associate Superintendent for Secondary Education
Ms. Michelle H. Tong, J.D., Associate to the Superintendent and Legal Counsel
Mr. Scott Little, Chief Financial Officer
Ms. Kristin McGraw, Director of Student Services
Ms. Tassi Call, Director of 21st Century Education
Mr. James Burns, Executive Manager of Operational Support
Ms. Michelle Valenzuela, Director of Communications
Dr. Shannon McKinney, Director of Curriculum and Assessment

CALL TO ORDER AND SIGNING OF THE VISITOR'S REGISTER

President Cox Golder called the meeting to order at 5:30 p.m. and invited members of the audience to sign the visitors' register.

PLEDGE OF ALLEGIANCE

President Cox Golder asked Dr. Baker to lead the Pledge.

ANNOUNCEMENT OF DATE AND PLACE OF NEXT REGULAR GOVERNING BOARD MEETING

President Cox Golder announced the date and time of the next Regular Governing Board Meeting will be held on Tuesday, November 19, 2019 at 6:00 p.m., at the Wetmore Center, 701 W. Wetmore Road, Tucson, AZ in the Leadership & Professional Development Center, SE entrance and parking.

PUBLIC COMMENT

There were no public comments.

1. **CONSENT AGENDA**^s

Details of agenda items, supporting documents, and presentations are available in the electronic BoardBook by clicking on the hyperlink below.

<https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000433>

President Cox Golder asked if there were any Items that should be pulled for further discussion, there were none. Ms. Day moved that Agenda Items A. - M. be approved as presented. Vice President Zibrat seconded the motion. There was no discussion. Voice vote in favor - 5: President Cox Golder, Vice President Zibrat, Dr. Baker, Ms. Day, and Mr. Kopec. Opposed - 0. The items passed.

A. Approval of Appointment of Non-Administrative Personnel

Non-Administrative Personnel were appointed as listed in Exhibit 1.

B. Approval of Personnel Changes

Certified and classified personnel were appointed as listed in Exhibit 2.

C. Approval of Leave(s) of Absence

Leave(s) of Absence were approved as listed in Exhibit 3.

D. Approval of Separation(s) and Termination(s)

Separation(s) and Termination(s) were approved as listed in Exhibit 4.

E. Approval of Stipend for Coaching Volunteers

Stipends for Coaching Volunteers were approved as listed in Exhibit 5.

F. Approval of Vouchers Totaling and Not Exceeding Approximately \$1,636,376.00

A copy of vouchers for goods and services received by the Amphitheater Public Schools and recommended for payment has been provided to the Governing Board. The following vouchers were approved as presented and payment authorized as listed in Exhibit 6:

Voucher #	Amount	Voucher #	Amount
1088	\$136,426.46	1089	\$46,747.68
1090	\$79,561.57	1091	\$88,426.20
1092	\$32,742.84	1093	\$226,079.40
1094	\$299,203.39	1095	84,840.34
1096	\$133,552.17	1097	\$92,181.58
1098	\$59,072.21	1099	\$79,476.92
1100	\$161,106.66	1101	\$116,958.58

G. Acceptance of Gifts

Gifts were accepted by the Governing Board as listed in Exhibit 7.

H. Approval of Parent Support Organization(s) - 2019-2020

Coronado Wrestling Booster and Canyon del Oro Parent Organization Parent Support Organization(s) were approved by the Governing Board as presented in Exhibit 8.

I. Approval of Out of State Travel

Out of State Travel was approved as listed in Exhibit 9.

J. Approval of School Facilities Board FY 2019 Preventive Maintenance Program Report

The Governing Board approved the School Facilities FY 2019 Board Preventive Maintenance Program Report as listed in Exhibit 10.

K. Award of Contract for L. W. Cross Middle School MPR HVAC Replacement Based Upon Responses to Request for Bid (RFB) 10-14-2019

The Governing Board approved the Award of Contract to Epic One Builders, LLC for L. W. Cross Middle School MPR HVAC Replacement Based Upon Responses to Request for Bid (RFB) 10-14-2019.

