

DRAFT – Unofficial Until Approved
Meeting Minutes 8/11/2016

The Governing Board of the Tanque Verde Unified School District #13, Pima County, Tucson, Arizona held a Regular Board meeting on August 11, 2016 in the Board Room, at the Tanque Verde Unified School District Administrative Office, 2300 N. Tanque Verde Loop Rd., Tucson, Arizona 85749. The meeting was called to order at 7:00 p.m.

1. ROLL CALL

Board Members present:

Dr. Peter Livingston, President (absent)

Ms. Susan Fry, Board Member

Mr. Carlos Ruiz, Board Clerk

Mr. Jeffrey Neff, Board Member

Mr. Steven Auslander, Board Member (absent)

Anisa Hermosillo, Student Board Member

Administrative Staff:

Ms. Kimberly C. Sharp, Superintendent

Mr. Adam Hamm, Business Manager

2. APPROVAL OF AGENDA

MOTION: Mr. Neff a motion to approve the agenda. Ms. Fry seconded; the motion carried unanimously.

3. REPORTS

• Superintendent's Report – Ms. Kimberly Sharp

Superintendent Sharp introduced Anisa Hermosillo. She is the new Student Board Member from the high school for the first half of the school year (through December). She was welcomed with enthusiasm, and appreciation. TVHS student David Morden will assume this position starting in January 2017.

➤ Start of SY 16-17 – The start of school went very well. Ms. Sharp said she was able to visit all four campuses. At the high school there was music playing in the courtyard welcoming students back, all appeared eager and happy to be there. At Emily Gray she saw some of the teachers in their classrooms and she observed Mr. Miller and SRO – Deputy Barnes greeting students and welcoming them back. Students were given wrist bands provided by Deputy Barnes. They were in EG colors with inspiring messages. At Tanque Verde Elementary School there was an amazing spirit table with TVES items for sale. Students and parents were welcomed back and pictures were taken. Ms. Sharp was able to visit some classrooms. At ACES, Ms. Sharp visited classrooms students were excited and happy to be back. There was a lot of great energy. The PTG had a photo booth set up for students and parents. Feedback to the new entry way configuration to the campus has been very positive. A new "Coyote" logo was introduced at ACES this year. All the campuses were ready and excited to have everyone back.

Ms. Fry asked about high school parking; if more parking spots are needed. Mr. Hamm responded, yes.

➤ Curriculum Consultant

Ms. Sharp shared with Board Members that she has met with Barbara Drummond who will be starting her second year as our Curriculum Consultant. This year's focus:

- Continue with the curriculum documentation as needed.
- Support the K-8 math and ELA grade level teachers documenting curriculum on the TVUSD Curriculum google Drive.
- Work with administration to define specific K-6 curriculum projects and priorities for school year 2016-17 – aligned with the TVUSD Curriculum. Work with administration on an accountability process to ensure projects progress throughout the year.
- Work with the PD Site Coordinators to support professional development needs related to curriculum development and technology.
- Support K-6 teachers as they define, develop, and implement integrated curriculum projects to work towards TVUSD curriculum goals.
- Conduct TVHS meetings to begin the documentation of existing curriculum materials in Math and English.

Ms. Sharp added we will support and promote all approved curriculum projects. We will support our teachers, with their on-going curriculum development and through positive feedback and recognition.

The district will be proactive as we introduce 'new' curriculum enhancements. We will be alert to identifying potential change management issues should they arise, and how best to ensure an easy transition.

Ms. Sharp added we are very fortunate to have Barbara Drummond continue her work with the District during this next school year.

➤ ACES, Capturing Kids' Hearts –

Nearly the entire ACES faculty has completed this training which was scheduled just prior to the start of school. Teachers are implementing some of the tools they learned in training:

- Ability to affirm and encourage others
- Ability to grow groups
- Social Skills
- Optimism

Three (3) of our four (4) schools have completed training. At this time the high school is the campus that has not completed the training. There is a cost to the training. Once a permanent Superintendent is hired a decision as to whether or not to continue this specific training should be made.

➤ Superintendent Search

Ms. Sharp announced she asked Ms. Claire Place to take the lead on this initiative. The Governing Board contact will be Mr. Carlos Ruiz. The following outline was developed at the Governing Board Retreat this past summer. Ms. Place and Ms. Sharp will be working closely with Judy Bower to gather important information for Governing Board consideration. Preliminary calls are being made. At this point, we've reached out to ASBA – this is one of their specialties as an organization. They have a wide reach and marketing expertise in this area. They can help develop interview questions, and facilitate group and community meetings.

