

**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, February 5, 2013, 6:00 p.m.

**Board Members Present**

Mrs. Susan Zibrat, President  
Dr. Kent Paul Barrabee, Vice President  
Mrs. Julie Cozad, Member  
Ms. Deanna M. Day, Member  
Mrs. Jo 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. Zibrat called the meeting to order at 6:04 p.m.

**1. Executive Session**

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

1. Discussion and Consultation with Representatives of the Governing Board In Order to Consider Its Position and Instruct Its Representatives in the Meet and Confer Process Pertaining to Compensation and Benefits for Certificated, Professional Non-Teaching, Support and Administrative Staff for the 2013-2014 Fiscal Year Pursuant to A.R.S. §38-431.03(A)(5).

A motion was made by Ms. Day that the Board recess into Executive Session pursuant to §38-431.03(A)(5), as presented. Dr. Barrabee seconded the motion and it passed unanimously, 5-0. Mrs. Zibrat called a recess at 6:05 p.m. for the purpose of holding Executive Session.

**B. Motion to Close Executive Session and Reconvene Open Meeting**

Upon return to the Board Room, a motion was made by Mrs. Cozad and seconded by Dr. Barrabee that the meeting reconvenes into open session. The motion passed, unanimously, 5-0. Mrs. Zibrat declared the meeting in open session. The time was 6:42 p.m.

**OPENING OF MEETING**

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

Mrs. Zibrat reconvened the meeting 6:42 p.m. She asked members of the audience to sign the visitors' register. Procedures for addressing the Board were described.

**Pledge of Allegiance**

Mr. Andy Heinemann, Principal from Harelson Elementary School, introduced the following students who were present and led the Pledge of Allegiance: Aidan Foley, Summer Jansen, Anya Moseke, Angeleah Phillips, Olivia Hall and Ashton Thomas. Each student was presented with a Certificate of Commendation.

The Ben's Bell Project is supported by Harelson students; each of the students passed out **Kindness Coins** to the Board Members and Mr. Nelson. [<http://bensbells.org/>]

Dr. Barrabee acknowledged the Art Display in the Board Room. He commended Harelson Elementary School students and art teacher, Devon Inglee, for their contributions.

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

Mrs. Zibrat announced the next special meeting of the Governing Board: Tuesday, February 19, 2013, 5:30 p.m., Wetmore Center, 701 W. Wetmore Road.

### **PUBLIC COMMENT**

There were no comments from the public.

## **2. ORGANIZATIONAL MEETING**

### **A. Administration of Oath of Office to Newly-Elected and Re-appointed Governing Board Members**

*State law requires that officers and employees of the state, including its political subdivisions, take a loyalty oath of office. This requirement includes individuals appointed or elected to school district Governing Boards.*

*Pursuant to A.R.S. §38-231, the Oath of Office states: "State of Arizona, County of Pima, I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and the laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of Governing Board Member for Amphitheater Unified School District No. 10, according to the best of my abilities, so help me God (or, so I do affirm).*

*Pursuant to A.R.S. §15-426, Board members are also required to execute the oath in writing before a Notary Public which shall then be forwarded to the Pima County School Superintendent.*

*Board members newly-elected or appointed to a first term, or re-elected to a new term, are required to state and execute the oath of office. Board members continuing their existing term of office are not required to restate and re-execute the oath.*

Mr. Nelson introduced this item. At this time, the District is welcoming one (1) new Board member, Mrs. Jo Grant, who has already satisfied the State's requirements by completing the Oath of Office swearing-in process in accepting her position and duties of the office of the Governing Board effective January 24, 2013. The "Oath of Office" is also administered at the first public Governing Board Meeting, primarily as a formality.

Mr. Jaeger led Mrs. Grant in reciting the Oath of Office.

Mrs. Zibrat welcomed Mrs. Grant to the Board.

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

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

Mr. 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. HEALTH, SAFETY, AND SECURITY -**

A. Amphitheater Middle School Addition / Remodel & IT Re-cabling: Construction is 28% complete. New Classroom Building: Floor is poured and door and window frames are set. The Gym floor has been poured, the roof trusses have been cleaned and sealed, and ceiling insulation and interior painting is in process. The Gym floor has been poured, the roof trusses have been cleaned and sealed, and ceiling insulation and interior painting is in process. The Administration Building interior has been gutted. MP&E infrastructure and interior framing is complete. Building addition footers are poured and stem walls have been started. IT cabling campus infrastructure is complete and backbone and classroom cabling has started as night and evening work. AMS is on schedule and on budget.