L. Award of Contract for Ironwood Ridge High School Roof Restoration Based Upon Responses to Request for Bid (RFB) 09-27-2019

The Governing Board approved the Award of Contract to Progressive Services dba Progressive Roofing for Ironwood Ridge High School Roof Restoration Based Upon Responses to Request for Bid (RFB) 09-27-2019.

M. 301 Payout Additions and Corrections

The Governing Board approved 301 Payout Additions and Corrections as listed in Exhibit 11.

2. EXECUTIVE SESSION

President Cox Golder asked for a motion to recess Open Meeting to hold an Executive Session. Vice President Zibrat moved to recess the Open Meeting to hold Executive Session for Item 2. A. Mr. Kopec seconded the motion. Voice vote in favor 5: President Cox Golder, Vice President Zibrat, Dr. Baker, Ms. Day, and Mr. Kopec. Opposed - 0. President Cox Golder proclaimed they were in Executive Session at 5:35 p.m.

A. Executive Session Pursuant to A.R.S. §38.431.03 (A)(3) for Discussion or Consultation for Legal Advice with the Attorney of the Public Body Regarding Governing Board Policy HD (Meet and Confer Procedures).

President Cox Golder reconvened the meeting at 6:35 p.m.

3. STUDY/ACTION

A. Governing Board Policy HD (Meet and Confer Procedures)

Superintendent Jaeger explained to the Board that this was the time of year where we begin the Meet and Confer (M&C) process. There are two phases; the

first to address policy; then a second later in the year to address employee compensation. He asked Ms. Tong to present information that the District M&C team and the Amphi Education Association (AEA) M&C team have agreed upon, including a joint survey that went out to all employees. AEA is the exclusive representative for all employee groups. Superintendent Jaeger told the Board that Ms. Millerd, AEA President, will also speak to the Board on behalf of AEA regarding this study item.

Ms. Tong explained the M&C process to the Board. She noted that last year it was suggested that an independent person/company come in to train the teams in the M&C process at the beginning of this year, in regards to interest-based bargaining.

During conversations with AEA team members, it was suggested to make changes to the M&C Policy. Ms. Tong explained that the Governing Board would have to make the changes that the M&C teams presented. It was recommended that a joint survey be sent to all employees to get their input to the M&C process. October 9, 2020 the teams finished writing the survey which was sent to all employees on October 10, 2020. The survey was sent to all 2016 employees to find out what they would like to see in the M&C process. 471 employees participated - questions and responses are included in Exhibit 12.

The following questions were asked. *The percent of each question and number of employees that responded to each question are included below.*

1. Please choose the option that best describes the position you hold in Amphitheater.
 - Certificated teachers – 56.38%/265
 - Certificated non-teaching employee – 3.83%/18
 - Professional non-teaching employee – 4.89%/23
 - School-based support staff/classified – 20%/94
 - Nonschool-based support staff/classified – 9.15%/43
 - Nonschool-based professional non-teaching employee – 1.28%/6
 - Administrator – 4.47%/21
2. How many years have you been employed in the District?
 - 0-3 years – 21.75%/102
 - 4-7 years – 19.83%/93
 - 8-11 years – 12.58%/59
 - 12-15 years – 13.86%/65
 - 16 or more years – 31.98%/150
3. Do you know where to find communications about Meet and Confer?
 - Yes – 44.97%/210
 - No – 55.03%/257
4. What type of communications are essential to include in the Meet and Confer process? Choose all that apply.
 - Information about the process – 64.46%/292
 - Periodic updates on M&C similar to last year – 73.73%/334
 - Input on developing employee interests for M&C – 63.36%/287
 - Input on G Series (Personnel) Policies to be discussed in M&C – 45.25%/205
 - Opportunity to provide feedback during the M&C process – 71.30%/323

- Opportunity to vote on/ratify the M&C recommendations – 67.77%/307
5. What changes would you like to see to the Meet and Confer process?
- Survey results are available for review on the Communications page of the Amphi Advantage/SharePoint site. (*Ms. Tong displayed the steps to this site on her Power Point Presentation*)
 - The top ten words used in answers to question #5 were: transparency, know, process, district, employees, teachers, needs, information, meet confer, and communication.