The preliminary outline:

- Defining the search
- Establishing a Timeline
- Planning for Community and Staff Input
- Determining the Qualifications
- Posting and Advertising the Position
- Developing Interview Questions
- Screening, Interviewing and Selection of Candidates
- Scheduling Candidate Site Visits
- Determining Salary and Benefits, Performance Pay Requirements
- Transition Planning for new Superintendent, Board and District Staff

Next steps:

- Gather information regarding ASBA fees for Superintendent Search Services
- Timeline for conducting a search
- Board Consideration / Action

On the August 25 Board Agenda, Superintendent Search will be an Information / Discussion item for the Board.

Ms. Sharp stated she has been in conversations with Board President Dr. Livingston regarding the Superintendent Search.

- Community Liaison Report – Ms. Claire Place
 - Community Outreach /Engagement

Promotional Materials Guidelines - New website page features guidelines, policy, forms and disclaimer to assist office managers with the approval of materials requested for distribution to students and/or families. Commercial businesses will be encouraged to advertise in the District News and Views Newsletter (published quarterly) for marketing to district families and/or residents as an alternative to distributing flyers.

News and Views - The Advertising and Publication Schedule have been confirmed and the information is being disseminated. Local businesses are encouraged to advertise in our district newsletter! For as little as \$25 - \$200, ads of either business card, eighth or quarter page sizes may be placed in the newsletter - which has a circulation of over

5,000 district residences and/or over 2,500 electronic distributions. Two print issues and two electronic issues are scheduled for the 2016-17 school year.

Career Day - The 3rd Annual District-Wide Career Day is scheduled on Friday, September 23rd. Community Members who would like to share information with students about their profession are asked to contact Claire Place, Community Liaison, at 749-5751 ext. 4104. Individuals in a wide variety of professions and expertise are sought for presentations that will inspire students K-12 to explore potential career goals and opportunities.
(District Goal 4.0 Involve and engage the community in district pursuits)

TVF Membership - New members are invited to join TVF for the 2016-17 school year. Since 1986, Tanque Verde Schools Educational Enrichment Foundation (TVF) has been an active support arm for the educational mission of the Tanque Verde School District. Their kickoff event is scheduled on Tues., August 16th at the district office. Please direct any potential volunteers to their website for information. There is no charge for membership - just a desire to support our schools! District staff are working with TVF to participate in a TEP collaborative grant application for library materials.

Pima Community College Update- College of Education Student Volunteers The new contact for this program at PCC has reached out to the district, and hopes to have student volunteers in contact with the school principals soon after their fall semester begins.
(District Goal 4.1 Support collaborations with community groups)

➤ Communications

Website - Updates have been made to the website to reflect the new school year. We have completed the contract renewal with eSchoolView and feel that their website services have been meeting the district's needs. Positive feedback was received last school year after website updates were conducted.

Teacher Webpages - New teachers received guidelines and training on teacher webpage development, and returning teachers have or will receive the updated guidelines from their principal or designee.
(District Goal 4.0 Involve and Engage Community)

➤ School Safety and Emergency Preparedness Planning/Training

Safety and security enhancements - Schools and district office received security updates over the summer, in a continuing effort to maintain and enhance student and staff safety.

SRO Program - Deputy Keith Barnes will be returning as our School Resource Officer, and we sincerely appreciate the priority placed on the continuation of this program by the Pima County Sheriff's Department. Deputy Barnes plans to present a drug-use prevention awareness program targeted for parents/guardians of our fifth grade students this year at both ACES and TVES.

ERP Signage Project - The TVHS Honor Society has adopted a project to create signage for the district emergency response team for use in crisis response efforts. They are working with TVHS teacher/sponsor Ben Schoenwald on this important safety project.

Classroom Emergency Kits Project - Judy Bower and Claire Place are reaching out to the community on a project to put emergency kits in every classroom in the event that the school(s) have the need to shelter-in- place. Sponsors and/or donors are needed. Please contact the district office for more information or to participate in this project.

(District Goal 5.2 Provide ongoing emergency preparedness training and preparations to ensure the safety of students and staff)

- **District Report Card – Mr. Adam Hamm**

Mr. Hamm reported the District received a Certificate of Achievement for Excellence in Financial Reporting for Fiscal year ending June 30, 2015. He commended the Business Office Staff and the Admin team for all their efforts. Ms. Sharp agreed, and added Mr. Hamm should also be commended for his attention to detail and efforts.

