

**REGULAR BOARD MEETING**  
**AGUA FRIA UNION HIGH SCHOOL DISTRICT #216**  
**District Office Boardroom**  
**1481 N. Eliseo Felix Jr. Way, Avondale, AZ 85323**  
**August 8, 2018**

Mrs. Mary Kay Utecht, President  
Mrs. Gina DeCoste, Clerk  
Ms. Maxine Hill, Member  
Mrs. Mariana Sandoval, Member (*late arrival - 5:38 p.m.*)

**BOARD MEMBERS  
PRESENT**

Mr. Tom Rosztoczy, Member

**BOARD MEMBERS  
ABSENT**

Dr. Dennis Runyan, Superintendent  
Mr. Thomas Huffman, Executive Director of Educational Services  
Mrs. Sandra Haiflich, Executive Director of Accountability/Accreditation  
Mr. Mike Shepard, Executive Director of Support Services  
Mrs. Sheila Sorenson, Executive Director of Human Resources  
Mrs. Marcie Rodriguez, Executive Director of Finance  
Mr. Patrick Becker, Director of Special Education  
Mr. Phillip Nowlin, Principal, Canyon View High School  
Mrs. Kristen Tiffany, Principal, Verrado High School  
Mr. Ernest Molina, Principal, Agua Fria High School  
Mrs. Julie Jones, Principal, Desert Edge High School  
Ms. Tamee Gressett, Principal, Millennium High School  
Ms. Angela Madsen, Director of Federal Programs  
Mr. Grant Conway, Director of Curriculum  
Dr. Shelle Schlosser, Director of Non-traditional Programs  
Ms. Anne Wisener, Director of CTE

**ADMINISTRATORS  
PRESENT**

Rob Makemson, Dane Baxter, Leticia DeLintt

**STAFF PRESENT**

Camille Batchelor, Veronica Room, Becky St. Pierre, Christine Mabzaleb

**OTHERS PRESENT**

Mrs. Utecht called the Regular Board Meeting to order at 5:29 p.m. and the Pledge of Allegiance was led by principals.

**CALL TO ORDER –  
PLEDGE OF  
ALLEGIANCE**

The Call to Public agenda item allows individuals the opportunity to address the Governing Board on any issue within the jurisdiction of the Board. Comments are limited to three minutes per person. There was one request to speak by Camille Batchelor. Ms. Batchelor is community member, AFHS graduate with a student attending MHS and is a football booster president and treasurer for the boys' basketball team. Ms. Batchelor reviewed maintenance items that have been taken care of but noted how not much has changed at MHS. She also reviewed the lack of improvements, storage, equipment room not up to fire code but storage box purchased through fundraising arrived in time to meet deadline and saved the school \$10,000. Ms. Batchelor also explained parents do not have a problem raising funds but should not be raising money for improvements that should be paid for through bonds. She extended an invitation to the Governing Board to visit MHS to see their concerns and frustrations and added our students deserve to be a part of a school they can be proud of and a school that represents our community. She also left a display board of pictures reflecting concerns at MHS. Mr. Mike Shepard, Executive Director of Facilities, will follow up with parent concerns at MHS.

## CALL TO PUBLIC

It was moved by Ms. Hill to approve the minutes of the July 25, 2018 Regular Board Meeting as presented; seconded by Mrs. DeCoste. In a roll call vote, the motion carried 3-0.

## APPROVAL OF MINUTES

Mr. Manny Murillo cancelled this presentation due to a family emergency.

## PRESENTATION CANCELLED– THE MANNY MURILLO EMPLOYED STUDENT SCHOLARSHIP FUND

Ms. Angela Madsen, Director of Federal Programs, provided the Board with a presentation entitled *Federal Grants – Application, Allowability & Budget*. Ms. Madsen reviewed the 6 principles of comprehensive needs assessment (leadership; instruction; organization of time; conditions, climate & culture; curriculum; family and community engagement), integrated action plan, allowability for Title I, II, III and Desegregation funds. Set asides are for Homeless, Parent Involvement and Summer School. Ms. Madsen further reviewed program improvements and reclassification data. Ms. Madsen responded to questions from the Board relative to grant submission, free and reduced lunch funding, Hanover Research access, addressing the bottom 25%, challenges with the 4 hour model, and the definition of supplanting.