B. Canyon Del Oro High School Addition / Remodel: Construction is 99% complete. Final site grading and turf replacement is in process. The final piece of project construction, the new CDO Café, is complete. IDF's are being completed and cut over. The old IT system, which has been completely replaced, is being demolished now. Punch list corrections are in process. The CDO project is on schedule and on budget.

C. Amphitheater High School Renovations: Construction Documents are being bid now with construction expected to start in March.

D. Holaway Elementary Classroom Addition: Construction Documents are complete, approved by City of Tucson Building Development and State Fire Marshal, and are being bid now for development of a Guaranteed Maximum Price by the contractor of record.

E. Rio Vista Elementary Classroom Addition: Design Development Documents are complete and construction documents are being prepared.

F. Nash Elementary Library Renovation: Construction Documents are complete, approved by the City of Tucson Department of Public Safety and the State Fire Marshal, and are being priced by contractors. Bid opening date is February 7, 2013.

G. Cross / Harelson Addition / Remodel / Campus Re-cabling: Procurement of a general contractor is in process. The architect of record is researching district record documents and a site survey is in process. Design programming is starting in February.

H. Wetmore Professional Development Building: Design programming is in process.

## **II. HEALTH, SAFETY AND SECURITY**

A. Copper Creek Site Drainage and Playfield Resurfacing: Design Development drawings are complete and have been reviewed by Amphi staff. Construction Documents are in process.

Mr. Louth introduced the architect of record, Mr. Mark Bollard of Swaim and Associates Architects, who was in attendance to provide a fly-through presentation (animated virtual reality) of the Holaway Elementary School project.

On behalf of the Board, Mrs. Zibrat thanked Mr. Louth and Mr. Bollard for their presentations.

### **B. Recognition of Christian Ornelias, Student**

Board Book information: *Christian Ornelias began his education at Rillito as a kindergartner. During his years at Rillito, he worked with Stuart Smith, his teacher. Known for his vivacious personality, Christian is the star of a video produced to highlight the programs at Rillito; the video is entitled, Christian Ornelias, Raise Your Hands.*

*Everyone who knows Christian says he is an outstanding young man whose personable and outgoing personality touches their hearts.*

*About two weeks ago, as a result of his hard work and the dedication of the staff at Rillito, Christian made enough progress academically, and in terms of his speech abilities and motor skills, to transfer to a Cross Categorical program at Holaway Elementary School. We are proud of his accomplishments and wish him continued success at Holaway.*

Mr. Nelson invited Mrs. Cathy Eiting, Executive Director of Student Services, to introduce the item. She invited two of Christian's teachers to join her as she provided a summary of their personal interests outside of the classroom that have been instrumental in guiding and teaching Christian in his academics – to include the production of this musical video for which Christian is being recognized this evening. Mr. Stuart Smith writes and records music in his recording studio; he believes that music is essential in his classroom in helping to motivate students. Mr. Craig Kuranz, enjoys film making and also believes that this approach in the classroom is beneficial in stimulating students.

Mrs. Eiting then invited Ms. Linda Haller, Special Education Coordinator, to introduce Christian and his Raise Your Hands video. The video was played for the Board and audience members.

On behalf of the Board, Mrs. Zibrat congratulated Christian on his achievements. He was presented with a Certificate of Commendation.

### **C. Recognition of Tirezha Sengal, Prince Student**

Board book information: *Tirezha Sengal's entry, Rainbow, was judged to be outstanding in the recent AZELLA Art Contest! She received a certificate in recognition of the winning entry. Additionally, a 24" by 36" reproduction was printed and displayed at the OELAS Conference – ELLs: Transitioning to Tomorrow – in December. These reproductions come to Amphitheater Unified District after the conference.*

*ADE received hundreds of entries. The level of quality and talent evident in the students' submissions was astonishing, and selecting the winning entries was definitely a challenge for the judges. They thank all of the students and educators who took the time to participate in this contest, and are proud to be able to display student art on the covers of the AZELLA testing materials. Congratulations to Tirezha!*

Mr. Nelson invited Ms. Tassi Call, Principal from both Amphitheater Middle and Prince Elementary schools, to introduce Ms. Melody Lewis, Art Teacher, and Tirezha. The award-winning mosaic artwork Rainbow, for which Tirezha is being recognized at this evening's meeting, was displayed for the benefit of the Board and audience members.