- **Legislative Update – Mr. Jeff Neff**

There is nothing to report at this time.

- **Facilities Update – Mr. Adam Hamm**

- Transportation Bus update

Mr. Hamm reported the new bus should arrive in October or November. Efforts are still underway searching for 'new to us' buses. Mr. Hamm mentioned some air conditioning issues are being addressed on the ACES campus. He continues to explore grant funding opportunities to cover Roof repair expenses. Mr. Hamm praised the Maintenance crew, stating the District is very fortunate to have such a talented group of employees who are able to maintain District buildings with such limited funding available.

Mr. Hamm said he completed a security walk through on our campuses with Deputy Barnes. Perimeter fencing at the high school was discussed to help direct students and visitors onto the campus. Mr. Hamm is looking for grant funding to help with funding for this project.

- **Board Comments – Mr. Carlos Ruiz**

None

5. CALL TO THE PUBLIC

There were no comments from the public.

6. CONSENT AGENDA *(see attached)*

MOTION: Mr. Auslander made a motion to approve the consent agenda. Ms. Fry seconded; the motion carried unanimously.

7. INFORMATION AND DISCUSSION ITEMS

None

8. ACTION ITEMS

A. Policy: KF – Community use of School Facilities – Ms. Kimberly Sharp

Ms. Sharp advised the Governing Board the change to this policy is the addition of the following language: *The School district and its governing board, employees, and agents shall be named as additional insured under the liability insurance policy the use of the facilities and property.*

MOTION: Mr. Neff made a motion to adopt policy KF - Community use of School Facilities as submitted. Ms. Fry seconded; the motion carried unanimously.

KF-RB - Community Use of School Facilities (Filing Procedures for Use of Equipment/Facilities)

Ms. Sharp indicated in this regulation we combined the User Fees from exhibit KF-EC into this regulation for ease in implementing and understanding.

MOTION: Mr. Neff a motion to adopt Regulation KF-RB - Community Use of School Facilities as submitted. Ms. Fry seconded; the motion carried unanimously.

KF-EB – Community Use of School Facilities (Request for Use Form)

Ms. Sharp introduced this Exhibit which is our Request for Use Form. Ms. Sharp added the Admin Team worked at refining the language in the exhibit for consistency, ease in implementing and understanding.

MOTION: Mr. Neff made a motion to adopt Exhibit KF-EB – Community Use of School Facilities as submitted. Ms. Fry seconded; the motion carried unanimously.

B. JFB – Open Enrollment – Ms. Sharp noted the changes recommended to policy JFB add an additional Admission Standard: *The student has been able to achieve reasonable academic progress.* As well as adding language to the Eligibility Guidelines: *The District, in its sole discretion, may schedule a meeting with a pupil who seeks initial admission, or continuing admission for a subsequent school year as an open enrollment student. The pupil's parent(s) or legal guardian(s) will be invited to attend any such meeting. The purpose of the meeting will be to review whether special circumstances exist warranting open enrollment admission of the pupil despite concerns about one or more of the above-listed open enrollment admission criteria. A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination.*

MOTION: Mr. Neff made a motion to adopt policy JFB – Open Enrollment as submitted. Mr. Ruiz seconded with exception. He requested under Open Enrollment Admission Standards the language state: *The student has been unable to achieve reasonable academic progress* – there was a typo in the language.

9. ANNOUNCEMENTS

ChemClub, Dr. Grazyna Zreda Recognition and Poster - Ms. Sharp

During the 2015-16 school year the American Chemical Society ChemClub celebrated its 10th Anniversary. As part of the celebration the ChemClubs were asked to design elements for the periodic table. TVHS designed “tin” – a Mole dressed as the Tin Man from the Wizard of Oz.

Ms. Sharp also wanted to recognize ACES 4th grade teacher Ms. Svea Anderson for being selected by the STEMAZing Institute to conduct Science workshops for teachers. The workshop is designed to help Teachers understand use the Science Practices from the Framework for K-12 Science Education with hands-on, engaging activities and lessons. Emily Gray Junior High Science Teacher Jennifer Maxwell was selected as a teacher to attend one of Ms. Anderson's workshops.

10. FUTURE BOARD AGENDA ITEMS

11. ADJOURNMENT

Mr. Neff made a motion to adjourn the meeting. Mr. Ruiz seconded; the meeting adjourned at 8:14 p.m.