## PRESENTATION – DISTRICT FEDERAL PROGRAMS

It was moved by Mrs. DeCoste to not do a study session relative to hiring practices but to review the presentation as Board members; seconded by Mrs. Utecht. In a roll call vote, the motion carried 4-0.

## STUDY SESSION

## BEGINNING OF ACTION AGENDA ITEMS

It was moved by Gina DeCoste to approve the job description for Administrative Assistant I; seconded by Ms. Hill. In a roll call vote with Mrs. Sandoval voting no, the motion carried 3-1.

## APPROVAL OF JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT I

The District receives \$999,000 of Desegregation funding and, as a result, is required to provide a report of those activities the money supports. This Desegregation Budget Activity Report fulfills that obligation. Mrs. Rodriguez explained the budget process and requirements. She confirmed the new item is the add on to Read 180. Ms. Madsen and Mr. Molina stood for questions from the Board relative to parental involvement. Mrs. Utecht requested an invitation to the next PAC meeting at AFHS. Mrs. Utecht also requested a cost item for AVID and Naviance in the next report. It was moved by Ms. Hill to approve the Desegregation Budget Activity Report for the 2018-2019 fiscal year; seconded by Mrs. DeCoste. In a roll call vote, the motion carried 4-0.

**APPROVAL OF  
DESEGREGATION  
BUDGET ACTIVITY  
REPORT FOR FY 2018-  
2019**

It was moved by Ms. Hill to appoint Mrs. DeCoste as Delegate and Ms. Hill as Alternate to represent the Board at the Arizona School Boards Association Delegate Assembly to be held on Saturday, September 8, 2018 in Phoenix and to support the Arizona School Boards Association 2018 Political Agenda through votes she will cast as the Board's Delegate at the September 8, 2018 ASBA Delegate Assembly; seconded by Mrs. DeCoste. In a roll call vote, the motion carried 4-0.

**APPOINTMENT OF  
DELEGATE AND  
ALTERNATE TO ASBA  
DELEGATE ASSEMBLY  
AND APPROVAL OF  
VOTING DIRECTION  
AT ASBA DELEGATE  
ASSEMBLY**

Mrs. Utecht reported she had discussion with a parent there is no dual enrollment for Spanish at DEHS or AFHS. Mr. Molina and Mr. Huffman stood for clarifying questions from the Board. It was moved by Mrs. Utecht to approve the Intergovernmental Agreement (IGA) with Maricopa Community Colleges for Dual Enrollment program services for the 2018-2019 school year; seconded by Mrs. Sandoval. In a roll call vote, the motion carried 4-0.

**IGA WITH MARICOPA  
COMMUNITY  
COLLEGE DISTRICT  
FOR THE DUAL  
ENROLLMENT  
PROGRAM 2018-2019**

Mrs. Rodriguez provided justification for the cost and maintenance of the copier. Contracts over \$100,000 require Governing Board approval. It was moved by Ms. Hill to approve the contract with Kansas State Bank for the financing of copiers for the District using the Mohave Contract 13R-BFG-0127; seconded by Mrs. DeCoste. In a roll call vote, the motion carried 4-0.

**APPROVAL FOR  
CONTRACT WITH  
KANSAS STATE BANK  
FOR FINANCING FOR  
COPIERS FOR THE  
DISTRICT**

**BEGINNING OF CONSENT AGENDA ITEMS**

Mrs. Sandoval pulled consent Agenda Items 8.3, 8.10, 8.11, 8.12 for further discussion. Mrs. Utecht pulled Agenda Item 8.7 for discussion. Mrs. Utecht moved the approval of Consent Agenda Items 8.2, 8.4 8.5, 8.6, 8.8, and 8.9; seconded by Mrs. DeCoste. In a roll call vote, the motion carried 4-0. The following items were approved:

**CONSENT AGENDA**

**APPROVED.** Consent Agenda Item 8.2, \*Ratification of Human Resource Report containing the hiring of new employees, reassignments, requests for leave of absence, resignations, retirements, terminations, extra duty assignments and volunteers.