On behalf of the Board, Mrs. Zibrat congratulated Tirezha on her achievements. She was presented with a Certificate of Commendation.

### **D. Recognition of Julio Morales, Amphitheater High School Student**

Board Book information: *Amphitheater High School eleventh grader, Julio Morales, won first place in a statewide Arizona School Boards Association (ASBA) Jack Peterson photography contest focusing on the theme of "Arizona Outdoors." Over 180 high school students entered portfolios in this contest visualizing the theme from diverse Arizona landscapes. Julio says about photography, "I really love capturing moments to make them live forever."*

*You can view beautiful samples of his award winning photography by going to the sites below:*

[http://amphihighlights.files.wordpress.com/2012/11/entry1\\_julio\\_morales.jpg](http://amphihighlights.files.wordpress.com/2012/11/entry1_julio_morales.jpg),

[http://amphihighlights.files.wordpress.com/2012/11/entry3\\_julio\\_morales.jpg](http://amphihighlights.files.wordpress.com/2012/11/entry3_julio_morales.jpg),

[http://amphihighlights.files.wordpress.com/2012/11/entry2\\_julio\\_morales.jpg](http://amphihighlights.files.wordpress.com/2012/11/entry2_julio_morales.jpg)

Mr. Nelson invited Mr. Jon Lansa, Principal from Amphitheater High School, to introduce Mr. Alex Gonzalez, who is the teacher of this very successful and popular photo program and is a JTED (Joint Technological Education Program) Program. Mr. Gonzalez described the award and its process and then introduced Julio. Examples of Julio's photography can be seen at the websites noted above.

On behalf of the Board, Mrs. Zibrat congratulated Julio on his achievements. He was presented with a Certificate of Commendation.

### **E. Introduction of Amphitheater High School Student Advisory Council Members**

Mr. Nelson invited Mr. Lansa to introduce the students in attendance from Amphitheater High School that serve on the Superintendent's Student Advisory Council. Mr. Lansa introduced the students in attendance and also highlighted their academic and personal achievements.

Dr. Barrabee expressed appreciation to the students for their dedicated commitment to their school and its community.

### **F. Presentation of Distinguished Service Awards**

Board book information: *The Distinguished Service Award was established to recognize employees' initiative, collaboration, loyalty, and contribution to the Amphitheater Public School District. Employees will be recognized on a monthly basis during the school year. All Amphitheater employees are eligible to be nominated by their colleagues for this recognition. We would like to recognize the following individuals for the month of February:*

*Karyn Vick-Frantziskonis, Walker Elementary, 4<sup>th</sup>/5<sup>th</sup> Grade Teacher and Felipe Pacheco, Coronado K-8, Groundskeeper.*

Mr. Nelson invited Mr. Mike Bejarano, Executive Director of Secondary Education, to introduce the item and provide an overview of the new-implemented program.

Mr. Bejarano noted in his introduction of Ms. Vick-Frantziskonis that her contributions and commitment to the success of students and also teachers is commendable – she is passionate about supporting teachers in achieving their National Board Certifications (NBCT). He noted her efforts in working with other teachers in teaching the national board pre-candidacy classes, which she has accomplished for more than ten years, and has resulted in improved student performance in our District schools.

Mr. Bejarano introduced Mr. Pacheco, stating that his fastidiousness in assessing problems and resolving obstacles with ingenuity is most appreciated.

On behalf of the Board, Mrs. Zibrat expressed gratitude to both award recipients as Ms. Vick-Frantziskonis and Mr. Pacheco exemplify the Distinguished Service Award principles of: initiative, collaboration, loyalty, and contributions to the District. Each was presented with a Certificate of Commendation.

Following the presentation of the certificates to both recipients, Mr. Hank Rowe, teacher from Coronado K-8 School, addressed the Governing Board. He stated his appreciation to the District for its decision to recognize (in-house) the work being done by its own exceptional staff members. He praised Mr. Pacheco for his deserved recognition and went on to express accolades to Ms. Vick-Frantziskonis. He noted that he was one of the first three teachers, with Karyn, involved in the NBCT program and can attest to its difficulty. He further stated his respect and appreciation to her for the leadership, inspiration, and her foresight in understanding and supporting the value of the NBCT program for so many years. She has created and sustains the network that is in place to support the District's teachers in this endeavor.