Respectfully submitted by,
Judy Bower, Governing Board Secretary

ABSENT

Peter Livingston, Board President

Susan Fry, Board Member

Carlos Ruiz, Board Clerk

Jeffrey Neff, Board Member

ABSENT

Steven Auslander, Board Member

Administrator Contracts	Position	Reason	Site	FTE	Salary	Date
Certified Contracts	Position	Reason (Replace / New)	Site	FTE	Salary	Date
Stephanie Tuer	6th Grade Teacher	Replace Ashley Brock	TVES	1.0	\$35,300.00	8/1/2016
Lisa Ledvina	PE Teacher	Rehire	TVES	1.0	\$37,243.18 (prorated)	8/8/2016
Arlene Johnson	School Nurse	Replace Kathleen Herighty	TVHS	1.0	\$33,300.00	8/1/2016
Certified Resignations	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Judy Puiia	Digital Learning Teacher	Other Employment	TVHS	1.0	\$40,397.00	8/12/2016
Classified Contracts	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Classified Agreements	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Sergio Tolano	Maintenance Coordinator	Replace Joel Perez	ACES	1.0	\$14.17	7/25/2016
Kristin Szanislo	Food Services Assistant	Replace Diane Caffrey	TVES	0.75	\$8.39	8/2/2016
Linda Little	Food Services Assistant	Replace Pam Koralewski	TVES	0.6875	\$9.22	8/2/2016
Leticia Madrid	Lunch Monitor	Replace Micheline Pridans	TVES	0.31	\$8.86	8/2/2016
Jennifer Villella	Paraprofessional II/III	Replace Kay Miller	TVES	0.8375	\$10.13	8/8/2016
Patricia Teran	Playground Monitor	Replace Mark Reynolds	TVES	0.25	\$8.95	8/2/2016
Larah Walker	Motor Lab Aide	Replace Lindsey Kowalski	ACES	0.1625	\$9.56	8/2/2016
Shelly Wilkins	Paraprofessional II / III	Replace Anita Vanderlee	TVES	0.80	\$10.13	8/3/2016
Kelli Wilson	Paraprofessional I	Replace Tina Camp	EGJH	0.80	\$9.56	8/4/2016
Tashie Johnson	Paraprofessional II / III & Crossing Guard	Replace M. Perez & J. Underwood	TVES	0.8625	\$10.13	8/2/2016
Other Continuations	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Classified Resignations	Position	Reason	Site	FTE	Wage	Date
Tracie Leigha Felix	Paraprofessional I	Other Employment	TVES	0.80	\$8.99	7/23/2016
Carly McCauley	Food Services Assitant	Other Employment	EGJH	0.3375	\$9.52	8/5/2016
TOSA Contracts	Position	Reason	Site	FTE	Wage	Date
Jana Dawson	TOSA - Elementary Teacher - Gifted	Replace Keren Winkelman	ACES	1.0	\$191.40/per day	8/4/2016
Paige Riffle	TOSA- Librarian	Replace Jayme Adams	TVHS	1.0	\$173.66/per day	8/1/2016
Other Discontinuations	Position	Reason	Site	FTE	Wage	Date
Kamie Lopez	Assistant Volleyball	Moving into Head Coach Volleyball	EGJH	Varies	\$717.00	8/3/2016
Other New Hires	Position	Reason	Site	FTE	Wage	Date
Jeff Garmon	Substitute Teacher	New	Varies	Varies	\$75.00/Day	8/3/2016
Kamie Lopez	Head Volleyball Coach	Replace Annelle Stevenson	EGJH	Varies	\$1,434.00	8/3/2016
Kevin Birch	Assistant Flag Football Coach	Replace Jordan Chardukian	EGJH	Varies	\$717.00	8/1/2016
Mimi Taylor	Assistant Cheer Coach	Replace Madeline Carlton	TVHS	Varies	\$717.00	7/27/2016
Fabiola Lynch	Classified Sub	New	Varies	Varies	Sub Pay	8/5/2016
Kelli Wilson	Assistant Flag Football Coach	Replace Kamie Lopez	EGJH	Varies	\$717.00	8/1/2016
Pam Koralewski	Classified Sub	New	Varies	Varies	Sub Pay	8/3/2016

Elsa Trais	Substitute Teacher	New	Vai	Varies	\$75.00/Day	8/5/2016
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