

**AMPHITHEATER PUBLIC SCHOOLS  
Tucson, Arizona**

**MINUTES OF REGULAR PUBLIC MEETING OF THE GOVERNING BOARD**

**Place, Date and Time of Meeting**

Wetmore Center, 701 West Wetmore Road November 13, 2012, 5:00 p.m.

**Board Members Present**

Mrs. Diana Boros, President  
Mrs. Susan Zibrat, Vice President  
Dr. Kent Paul Barrabee, Member  
Dr. Linda Loomis, Member

**Board Members Absent**

Mr. Jeff Grant, Member

**Central Administrators Present**

Mr. Patrick Nelson, Superintendent  
Todd A. Jaeger, J.D., Associate to Superintendent and General Counsel  
Ms. Monica Nelson, Associate Superintendent  
Mr. Scott Little, Chief Financial Officer

**OPENING OF MEETING - Call to Order**

Mrs. Boros called the meeting to order at 5:01 p.m.

**1. Executive Session**

A. Motion to Recess Open Meeting and Hold an Executive Session for:

1. Consideration and Decision Upon Expulsion Hearing Officer's Recommendation, Pursuant to A.R.S. §15-843(F)(2), Regarding: a. Student # 30035129; b. Student # 30032712; and c. Student # 30001861.
2. Consideration and Determination of Appeal of Long-term Suspension Hearing Officer's Decision, Pursuant to A.R.S. §15-843(A); Determination of Whether to Hold an Expulsion Hearing and Designate a Hearing Officer to Hear Evidence, Prepare a Record and Bring a Recommendation to the Board, Pursuant to A.R.S. §15-843(F)(2), Regarding: a. Student # 30040113
3. Discussion of Employment and Evaluation of the Superintendent, Pursuant to A.R.S. §38-431.03(a)(1).

A motion was made by Mrs. Boros that the Board recess into Executive Session pursuant to A.R.S. §15-843(F)(2), A.R.S. §15-843(A), and A.R.S. §38-431.03(a)(1), as presented. Dr. Barrabee seconded the motion and it passed unanimously, 4-0. Mrs. Boros called a recess at 5:01 p.m. for the purpose of holding Executive Session for student disciplinary action.

B. Motion to Close Executive Session and Reconvene Open Meeting

Upon return to the Board Room, a motion was made by Mrs. Boros and seconded by Dr. Barrabee that the meeting reconvenes into open session; the motion passed, unanimously, 4-0. Mrs. Boros declared the meeting in open session. The time was 7:05 p.m.

**OPENING OF MEETING**

**Call to Order and Signing of Visitors' Register**

Mrs. Boros reconvened the meeting at 7:05 p.m. and asked members of the audience to sign the visitors' register.

### **Pledge of Allegiance**

Ms. Diana Walker, Principal from Copper Creek Elementary School, introduced the following students: Jesse Lemcke, Trey Trejo, Billee Lamoreaux, Alicia Cordova, and Charlotte Farnal. They led the Pledge of Allegiance and each was presented with a Certificate of Commendation.

Additionally, Dr. Barrabee acknowledged the Art Display in the Board Room. He commended the Copper Creek students and art teacher, Linda McCoy, for their contributions.

### **Announcement of Date and Place of Next Special Governing Board Meeting**

Mrs. Boros announced the next regular meeting of the Governing Board is scheduled for: Tuesday, December 4, 2012 at 6:00 p.m., Wetmore Center, 701 W. Wetmore Road. [The start time of the December meeting was later changed and is now scheduled to begin at 5:00 p.m. for Executive Session.]

### **PUBLIC COMMENT**

There were no public comments.

## **2. INFORMATION<sup>2</sup> AND RECOGNITION(S)**

Note: Mr. Nelson stated that at a recent demolition exercise at Amphitheater Middle School, a small, hand-made 'time capsule' was unearthed, which he showed to the Board Members and others in attendance. A letter was discovered as part of the capsule, dated January 1, 1940 and Mr. Nelson read it aloud.

Dr. Barrabee expressed his appreciation to the community from that era for supporting a variety of District needs by passing a \$20,000 bond issue.