#### **G. Recognition of Doctorate Degree Recipient(s) - Dawn Polcyn, School Psychologist**

Board book information: *Dawn Polcyn serves as School Psychologist at Cross Middle and Harelson Elementary Schools. She recently completed her studies and has been awarded her Ph.D. in School Psychology.*

Mr. Nelson invited Mrs. Eiting to introduce the item. She introduced Dr. Polcyn, noting that she is an asset to the District – her particular strengths include seek creative solutions to challenging problems and is above all an advocate for students. Both of the principals at the schools at which “Dr. Dawn” works added comments of praise in acknowledgment of her achievement; Ms. Shannon Chandler, Principal at Cross Middle School and Mr. Andy Heinemann, Principal at Harelson Elementary School. They cited examples of her contributions and influence in the achievements of their students.

On behalf of the Board, Mrs. Zibrat congratulated Dr. Polcyn. She was presented with a Certificate of Commendation.

#### **H. The AVID Program in Amphitheater**

Board book information: *Several years ago, a new program was introduced in Amphi designed to help promote student achievement. AVID (Advancement Via Individual Determination) is a college readiness system designed to increase student learning. Begun at La Cima, the program has expanded to now include Amphitheater Middle School, Amphitheater High School, Walker Elementary, and Nash Elementary School.*

*AVID's focus is on “average” students who will be the first in their families to go to college. Backed by differentiated teaching strategies and elective programs provide tutoring and academic support, AVID focuses on student success. The formula is simple – raise expectations of students and, with the AVID support systems in place, they will rise to the challenge. Research supports AVID's claim to continuous success. Many now consider AVID an essential strategy for closing the achievement gap and making the college dream accessible to all students.*

Mr. Nelson invited Ms. Christine Sullivan, Principal at La Cima Middle School, who also serves as the District's AVID Coordinator, to provide an overview of the AVID program.

Ms. Sullivan provided a PowerPoint presentation about this college readiness program. The information and data she shared support the student successes reported nationally. The program's inception was in 1980 and was originally focused on serving the under-served students; it is now acclaimed for its universal academic successes. Students being invited to participate in this program must be goal-oriented. There is strict criterion on how students are selected for this program. Students must apply and interview for acceptance and must participate in a rigorous course of study. The program follows a strong, WICOR strategy model and incorporates teaching/learning methodologies in the following critical areas: Writing, Inquiry, Collaboration, Organization, and Reading to Learn. Students typically are the first in their families to be college-bound. The students are tutored and supported by trained college students. Data is collected to ensure the program is implemented with fidelity. Each participating school has an active site team. The District currently has 450 students participating in the program at: Walker and Nash elementary schools, La Cima Middle School, and at both Amphitheater Middle and Amphitheater High schools. AVID supports the Cambridge University program at Amphitheater High School. Nationally, more than 700,000 students have been serviced by AVID and 91% of them have plans to enroll in a college/university.

Ms. Sullivan introduced Ms. Polly Kimmenau, a math teacher, an AVID elective teacher, and the site coordinator at La Cima Middle School. She provided an overview of the program at her school, noting that her introduction to this program was five years ago; she shared the impact that her participation has had on a personal level – noting her twenty-six year teaching career. She introduced three of her students to share their program experiences. Each student prepared a written report to the Board describing their goals and telling the merits of the program from their perspective. Ms. Kimmenau expressed appreciation to the Board for their continued investment and support of this valuable program. The following students were introduced: Tiffany Herlocker, Eddie Vargas, and Danny Grijalva. Following their presentations, the students bestowed Ms. Kimmenau with flowers as an expression of their appreciation.

Dr. Barrabee expressed appreciation in having the students and Ms. Kimmenau prepare their reports for tonight's meeting; it provides the Board an opportunity to see the student and teacher perspective.

On behalf of the Board, Mrs. Zibrat thanked Ms. Sullivan, Ms. Kimmenau, and the students for their attendance and for the information provided.