*HUMAN RESOURCE  
REPORT*

**APPROVED.** Consent Agenda Item 8.4, Governing Board Member Travel Request to include Maxine Hill/48<sup>th</sup> Annual Legislative Congressional Black Caucus – Educational Series, Washington, DC/September 11-16, 2018

*GOVERNING BOARD  
OUT-OF-STATE TRAVEL  
REQUEST*

**APPROVED.** Consent Agenda Item 8.5, Consideration of Approval of Out of State travel Requests, including:

*OUT OF STATE TRAVEL  
REQUESTS*

Amanda Barnes, Verrado English teacher, to attend the Teach Your Heart Out Conference in Miami, Florida, October 12-14, 2018.

Shelle Schlosser, Director of Non-Traditional Programs, to attend the 48<sup>th</sup> Annual Legislative Congressional Black Caucus – Educators Professional Development Series in Washington, DC, September 11-16, 2018.

**APPROVED.** Consent Agenda Item 8.6, Ratification of Expense Vouchers #8093 and 9003. Vouchers represent orders for payment of material, equipment, salaries and services.

*PAYROLL AND EXPENSE  
VOUCHERS*

**APPROVED.** Consent Agenda Item 8.8, \*Ratification of the District General Expense Report for Fiscal Years 2018 and 2019. It was moved by Mrs. Utecht to ratify the District General Expense Report for Fiscal Years 2018 and 2019 as presented.

*DISTRICT GENERAL  
EXPENSE REPORT*

**APPROVED.** Consent Agenda Item 8.9, Consideration of Approval for the Disposal of District Assets listing two modular buildings at MHS that have been deemed fully depreciated and having no remaining useful life as defined by and in accordance with Article 10 of the Arizona Administrative School District Procurement Code.

*DISPOSAL OF DISTRICT  
ASSETS*

#### ITEMS PULLED FROM THE CONSENT AGENDA

**APPROVED.** Mrs. Sandoval pulled Consent Agenda Item 8.3 Consideration of Approval of the List of Qualified Evaluators for the 2018-2019 School Year. Mrs. Sandoval asked how many evaluators speak Spanish or other foreign language that evaluate foreign language teachers. Mrs. Sorensen will research and provide in a Friday update. Mrs. DeCoste recommended approving this item because administrators will begin observing and evaluating teachers soon. Mrs. Sorenson explained approval of this item includes the approval of the evaluation instrument and further explained the evaluation process including preconference (meeting with teacher to review content and lesson plan) and post conference (opportunity for reflection with teacher); Mr. Molina explained observation processes of instructional practices; and Dr. Runyan noted we are meeting the state mandate for qualified evaluators. Mrs. Utecht shared her experience as an administrator and explained understanding the receptive behavior of the students, objectives, without having total knowledge of content and test results resulting in the ability to evaluate the outcome of the teaching act itself. Mrs. Sandoval recommended having one Spanish speaking evaluator at each site. It was moved by Mrs. Utecht to approve List of Qualified Evaluators for the 2018-2019 School Year; seconded by Mrs. Sandoval. In a roll call vote, the motion carried 4-0.

*LIST OF QUALIFIED  
EVALUATORS FOR THE  
2018-2019 SCHOOL YEAR*

**APPROVED.** Mrs. Utecht pulled Consent Agenda Item 8.7 Ratification of the Student Activity Report July 1<sup>st</sup> – July 30, 2018. Mrs. Utecht noted the differences in current student balances. Dr. Runyan explained club obligations based on encumbrances. Mrs. Utecht explained the importance of being sensitive of costs to parents. Mrs. Rodriguez reported she has reached out to club sponsors with large balances and they confirmed they have plans in place for expenses for travel, uniforms/practice outfits, and equipment. It was moved by Mrs. Utecht to ratify the Student Activity Report for the month of July, 2018; seconded by Mrs. DeCoste. In a roll call vote, the motion carried 4-0.

*STUDENT ACTIVITY  
REPORT*

**APPROVED.** Mrs. Sandoval pulled Consent Agenda Item 8.10 Consideration of Approval of Chemical Hygiene Plans for the 2018-2019 School Year. Mrs. Sandoval confirmed the plan is attached. Mr. Shepard confirmed this is a renewal; has been in place for several years with the exception of new chemical hygiene officers and was implemented after a mercury incident. It was moved by Mrs. DeCoste to approve the Chemical Hygiene Plans for 2018-2019 School Year; seconded by Mrs. Sandoval. In a roll call vote, the motion carried 4-0.