### **A. Status of Bond Projects**

Mr. Christ Louth, Bonds Project Manager, was introduced to present this month's (PowerPoint) status update on the current Bond-funded Projects (as provided with Board book materials). Mr. Louth noted that the reporting format is listed within the five categories, as identified by the Blue Ribbon Committee, as areas of need.

*[A Bond-election initiative to fund capital improvement projects was voter-passed on November 6, 2007; this is the monthly update, which began at the 12/11/07 Governing Board meeting.]*

### **I. INSTRUCTIONAL SPACE / PORTABLE REPLACEMENT**

A. Amphitheater Middle School Addition (AMS) / Remodel: Construction is 5% complete. Administration Building is gutted and demolished for remodel. Interior MP&E (mechanical, plumbing, and electrical) have started. Auditorium and locker room demo is complete. Bow string trusses have been exposed and structural repairs have started. All evaporation cooling units have been removed and roof repairs are in process. Tele-data infrastructure work has started with identification of conduit feeds in the vault behind admin which will house the main feed to AMS from the Prince Elementary School MDF. This infrastructure was installed during the Prince Elementary bond construction in 2008 in anticipation of re-cabling at AMS. Inner campus underground backbone conduit is being installed. The building pad and footers are installed for the new classroom building and underground MP&E for that building are in process. AMS is on schedule and on budget.

B. Canyon Del Oro High School Addition (CDO) / Remodel: Construction is 85% complete.

The kitchen, C Building, and J-3 Restrooms are all complete and in use. The old teacher's lounge is demolished and work to convert it to the new CDO Café is in process. Currently, rough MP&E, framing, and drywall are complete. Finishes are in process. The tele-data work is 80% complete. New IDF's are complete, cutover, and in use in buildings C, T, M, and the Library. IDF's in F, A, K, and N are complete and are being cutover by Amphi IT staff. Punch list corrections in all completed areas are in process. The CDO project is on schedule and on budget.

C. Amphitheater High School (AHS) Renovations: Construction Documents are 50% complete and have been reviewed by Amphitheater Facility Support Services. Complete Construction Documents are being prepared.

D. Holaway Elementary Classroom Addition: 50% Construction Documents are complete and have been reviewed by Amphitheater Facility Support Services, Technology Department, and Bond Department staffs. Complete Construction Documents are being prepared.

E. Rio Vista Elementary Classroom Addition: 50% Design Development Documents are complete and being reviewed by Amphitheater Facility Support Services and Bond Department staffs for district specification compliance.

F. Nash Elementary Library Renovation: Design Development Documents are being prepared.

G. Copper Creek Elementary Portable Removal: Portables at Copper Creek Elementary are removed. Engineering of the site drainage and play field resurfacing is in process. This is the last element of bond funded improvements at Copper Creek.

H. Cross Middle School / Harelson Elementary School Addition / Re-cabling Project: Procurement for this project is underway. Tonight's consent agenda has an architectural vendor recommendation for Governing Board review. Procurement of a general contractor is in process.

#### **B. Recognition of Trevor Dickerson, CDO student and DECA state officer**

Trevor Dickerson, a student at CDO High School, has been selected as a State Representative for Arizona's chapter of DECA, an association of marketing students. The DECA organization is designed to prepare young emerging leaders and entrepreneurs within the areas of management, marketing, finance, and hospitality.

The Governing Board congratulated Trevor for this achievement and presented him with a Certificate of Appreciation.

#### **C. PTO – Pride of Amphi Presentation**

Each site has a working Parent-Teacher Organization, or PTO, as they are commonly called. PTO's play a vital role in supporting our schools. They provide funding, volunteer time, support and assistance in both the classroom and the school, and are an effective communication support organization. Their efforts are highly-valued and respected.

Mrs. Nelson introduced each principal and invited them and their respective PTO representative, to stand and be recognized for their efforts on behalf of our students and staff.

The Governing Board expressed gratitude to each of the representatives in attendance for their individual and collective contributions of time and resources.