### **I. Review of 2013-2014 Budget Development; Projections and Site Staffing and Non-Staffing Allocations**

Board book information: *Each year, the District prepares a projection of the number of students, by grade, attending each of the District's schools. The projection is based upon current student cohort information combined with other demographic information, such as expected property development in neighborhoods served by individual schools, open enrollment trends and expectations, and other school level data. These projections are used to establish site staffing allocations for the next fiscal year. Enrollment projections and staffing allocations are then used in calculating the non-staffing allocations for each school.*

*For the purpose of the Board's discussion and review of this annual function, the Administration is attaching a sample staffing and non-staffing allocation (one each) for a high school, middle school, and elementary school, so that the Board can review these illustrations of the allocation process.*

*These allocations are based upon formula established by the Governing Board and Administration to ensure an equitable distribution of common resources to schools across the District.*

Mr. Nelson invited Mr. Jaeger to provide an overview about this annual planning process for the upcoming school year (2013-2014).

Mr. Jaeger presented the materials included in the Board Book packet via a PowerPoint presentation. The charts included examples for the three school levels: elementary, middle, and high school. Mr. Jaeger provided examples of sample enrollments and other formulaic factors necessary in calculating the breakdown of staffing needs (teachers, aides, support staff) and non-staffing allocations (supplies, fees, etc., and "Capital Outlay" expenses such as: books, furniture, etc.).

Mrs. Zibrat thanked Mr. Jaeger for his presentation.

Note: Mrs. Zibrat called a five-minute recess; the time was 8:32 p.m. and called the meeting back to order at 8:40 p.m.

**J. Review of the Patient Protection and Affordable Care Act (PPACA) Implications for the District**

Board book information: *The Patient Protection and Affordable Care Act (PPACA), PL 111-148, 124 Stat. 119, commonly called “Obamacare” or “the federal health care reform law”, is a federal statute signed into law by President Obama in March 2010. Various aspects of the law take effect at different times – some provisions having already gone into effect and others notably taking effect within this new year.*

Mr. Nelson invited Mr. Jaeger to provide a presentation to the Board regarding some of the implications to the District and changes necessary to accommodate mandates driven by the relatively new law.

Mr. Jaeger presented the materials included in the Board Book packet via a PowerPoint presentation. He provided an overview of the six significant features of health care reform so that everyone has health insurance coverage: individual mandates; employer mandates; exchanges; provisions such as Medicaid and subsidies for those individuals that cannot afford health insurance; insurer/carrier to cover all takers; and, minimum coverages and first-dollar preventive care requirements. Another provision is the elimination of “pre-existing conditions” so that insurers must accept all persons.

Employers of a certain size, with more than 50 full-time employees, must cover its employees and must meet minimum requirements. “Affordable” is defined as, “coverage that costs less than 9.5 percent of the employee’s W-2 annual income. In Amphi, full-time is anyone working 30 or more hours per week. Currently, the District does meet a viable option for employees under the law. However, there are many things that the District must accomplish before the full implementation of this law beginning later this year. Coverage terms will need to be reviewed with the carrier to ensure that the District meets all necessary requirements. Any rebates or benefits given to employers must be shared with employees. The first employee notifications will be sent to employees in March. Administration is recommending the approval of an agenda item on the Consent Agenda this evening, the Services of a Human Resources Benefits Consultant (Item 4.I.) that will advise the District in matters of compliance related to this Affordable Care Act legislation. Further updates will be provided.

The Governing Board thanked Mr. Jaeger for his presentation.

[The complete PowerPoint presentation is available using this link: <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=33375189>]

**4. CONSENT AGENDA<sup>3</sup>**

Mrs. Zibrat asked if there were Board member requests to have items addressed separately; there were none. A motion was made by Ms. Day to approve the Consent Agenda, items A-N. The motion was seconded by Mrs. Cozad, and it passed unanimously, 5-0. Appointment of personnel is effective, provided all district, state, and federal requirements are met.

**A. Approval of Minutes**

The minutes of the January 22, 2013 Special Governing Board and Executive Session (confidential) were approved, as submitted.

**B. Approval of Appointment of Personnel**

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

**C. Approval of 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 Approval of Vouchers Totaling and Not Exceeding \$2,602,694.90**

The following vouchers were approved as presented and payment authorized:

Vo. 578	\$ 508,308.11	Vo. 579	\$ 121,684.79	Vo. 580	\$ 777,250.01
Vo. 581	\$ 287,990.86	Vo. 582	\$ 814,216.95	Vo. 583	\$ 93,244.18

**G. Acceptance of Gifts**

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

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

The Governing Board approved the following Parent Support Organization(s) pursuant to District Policy KBE-R: *IRHS Wrestling Boosters*.