At this time, Ms. Tong invited AEA President Ms. Millerd to offer a few words.

Ms. Millerd noted that AEA represents all employees. She referenced the meaning of collaborate – “work jointly on an activity to specially produce or create something”. Ms. Millerd talked about the three areas of the M&C process/goals:

1. Purpose of the M&C process and where it might go;
2. Analyze the data based on the survey; and
3. What we have not asked.

For information on goal #1, Ms. Millerd said that she went back to the District’s Strategic Plan and looked at goal #2 which talks about high quality staff. This is a goal of the AEA team - to retain and take care of our staff.

Ms. Millerd opted not to go over goal #2, survey results, as Ms. Tong already has reviewed the survey. However, she did mention that transparency, communication, and input are things they have been hearing for some time.

The third goal AEA had been talking about and considering are: 1. A neutral facilitator; 2. More open process so employees know their interests are being represented in the room; and 3. Communication feedback.

Ms. Day asked Ms. Millerd how AEA communicates with all the employee groups, i.e., transportation. Ms. Millerd said that it is complicated and difficult. She said at this point, AEA has not done it very well. She mentioned sending email, going out to the sites, and site reps talking person to person. Ms. Millerd felt AEA could be much better in the future and would like to see this accomplished jointly with the District and AEA teams. She mentioned a second survey will be going out to get input on what employees would like to see in the M&C sessions, i.e.: what are your interests; what changes in working conditions would you like to see.

President Cox Golder asked if the survey would go out to all employees and not just AEA members. Ms. Millerd said that it would.

President Cox Golder asked if Ms. Millerd knew how many of the 470 employees who responded to the first survey were AEA members. Ms. Millerd said that question was not on the survey. Ms. Day asked why it was not included on the survey. Ms. Millerd said they were trying to be as neutral as possible, including that question may turn people away from continuing to complete the survey.

Dr. Baker commented that he liked the survey and the fact that it went out to all employees. He said he felt this was a great way to get information out to everyone about the M&C process.

President Cox Golder reiterated the importance of keeping employees informed during the M&C process including asking how they (the employees) feel about the direction the group is going.

Superintendent Jaeger commented that the M&C teams are interested in employee input and going forward would like to see more time available for employees to take the survey including time to calculate their answers.

Ms. Millerd mentioned that over 50% of employees that took the survey noted that they did not know where to find the information. She said she would like to see that as one of the first topics of discussion - how to get the information out to all employees and how they can participate.

President Cox Golder asked if the next survey would be sent out by AEA or the District. Superintendent Jaeger explained that the mechanics of the survey would be sent through District means, however, the questions are created jointly and responses are viewed jointly with the District and AEA teams.

Mr. Kopec noted that M&C is new to him and that he appreciates hearing the discussion of the teams. He felt it is important to keep all employees informed on what is happening, and when information is available, to give input.

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

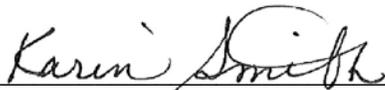
There were none.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Ms. Day moved to adjourn the meeting. Vice President Zibrat seconded the motion. There was no further discussion. Voice vote in favor - 5: President Cox Golder, Vice President Zibrat, Dr. Baker, Ms. Day, and Mr. Kopec. Opposed - 0. Meeting adjourned at 7:08 p.m.



Minutes respectfully submitted for Governing Board Approval
Karin Smith, Executive Assistant to the Superintendent and Governing Board

March 31, 2020

Date



Ms. Deanna M. Day, M.Ed., Governing Board President

April 14, 202

Date