#### **D. Review of Project EXCELL! Final Report**

Board Book information: *In the summer of 2007, Amphitheater School District was notified that we had received a \$29 million dollar Teacher Incentive Fund (TIF) grant from the United States Department of Education (USDOE) that would give us the opportunity to create a new structure for performance pay and to develop and set up new data analysis procedures for tracking student progress. Teachers and administrators showed overwhelming support for the project as demonstrated by the willingness of over 120 staff members who volunteered to help design the project. The participation rate for teachers in Project EXCELL! ranged from over 90% in the first year, to 83% in the final year. These percentages were very high when compared to similar programs throughout the country. Project EXCELL! was implemented in eleven (11) of Amphitheater School District's 21 schools. A number of positive outcomes of this project have been tracked over the 5-year grant cycle.*

*The Teacher Incentive Fund grant came to a close at the end of the 2011-2012 academic year. The final report for the project was completed and submitted to USDOE at the end of September. A report highlighting the results of Project EXCELL! will be presented to the Governing Board this evening.*

Mr. Nelson expressed appreciation to Mrs. Cathy Eiting, Executive Director of Student Services, who while serving in the capacity as Chief Academic Officer, wrote the TIF grant and to Dr. Roseanne Lopez, Executive Director of Elementary Education, who implemented the grant since its inception. He then invited Dr. Lopez to provide an overview of the final report materials.

Dr. Lopez prepared a Final Report to the Governing Board; that written report was projected as a PowerPoint presentation.

[Note: the Final Report to the Governing Board Teacher Incentive Fund Grant (TIF) is available at: <https://v3.boardbook.org/Public/PublicMeetingMaterials.aspx?ak=1000433&mk=50057926#> ]

Dr. Lopez highlighted the Project EXCELL! Goals and the Objectives, as stated. She reviewed the Design Team process; and, she noted that it had been recognized nationally. Teacher and staff collaboration was perceived successful in both explaining the sustained strong participation rates throughout the five-year program, as well as, the increased student achievement in high-need schools. Graphs were displayed showing Participation rates and

Elementary and Middle School Math and Reading assessment results (NWEA, AIMS, DIBELS). District-wide efforts, such as staff development, have proven successful. Dr. Lopez introduced audio recordings from staff/participants in which they offer very positive feedback related to: effective collaborative efforts, assessment practices – which have become more rubric-oriented, expanded data use, professional development, teacher and administrative leadership, and a wide variety of leadership activities. The *6 Point Plans for Leadership and Professional Development* were reviewed. Examples of leadership activities and professional development were described; conclusions reached indicate an increased interest in whole-school improvement and collaboration. The benefits include cross-grade continuity, and a much deeper understanding of data analysis. Outcomes were reviewed, some examples included: teachers stated they have an increased sense of value through increased remuneration, attention to student progress data, and a deeper dedication to student achievement. Dr. Lopez noted that increased collaboration was a constant theme throughout the evaluation/feedback process. Capacity-building outcomes credited to Project EXCELL! were listed as: increased willingness and the associated increased impact from teacher leadership, hard-to-fill positions were filled and remained so throughout the project, and increased feelings of value by teachers and administrators. The observation and support of these established practices will better assist students in meeting upcoming state requirements.

Dr. Lopez expressed appreciation to the Governing Board for its support of the program throughout its five-year term and for its willingness in considering performance pay as a 'different' method. Additionally, she noted that Dr. Jay Midyett, Program Assessment and Evaluation Analyst, was invaluable in this endeavor.

Dr. Barrabee commended Dr. Lopez on her wonderful presentation – both its content and delivery. To her credit, Dr. Lopez has succeeded in successfully leading this endeavor. He noted his relief about concerns he shared initially about the possibility of this being a divisive enterprise.

Mr. Nelson added that monthly principal collaborative meetings are in-place with emphasis on feeder patterns – both horizontal and vertical.

Mrs. Nelson added that continued collaboration is essential; to allow time and opportunity for further development. She noted feeder patterns are critical and a significant piece is related to common core standards by grade levels. Strategies continue to focus on purpose, focus, and strategy – a structure to take to the next level; how (principals/administration) can best facilitate and provide support in assisting teachers in this endeavor. Teachers want to come away with solid ideas about how to impact students District-wide.

Dr. Loomis thanked Dr. Lopez and staff for the informative report on this wonderful TIF program. Mrs. Boros echoed praises of Dr. Lopez and staff, noting that these types of tailored programs are proving beneficial. She is hopeful about possibility of determinations through the tracking of participating students.