#### **I. Award of Contract for a Human Resources Benefits Consultant Based on Responses to Request for Proposal (RFP) 12-0032**

Board book information: *The Amphitheater School District's Human Resources Department requires the services of an employee benefits consultant to advise the District on proposed and approved legislation which may impact the District's employee benefit program. The list of legislation includes: the Patient Protection and Affordable Care Act (PPACA), compliance with state & federal laws, consulting on national, regional & local health issues, issuing proposals for employee benefits, proposal analysis, rate analysis and contract signing. Additional services to include: an employee benefits hand book, wellness programs, claims advocacy and training Human Resources personnel.*

*Eight companies responded, The Mahoney Group, Holmes Murphy & Associates, Capital Financial, GBP Risk Solutions, Buck Consultants, CBIZ, The Bagnall Company and Segal Company. Elizabeth Virant, Director of Health Services, Joyce Martin, Benefits Manager and Todd Jaeger, Associate to the Superintendent evaluated each proposal. Please see the attached vendor evaluation sheet.*

*The eight vendors were ranked based on their response to Request for Proposal (RFP) 12-0032.*

*The Bagnall Company was the highest-rated vendor followed by The Mahoney Group, CBIZ, Segal Company, GBP Risk Solutions, Buck Consultants, Capital Financial, and Holmes Murphy & Associates.*

##### Vendor Evaluation Criteria:

##### *A. Qualifications & experience to provide the scope of work / services required*

*The Bagnall Company listed twenty current clients which included Arizona school districts, seven of which have been with Bagnall seventeen years or longer and seven clients five years or longer.*

##### *B. The organizational team assigned / individuals identified (with references / resumes) to support the District*

*The staff qualifications include: a Chartered Life Underwriter (CLU), a Registered Health Underwriter (RHU), a Registered Employee Benefits Consultant (REBC), a Group Benefits Associate (GBA), a Certified Senior Professional Human Resources (SPHR), and a Certified Wellness Coach (CWC). References were provided from Maricopa Unified School District, Catalina Foothills Unified School District, Florence Unified School District, Dysart Unified School District and Marana Unified School District.*

##### *D. Proposed fee schedule*

*The Bagnall Company provided the following fee schedule:*

*February 2013 -June 2013 \$22,650, July 1, 2013-June 2014, \$45,300, July 1, 2014-June 2015, \$47,000, July 2015-June 2016, \$47,000, July 1, 2016-June 30, 2017, \$49,000 The above fee schedule is an inclusive not to exceed annual compensation for the services required as per Request for Proposal 12-0032. Additional consulting services outside the scope of work RFP 12-0032 to be billed at \$100 per hr.*

*The Evaluation Team was impressed with the detail and effort made by The Bagnall Company in their response to the RFP, which differentiated their proposal from the remaining responding vendors. A complete vendor evaluation schedule is on file at the Amphitheater Purchasing Department.*

The Governing Board approved the award of contract for the services of a Human Resources Benefits Consultant to *The Bagnall Company* based on responses to RFP 12-0032.

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

Out of state travel was approved for students and staff (source of funding indicated): from Ironwood Ridge High School to take 2 students from the Veterans Heritage Project to Valley Forge, PA on April 25-28, 2013 (sponsored by the Freedoms Foundation Organization).

Out of state travel was approved for staff (source of funding indicated): from District Offices to attend Parents as Teachers Foundational and Model Training in St. Louis, MO on March 11-15, 2013 (federal funds designated for staff development); from Walker Elementary School to attend the AVID Institute in Dallas, TX on March 12-15,



2013 (federal funds designated for staff development); from District Offices to attend the March Traumatic Brain Injury Team Training in Eugene, OR on March 13-16, 2013 (M & O fund designated for staff development).

#### **K. Approval of New Courses or Changes in Course Names**

The Governing Board approved the following course names and/or course changes:

Advanced TV Video Productions and Software Design I and Software Design II (IRHS)  
Music and Recording Technology (additional elective class offerings at IRHS)  
Auto Tech IV (CDO)

IB Chemistry SL – Sr and IB Mathematics SL – Sr are now eliminated.