*CHEMICAL HYGIENE  
PLANS FOR 2018-2019  
SCHOOL YEAR*

**APPROVED.** Mrs. Sandoval pulled Consent Agenda Item 8.11, \*Consideration of Approval of First Reading of Revisions to Policies to obtain additional clarification on Policy JFABBB – Admission of Exchange and Foreign Students. Mrs. Sandoval felt the language is very confusing. Mrs. Haiflich explained policy is state statute and is a direct quote. It was also noted this policy is very restrictive. Mrs. Sandoval also referred to DJE – Bidding-Purchasing Procedures and asked Dr. Runyan his level of comfort in signing requests of \$10,000. Dr. Runyan and Mrs. Rodriguez responded to clarifying questions concerning purchasing processes. Mrs. Sandoval also asked clarifying questions for Policy GBEEA – Staff Conflict of Interest. Mrs. Rodriguez explained every employee is required to sign a Staff Conflict of Interest form; there is a process in place to conduct training and signed copies will be held in Human Resources in the employee's file. Mrs. Sandoval moved the approval of the first reading of revisions to the following policies. Motion was seconded by Mrs. DeCoste. In a roll call vote, the motion carried 4-0.

*FIRST READING OF  
POLICY REVISIONS*

- DICA – Budget Format
- DIE – Audits-Financial Monitoring
- DJ – Purchasing – Purchasing Ethics Policy
- DJ E – Bidding-Purchasing Procedures
- FEA – Educational Specifications for Construction
- GBEEA – Staff Conflict of Interest
- GBEEA-E – Staff Conflict of Interest Disclosure
- IHBA-RB – Special Instructional Programs and Accommodations for Disabled Students
- JFABB – Admission of Exchange and Foreign Students
- JL – Student Wellness

The policy revisions will be presented for a second reading and consideration of adoption at the Board's September 12, 2018 meeting.

**APPROVED.** Mrs. Sandoval pulled Consent Agenda Item 8.12, Consideration of Teacher Performance Evaluation System for the 2018-2019 School Year. Mrs. Sandoval recommended revising the current teacher performance evaluation and confirmed with Mrs. Sorenson she will be forming a committee to update the Teacher Performance Evaluation System for the 2019-2020 school year. It was moved by Mrs. Utecht to approve the Teacher Performance Evaluation System for 2018-2019 School Year; seconded by Mrs. DeCoste. In a roll call vote, the motion carried 4-0.

*TEACHER  
PERFORMANCE  
EVALUATION SYSTEM  
FOR 2018-2019 SCHOOL  
YEAR*

Superintendent Dennis Runyan reported on the following:

**SUPERINTENDENT'S REPORT**

- First accreditation meeting of the year
- Administrative Retreat; we have new data to share
- Summer Academy. Very successful; serviced over 100 teachers.
- Shared pictures of a visit to Canyon View High School before the opening ceremony was held
- Reviewed the data dashboard rollout and thanked Mr. Molina and AFHS for the original concept
- 301 Committee Meeting reconvened recently
- New Teacher Orientation
- Extended appreciation for the architects involved with CVHS
- Opening ceremony and successful opening
- Met with the City of Goodyear Mayor; reviewed dual enrollment opportunities

Ms. Hill expressed appreciation for the counselor reports from Agua Fria and Millennium. She is looking for the others from other schools. Finds these reports very informative and helpful.

**GOVERNING BOARD MEMBER REPORTS**

Mrs. Sandoval gave kudos to Mr. Nowlin and his staff for a successful opening ceremony.

Mrs. Utecht attended the Coaches Orientation; thanked Mrs. Sorenson for her work and thoroughly enjoyed the Character Matters segment. She also enjoyed the presenter Ms. Wisener brought to the district.

Mrs. Utecht requested scheduling the Performance School Evaluations for Dr. Runyan for the October Board meeting.

**FUTURE AGENDA ITEMS**

It was moved by Mrs. Sandoval, seconded by Utecht, to adjourn the meeting. The motion carried 4-0 and the meeting adjourned at 6:56 p.m.

**ADJOURNMENT**

*\* Complete and approved lists/reports are available upon request in the Superintendent's Office and/or can be found as posted with the August 8, 2018 agenda on BoardDocs.*

President \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Superintendent \_\_\_\_\_