### **3. CONSENT AGENDA**

Mrs. Boros asked if there were Board member requests to have items addressed separately; there were none. A motion was made by Mrs. Boros to approve the Consent Agenda, items A-R, as presented. The motion was seconded by Dr. Barrabee, and it passed unanimously, 4-0. Appointment of personnel is effective, provided all district, state, and federal requirements are met.

#### **A. Approval of Minutes**

The minutes of the October 23, 2012, Regular Governing Board meeting and Executive Session were approved, as submitted.

#### **B. Approval of Appointment of Personnel**

Certified and classified personnel were appointed, as listed in Exhibit 1.

#### **C. Approval of Addendum to Personnel Changes**

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

**D. Approval of Leave(s) of Absence**

Leave of Absence requests were approved for certified and classified personnel, as listed in Exhibit 3.

**E. Approval of Separation(s) and Termination(s)**

Certified and classified personnel separations were approved, as listed in Exhibit 4.

**F. Approval of Essential Recruitment Stipend – Chemistry**

Board book information: *The District has experienced considerable difficulty in attracting and retaining teachers to fill certain high need positions, often resulting in vacancies for extended periods of time. These concerns were addressed during the 2004 negotiations cycle and it was agreed to offer an Essential Recruitment Stipend for these positions. This stipend, applied now to several hard to fill positions, has assisted us in recruiting and retaining qualified candidates in key areas.*

*Recruiting and retaining qualified candidates in Chemistry has been and continues to be extremely challenging. The pool of qualified applicants is minimal and competition remains high. During the last two years of recruitment, the District's average pool of Chemistry applicants has consisted of two to three qualified applicants.*

The Governing Board approved the Essential Recruitment Stipend in the amount of \$3,000 to be applied to appropriately-certified and highly-qualified Chemistry teachers. The stipend will take effect November 14, 2012 and will be prorated for the remainder of the school year.

**G. Approval of Vouchers Totaling and Not Exceeding Approximately \$4,023,822.60 (Final Total)**

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

Vo. 542	\$ 848,607.05	Vo. 543	\$ 995,687.03	Vo. 544	\$ 228,002.03
Vo. 545	\$ 143,717.97	Vo. 546	\$ 60,299.53	Vo. 547	\$ 142,379.60
Vo. 548	\$ 159,938.22	Vo. 549	\$ 103,854.47	Vo. 550	\$1,341,336.70

**H. Acceptance of Gifts**

Donations were accepted by the Governing Board as listed in Exhibit 5.

**I. Receipt of Monthly Status Report for the Fiscal Year 2012-2013**

A summary of comparative totals as of October 2011 is as follows:

Budget Capacity ..... \$ 82,368,579.00      Expenditures & Encumbrances ..... \$ 82,368,579.00

Totals' Comparisons:

Expenditures as of 10/31/11 ....	\$ 22,137,623.08	M & O Budget Capacity for 2011-2012.....	\$81,843,474.00
Expenditures as of 10/31/12 ....	\$ 22,778,916.29	M & O Budget Capacity for 2012-2013.....	\$82,368,579.00

Bond Balance Outstanding: \$83,035,000.00

Tax Rates: Primary – 4.3424; Secondary – 1.6517

**J. Receipt of September 2012 Report on School Auxiliary and Club Balances**

Board book information: *Arizona Revised Statutes §§15-1121 and 15-1125 provide for the operation of Student Activity and Auxiliary Operations funds respectively. The Uniform System of Financial Records for Arizona School Districts (USFR) outlines procedures to be followed by school districts in the disbursements of monies from either of these funds. One requirement for the operational compliance is to provide a report to the Governing Board summarizing the transactions for the month.*

The Governing Board approved the Monthly Report on School Auxiliary and Club Balances for month-end September 2012, as submitted. (Exhibit 6, pp. 1-8)

**K. Approval of Parent Support Organization(s) for 2012-2013**

The Governing Board approved the following Parent Support Organization applications pursuant to District Policy KBE-R from: *Nighthawk Parent Organization* and *Amphi Middle School PTO*.