These two changes are course-name adjustments in the IB program at CDO (not new courses)  
IB Chemistry SL – Jr is now IB Chemistry SL; IB Mathematics SL – is now IB Math SL;

#### **L. Evaluation Process for Special Education Support Specialists**

Board book information: *The evaluation of all employees against indicators of excellence most suited to their position is best practice. To that end, specific evaluation systems for each employee group will be developed over time. The Amphitheater Teacher Performance Evaluation System (ATPES) has been utilized in years past to comply with evaluation requirements for many different professional groups; however, the ATPES is inadequate to properly evaluate the groups listed below and to provide feedback for improving their practice.*

*The process of developing the new instruments began in November of 2012. Research was conducted on quality evaluation instruments and indicators of quality performance were identified. The group met once in December and once in January to formulate and align the evaluation system with those performance indicators and with other evaluation systems in our district. The committee members were: Psychologists: Dr. Stephen Duley, Kimberly Morris, Christina Collins, Bernice Maxwell; Teachers of the Vision and Hearing Impaired: Venetia Hayden, Michelle Ahem, Christine Dye; Audiologist: Bernadette Smith, Linda Haller; Occupational and Physical Therapists: Sue McDonnell, Elaine Lamoreaux, Melani Byrnes, Diane Katz, Yvonne Cauzza.*

*From the exemplars, indicators of quality performance and parameters for alignment of the actual evaluation documents were designed. For the purposes of consistency, the rating scale for all four of the evaluation systems presented is the same. This scale is identical to the scale that is used in the Amphitheater Teacher Performance Evaluation System.*

The Governing Board approved the evaluation systems for the following four employee groups: Psychologist, Hearing Impaired and Vision Impaired, Audiologist, and Occupational and Physical Therapists as presented above beginning in the 2013-2014 school year.

#### **M. Approval of Grant(s)**

The Governing Board approved the Target Grant in the amount of \$700.00 on behalf of Copper Creek and funds will be used towards the cost of a second (2<sup>nd</sup>) grade field trip to the Botanical Gardens.

#### **N. Approval of Bond-Related Projects**

##### **1. Award of Contract for Construction Manager at Risk for Facility Improvements at Cross Middle School and Harelson Elementary School Based on Responses to Request for Qualifications (RFQ) 12-0025**

Board book information: *The Arizona Administrative Code R7-2-1116 covers the procurement of construction using alternate delivery methods. Alternate delivery methods for construction are defined as: construction manager at risk (CM@Risk), design build and job order contracting services.*

*Request for Qualifications (RFQ) 12-0025 was issued to general contractors (contractors) registered with the Purchasing Department and posted to the District's Web site. Eight contractors responded. The Amphitheater Evaluation Team ranked each contractor based on the evaluation criteria listed in the RFQ. The three highest-ranked contractors were asked to meet with the Evaluation Team. A meeting agenda was provided to each contractor. Please see the attached evaluation criteria.*

The Governing Board approved the award of contract for CM@Risk to *CORE Construction Company* for the renovation work to be performed at Cross Middle and Harelson Elementary schools pursuant to RFQ 12-0025.

## **5. STUDY**

### **A. Review of Draft District Calendar for School Year 2014-2015**

Board book information: *The District's school year calendar must meet specific requirements under Arizona law for the number of instructional days; state law mandates that public schools must have a minimum of "180 instructional days". Since the 180 day requirement went into effect, however, Arizona law has also provided permission for districts to meet the 180 day standard through an equivalent number of instructional minutes over fewer days. For several years, the Amphitheater District has utilized the equivalent instructional minutes' option, resulting in slightly shorter school years of 178 school days. The attached draft calendar for the fiscal year after next (2014-2015) again reflects a calendar of 178 days.*

*Because the District's calendar does not have "extra" school days built into it, any emergency closure of schools due to weather or other factors must be addressed by ensuring the requisite instructional minute requirements are still met. The District and the Amphitheater Education Association (on behalf of District employees) have agreed that if any schools are closed as a result of any emergency, certificated staff at those schools will have an equivalent number of student reporting days added to their work calendar without additional compensation – generally by turning the planning days at the end of each semester into student reporting days. As long as the state permits the district to use equivalent instructional minutes rather than 180 days, the district's school calendars will be constructed in this same manner.*

Mr. Nelson invited Mr. Jaeger to provide an overview of the proposed District Calendar for the 2014-2015 school year. Mr. Jaeger displayed the calendar while reviewing the Board Book materials. He noted that the first day of school will be Thursday (August 7<sup>th</sup>). Currently, the Rodeo Break is scheduled for the last Thursday and Friday in February (February 26-27<sup>th</sup>); however, these dates may change per the direction of the Rodeo Parade Committee. The winter break will require fiscal employees to return to work on Friday, January 2<sup>nd</sup>, the day after the New Year's Day holiday, while teachers and academic calendar staff will return to school on Monday, January 5, 2015. The last day of school is Thursday, May 21, 2015. Grading periods are known as quarters and the goal is to have the quarters be equal in the number of days. The quarters range from 41 days to 47 days. It is expected that this item will return at the March 5<sup>th</sup> meeting and the Board's approval will be sought at that time.