#### **L. Approval of Out of State Travel**

Out of state travel was approved for staff (source of funding indicated): from District Offices to attend the Ocalicon 2012 – The Premier Autism and Disabilities Conference in Columbus, OH, November 14-16, 2012 (M & O funds designated for staff development.

Travel was previously approved at the September 4, 2012 board meeting for staff from Canyon del Oro to attend the International Bacculaureate Workshop in Los Angeles, CA, October 19-22, 2012, the cost of travel has increased.

Travel was previously approved at the October 23, 2012 board meeting for staff from Canyon del Oro to attend the International Bacculaureate Workshop in Bethesda, MD, December 6-9, 2012, the dates have changed to December 5-9, 2012 and the cost of travel has increased.

#### **M. Approval of Revised District Calendar for School Year 2013-2014**

Board book information: *On March 27, 2012, the Governing Board approved a district calendar for the school year 2013-2014. At the time that calendar was prepared, the administration was aware that the 2014 Rodeo Festival dates had yet to be announced. The proposed calendar was prepared to reflect the best known information available at that time. The 2014 Rodeo has now been confirmed for February 20-21, 2014. Accordingly, the attached (revised) calendar is submitted for final approval.*

The Governing Board approved revised 2013-2014 District Calendar. (Exhibit 6)

<https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=33069461>

#### **N. Approval of Supplemental Materials**

Board book information: *Board policy requires schools to submit a list of supplemental texts for Board approval each November and April. Supplemental texts are those that are used to support or enhance the basic core materials. This November's list is lengthy, as you will see.*

*There are three primary reasons for this:*

- 1. For the past five years, we have not had financial means to purchase basic core materials at anywhere near the level we have in the past. As you know, our upcoming district wide adoption of math and reading core materials will be the first in many years. Consequently, our schools have made purchases of supplementary texts and materials to sustain instructional programs.*
- 2. The transition to the Common Core has prompted schools to begin to purchase supplementary texts and materials addressing those new standards as we work to implement them.*
- 3. A bill introduced in the state legislature last year caused concern that any text or material used in any classroom with any student would require prior Board approval; without such approval, a teacher faced termination. While the legislation failed to pass, it came at a time when our schools were putting together their supplemental texts/materials lists. Consequently, while many of the items on the list represent what are traditionally thought of as supplemental texts, items were included in this inventory that do not typically meet the qualifications based on number.*

The Governing Board approved the list of supplemental texts, as submitted. (Exhibit 7, pp. 1-87)

#### **O. Approval of the Career Ladder Re-application for Fiscal Year 2013-2014**

Board book information: *Each year during the month of November the State of Arizona requires all Career Ladder districts to submit a reapplication for the following school year.*

The Governing Board approved the Career Ladder re-application for 2013-2014, and thereby authorizing administration to submit the Career Ladder Program Application and the Career Ladder Handbook for FY 2012-2013 to Arizona Department of Education, as required. [Note: the Application also contains the establishment of a 3% district base level and qualifying tax rate for the Career Ladder Program for FY 2013-2014.] (Exhibit 8a, pp. 1-68; 8b, pp. 1-103) [Note: the Career Ladder Handbook is available at: <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=33107763> ]

#### **P. Approval of Textbook(s) for Adoption**

The Governing Board approved the textbook(s) (as shown below) for adoption, which has been on display to the public for 60 days, since September 4, 2012, in accordance with Section 15-721 of the Arizona Revised Statutes.

TEXTBOOK: Hospitality and Tourism Management Program, Year 1

Publisher and Author: The American Hotel and Lodging Institute; Price: \$80.00

**Q. Approval of Disposal of Surplus Property via PublicSurplus.com**

The Governing Board approved the sale of surplus property via an online auction via PublicSurplus.com. [Note: a detailed list can be viewed at: <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=33098530> ]

**R. Approval of Bond-Related Projects**

- 1) **Award of Contract for Architectural Services for Cross Middle School and Harelson Elementary School Based on Responses to RFQ 12-0017;**
- 2) **Authorization to Issue a Request for Qualifications (RFQ) for Prime Construction Contractors for Amphitheater High School; and,**
- 3) **Approval to Dispose of Surplus Modular Buildings at Holaway Elementary School, Rio Vista Elementary School, Harelson Elementary School, and Cross Middle School**

**1) Award of Contract for Architectural Services for Cross Middle School and Harelson Elementary School Based on Responses to RFQ 12-0017**

Board Book information: *Request for Qualifications (RFQ) 12-0017 asked for statements of qualifications from interested architectural firms to provide professional architectural services for design, drawings, specifications, code & ADA compliance review, budget and scheduling for facility improvements at Cross Middle School and Harelson Elementary School as identified in the May 2007 Blue Ribbon Budget Analysis and Facilities Needs Committee Report. The scope of work included construction of new classrooms to replace aging portable buildings, restroom renovation to meet ADA compliance, improved site drainage, campus security fencing, etc.*

*Nine vendors responded. The evaluation team ranked each vendor based on the evaluation criteria listed in the request for qualifications. The three highest-ranked vendors were scheduled to meet with the evaluation team for discussions. The top-ranked vendor, after discussions, was asked to provide certified cost and pricing data for the proposed work.*

The Governing Board approved the architectural services for the project at Cross Middle and Harelson Elementary schools to *Swaim Associates LTD Architects* based on their responses to RFQ 12-0017.

**2) Authorization to Issue a Request for Qualifications (RFQ) for Prime Construction Contractors for Amphitheater High School**

Board Book information: *Article 11 of the Arizona Administrative Code, School District Procurement covers the procurement of construction. Article 7-2-1110 (Qualified Select Bidders List) defines the selection process to determine the best-qualified prime contractors for a specific single project. The selection process is based upon listed evaluation criteria and conducted through a Request for Qualifications. Once the selection process is complete, the qualified bidders (prime contractors) are invited to submit sealed competitive bids for the specific project based upon architectural & engineering plans and bid specifications. R7-2-1110 provides an alternate to Article 7-2-1109 where all general contractors registered for such work may respond to a sealed bid offering.*

*The work required is at Amphitheater High School and includes restroom construction for ADA compliance, renovation of the Athletic & Physical Education Facilities, Traffic Separation Zones and remodel of the 500 Wing. The general contractor receiving the award of contract must have considerable experience working under tight timelines, controlling costs and K-12 occupied campus experience. The safety of students and staff is the first consideration requiring the use of a Qualified Select Bidders List.*

The Governing Board approved the use of a *Qualified Select Bidders List* for the Amphitheater High School project, as described above.

**3) Approval to Dispose of Surplus Modular Buildings at Holaway Elementary School, Rio Vista Elementary School, Harelson Elementary School, and Cross Middle School**

Board Book information: *The renovation and new construction at Holaway Elementary, Harelson Elementary, Rio Vista Elementary, and Cross Middle schools require the removal of modular buildings. These modular buildings have sustained significant water damage due to the grade on which they were originally placed. For this reason the Administration recommends to the Governing Board that these buildings be demolished and not offered for sale.*



*The Administration requests approval from the Governing Board to demolish and dispose of these buildings. With Governing Board approval the Administration will issue competitive contracts for the demolition of these temporary portable buildings.*

The Governing Board approved the demolition of three (3) buildings at Rio Vista Elementary School, two (2) buildings at Holaway Elementary School, and seven (7) buildings at Cross Middle School, as described above.

#### **4. STUDY<sup>4</sup>/ACTION**

##### **A. Review of Proposed Revisions Contained in Board Policy Classification D (Fiscal Management) Determination of the Governing Board's Legislative Priorities for the 2013 Legislative Session(s)**

Board Book information: *ASBA Policy Services periodically provides suggested revisions to Governing Board policies. This item is presented to permit the Board to review policy revisions to the D-series of policies regarding Fiscal Management.*

**DBC-R — Budget Planning, Preparation, and Schedules** was revised to reflect updated legal and cross-policy references and language clarification.