There were no questions posed by the Board.

### **B. Study of Proposed Revisions to Governing Board Policies BK (School Board Memberships), CBA (Qualifications and Duties of the Superintendent), EHB (Data/Records Retention), and KF (Community Use of School Facilities)**

Board book information: *Arizona School Boards Association Policy Services periodically provides suggested revisions to Governing Board policies. This item is presented to permit the Board to review proposed policy revisions to the following Policies:*

**BK (School Board Memberships).** *House Bill 2002 establishes new language in A.R.S. 15-511 that prohibits a school district from spending monies for membership in an association that attempts to influence the outcome of an election. Corresponding language has been added to policy document model BK, School Board Memberships. The Superintendent is evaluating the District's local, state, and national memberships to determine if the association with each organization is compliant with statute. ASBA, for example, has already taken organizational steps to comply with the new language thereby allowing school systems to continue their membership in the Association.*

**CBA (Qualifications and Duties of the Superintendent).** *Language added to A.R.S. 15-802 by Senate Bill 1141 directs school districts and charter schools to require and maintain verifiable documentation of residency in Arizona for pupils who enroll in the school district or charter school. Policy document model CBA, Qualifications and Duties of the Superintendent, has been revised to reflect the new requirement.*

**EHB (Data/Records Retention).** *A.R.S. 15-341, as modified by Senate Bill 1263, now has language that enables the storage of public records either on paper or in an electronic format, or a combination of paper or*

*electronic format. Policy document model EHB, Data/Records Retention, and Regulation EHB-R have been adjusted accordingly.*

**KF (Community Use of School Facilities).** *Proposition 203, The Arizona Medical Marijuana Act, was passed by the voters in the 2010 General Election. The Act, recorded as Chapter 28.1 in Arizona Revised Statutes Title 36, prescribes the mandatory, permissive, and restrictive laws pertinent to qualified cardholder patients, caregivers, and nonprofit medical marijuana dispensary agents, as well as the employment of qualified cardholders, the policies and rules applicable to district employee and student personnel, public conduct on school property, and the use of school facilities by the community. The Board Members may recall that modifications of personnel policies related to this same issue have already been approved. This makes corresponding changes for the general public.*

Mr. Nelson invited Mr. Jaeger to provide an overview of the proposed policies as provided in the Board Book materials.

Mr. Jaeger displayed and highlighted the proposed policy changes noting that most are either on-going maintenance related or necessitated due to changes, such as legislative or curriculum, etc. He noted one policy change as a result of legislative changes that requires verifiable documentation of students' residency (last year). School recordkeeping, as governed by the Arizona State Library Archives and Public Records, now allow the maintenance and storage of records to either be kept on paper or electronic format. It is anticipated that increased electronic recordkeeping practices will simplify recordkeeping. He clarified that changes to Regulations need not be approved by the Board; they are in essence, the Superintendent's rules designed to assist in supporting policies as directed by the Board. Mr. Jaeger also noted the proposed changes/clarification made regarding the renting of District facilities to third-party entities; specifically, denoting the restrictions against the use of medical marijuana – given the recent legal changes for acceptable use of these drugs. It is expected that this item will return at the March 5<sup>th</sup> meeting and the Board's approval will be sought at that time.

There were no questions posed by the Board.

#### **BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

There were no Board Member requests.

#### **PUBLIC COMMENT**<sup>1</sup>

Mrs. Zibrat described procedures for addressing the Board.

A request for public comment had been submitted; however, the speaker withdrew the request to speak at this time.

#### **ADJOURNMENT**

A motion was made by Ms. Day that the Board Meeting be adjourned. Dr. Barrabee seconded the motion; and it passed unanimously, 5-0. Mrs. Zibrat declared the meeting was adjourned; the time was 9:08 p.m.

Mr. Nelson again welcomed Mrs. Grant to the Board.

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Respectfully submitted,  
Margaret Harris

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Mrs. Zibrat, President

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Date

Approved: 2.19.13