##### **DBF — Budget Hearings and Reviews/ Adoption Process**

*The Fiftieth Legislature enacted changes to A.R.S. 15-904, School District Annual Financial Report (AFR), and A.R.S. 15-905, School District Budgets, which affect the AFR reporting requirements and budget notice, submission, and posting. This Policy was revised for clarity and to add the cross reference DBC, Budget Planning, Preparation and Schedules.*

##### **DGD, DGD-R, DGD-E – Credit Cards**

*This policy (and its Regulation and Exhibit) was added to the Policy Manual on June 21, 2011. They have been revised in response to USFR Memorandum No. 253. The Advisory addresses Policy DGD which will need to be considered by the board. The regulation (DGD-R) and the exhibit (DGD-E) need the attention of the superintendent; board action is not necessary. Memorandum No. 253 addresses the need for more definitive language related to the use, security, control limits, issuance, purchasing limitations, purchasing documentation, payment processing, rebates/incentives, and staff training. Language adjustments to regulation DGD-R provide the necessary language. Exhibit DGD-E has additional language that documents that the person signing the exhibit has been advised of purchasing limitations and has been provided the opportunity to ask questions related to Policy DGD and Regulation DGD-R.*

##### **DIC — Financial Reports and Statements**

*Policy document model DIC, Financial Reports and Statements, has been updated to include the provision added to A.R.S. 15-904 by House Bill 2421, and to also draw the user's attention to the added cross reference DBC-R, Budget Planning, Preparation and Schedules.*

##### **DJE – Bidding/Purchasing Procedures**

*Senate Bill 1263 established a number of language adjustments in a variety of Arizona Revised Statutes. Among them is A.R.S. section 15-213 pertaining to procurement practices, which has language added related to obtaining bid security for the construction-manager-at-risk method of project delivery and to contracts for materials or services and contracts for job-order-contracting construction services. Language has been added to policy document model DJE, Bidding/Purchasing Procedures, and regulation document model DJE-R to reflect the statutory provisions. New language provides Boards the opportunity to extend job-order-contracting beyond five (5) years should the board determine a longer duration is advantageous to the district. Such a determination shall be recorded in board meeting minutes and a copy maintained in the bid/contract file. Best practice suggests the duration of the contract including possible extension beyond five (5) years must be noted in the bid language and in the contract.*

*Senate Bill 1060 adds section L to A.R.S. 15-213 which states that the maximum limit amount of an individual job order for job-order-contracting construction services shall be one million dollars or a higher or lower amount prescribed by the governing board. Policy language provides the opportunity to determine the maximum amount the board will prescribe as appropriate for the district. Board action on this Policy Advisory must include that amount.*



**DKB — Salary Deductions**

*Substantial changes were made to A.R.S. 23-261.02 by Senate Bill 1365. Specific conditions concerning any deduction from an employee's paycheck for political purposes are enacted into the law and include potential considerable penalties for a violation by the school district or an entity that provides an inaccurate statement concerning use of the deduction for a political purpose.*

*This policy has been updated to disclose the requirements of the law. Although the law applies to deductions made after October 1, 2011, and the declarations must be made on forms consistent with rules adopted by the Attorney*

*General, school systems are encouraged to become fully informed of the requirements and possible penalties prior to the implementation date.*

*Employee organizations that seek to work with their members to continue to make contributions -- consistent with the new law -- should be allowed to meet with their members on school district premises at a time where the employee is free from work duties or obligations. Contributions made by an individual employee through an automatic deduction from their personal bank accounts continue to be legal under this law*

**DN — School Properties Disposition**

*SB1263 altered A.R.S. 15-342 relating to the Board's discretionary powers pertaining to the sale or lease of District property. The language has been inserted into policy document model DN, School Properties Disposition, along with new provisions concerning the donation of surplus or outdated materials, equipment and furnishings as well as a provision for the sale of certain items to students enrolled in the District.*

Mr. Nelson introduced the item – stating that while the Board and Administration have just completed a twenty-four (24) month review / update process of District policies, recent mandates beg changes or updates regarding fiscal management. Mr. Jaeger has been invited to take this opportunity to provide the Governing Board with an overview specifically in the “D” policies. Plans are to have this item return for Board approval at its next Meeting (December 4, 2012).

Mr. Jaeger stated that the “D” series set is an important collection of policies that govern the financial operations. Board Book materials (above) were reviewed. He plans to provide additional information to Board Members prior to the next meeting. He is available to the Board to respond to any inquiries or input.

Mr. Jaeger reviewed policy sets, beginning with the DBC - Budget Planning, Preparation, and Schedules - noting that these changes are as a result of recent changes in state-level statutes that require greater specificity in the administration of budgetary standards and timelines. Keeping in line with recent ‘transparency’ trends, many of the reports – such as public hearing notifications related to the approval of Expenditure Budgets, Annual Financial Reports (AFR), and other reports – including Bond election materials, etc., are available for review on the District's website.

Mr. Jaeger reviewed procurement practices allowing the use of a District credit card. He explained that the District only utilizes this option for restricted circumstances, such as when the vendor requires this method of payment or when it is necessary for travel expenses to be prepaid in this manner. Mr. Jaeger summarized challenges being encountered that will necessitate further review and modifications to existing single-transaction limitations. Controls established for use of the District's credit card remain intact; Mr. Little, CFO, is the only Board-authorized person empowered to make these credit purchases. A dual-audit procedure is in place; serving as a security measure to ensure appropriate use. Rebates and incentives associated with these purchases remain the benefit of the District.

Mr. Jaeger noted a change in the Procurement policy that eliminates the need to have a bid-security in place when using a “CM@Risk” process [Construction Manager @ Risk, construction project management].

Some of the changes proposed herein are simply ‘cross-reference’ related - such as statute numbers that have changed.

DKB policies related to salary deductions; changes primarily resulting from consequences as a result of legal developments.

The DN policy set is related to the disposition of property – changes reflect new provisions related to the Board’s ability to sell or lease to a state, county, or other governmental entity for public purpose. Another provision will allow the donation of outdated learning materials to community organizations when it has been determined that the costs of eliminating such materials exceed the benefit of sale.

Mr. Jaeger reiterated that his review focused on the changes pertinent to the District’s operations.

**B. Review of Facility Usage**

Board Book information: *It is important that we review facility usage on an ongoing basis. As the Governing Board is aware, there are several levels of fees charged for the use of District facilities. Mr. Aho will highlight those levels, explain the present fee structure, and provide information on the historical usage of our facilities.*

Mr. Nelson invited Mr. Doug Aho, Executive Manager Operational Support, to provide an overview of the public’s use of District facilities. State mandates are in place regarding the public’s use of facilities and applicable costs and/or fees.

Mr. Aho prepared a PowerPoint presentation and reviewed the materials displayed. The overview included usage detail; rentals for buildings and fields in the 2010-2011 and 2011-2012 school years. The Rentals’ office staff coordinates facility rentals with site and Facility Support Services (FSS) staff. Field rentals are in highest demand. Mr. Aho provided comparable building- and field-rental charges collected from neighboring school districts. It was determined that currently, Amphi is running average-to-low, and in some field-related rentals, comps show that Amphi charges much less than some of the other districts in the area. Unlike other districts, Amphi does not assess fees for some services, such as use of podiums, microphones, etc. Mr. Aho reviewed criteria used in assessing fee structures (For-profit outside organizations) and which groups may be granted fee waivers, i.e. school-related events such as Odyssey of the Mind tournaments, Band competitions, Non-profit (PTO’s, student and booster clubs, etc.). The District requires that all outside organizations have signed contracts in-place, which also requires compliance with established policies and insurance coverage. District academic- and sports-related functions are given priority in venue assignments.

Mr. Aho expressed appreciation to the schools’ and Facilities Support Services staff for their assistance and cooperation in accommodating these requests.

Mr. Nelson noted that administrative staff is initiating a comprehensive evaluation of industry standards and practices to ascertain if adjustments to the existing fee structures are necessary. If so, staff will return to the Governing Board with recommended changes for action.

Board Members expressed concern about whether true costs are being met. It is important to find a balance between the continued support of community needs with the need for fiscal responsibility – covering actual District costs and remaining self-sustaining.

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

There were no new Board Member requests.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

A motion was made by Mrs. Boros that the Board Meeting be adjourned; Dr. Barrabee seconded the motion; and it passed unanimously, 4-0. Mrs. Boros declared the meeting was adjourned; the time was approximately 8:55 p.m.

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Respectfully submitted,  
Margaret Harris

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Mrs. Diana Boros, President

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Date