



## Grand Canyon Unified Schools

6:00 pm

October 10, 2018

### Regular Board Meeting Agenda

Members of the Governing Board may attend either in person or by telephone conference call.

Pursuant to A.R.S. 38-341.02, notice is hereby given to the public that the Governing Board of the Grand Canyon Unified School District #4 will convene for a 6:00 PM Regular Meeting.

The Meeting will be held Wednesday, October 10, 2018, in the Grand Canyon Unified School District Board Room (RM# 405), 100 Boulder Street, Grand Canyon, Arizona 86023.

The Governing Board reserves the right to move into Executive Session for discussion and consideration of employment, assignment, promotion, demotion, salaries, etc., and/or legal advice with its attorneys for any item listed on the agenda, in person or telephonically, pursuant to A.R.S. 38-431.03(A)(1)(3).

Members of the Governing Board may attend either in person or by telephone conference call.

*All items on the agenda may be discussed, considered or decided at this meeting.*

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. PLEDGE OF ALLEGIANCE

#### IV. APPROVAL OF THE AGENDA

#### V. CALL TO THE COMMUNITY

We value input from our community. This time has been set aside for anyone from the audience who wishes to address the Board. Please remember, this is not an appropriate venue to evaluate, discuss, or criticize District personnel.

Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Items listed on the agenda under Old Business and New Business may have Call to the Community at the beginning of those items. This is at the discretion of the Board President. The Governing Board President may elect to place a time limit on remarks.

#### VI. PRESENTATION / CORRESPONDENCE / DISCUSSION

- A. Presentation of Annual Financial Report (AFR) – Ms. Brenda Thomas-Martinez

#### VII. Administrator Reports: Board Questions directed to:

- Principal Report - Mr. Tom Rowland
- SPED Report - Dr. Karen Lehman (on vacation)
- IT Report - Mr. Derrick Tutt
- Maintenance & Operations Report - Mr. Ivan Landry
- Food Services Report - Ms. Barb Shields
- Strategic Plan – Mr. Thomas O'Connor

#### VIII. CONSENT AGENDA

- A. Approval of Governing Board Meeting Minutes:(BEDG, BEDG-R)  
September 26, 2018 – Regular Meeting Minutes

- B. Payroll Vouchers  
FY 18-19 #6 \$ 153,894.04
- C. Expense Vouchers  
FY 18-19 #2003 \$ 31,736.48

D. Fiduciary

- Student Activities – September 2018-19
- Revolving - September 2018-19
- Auxiliary - September 2018-19
- Food Service - September 2018-19

- E. Approval of Donations: AmeriGas dba Titan Propane - \$1,142.46.
- F. Approval to Hire Part-Time Food Services Employee: Jennifer Siyuja (pro-rate pay from 09.19.18)
- G. Approval to Hire Full-Time Elementary PE teacher: Jesse Magaña
- H. Approval of extension of contract until end of 2018-19 school year: Teresa Tobin
- I. Approval of recommendations for coaches 2018-2019.
- J. Approval to dispose of two hot cabinets (food warmers) from Food Services, pursuant to Policy DID, Inventory.
- K. Approval to dispose of IT equipment, pursuant to Policy DID, Inventory.

**IX. OLD BUSINESS - NONE**

**X. NEW BUSINESS**

- A. Approval of 2017-2018 AFR (Annual Financial Report).
- B. Approve Policy IJNDB - Use of Technology Resources in Instruction. Under the authority of Governing Board Policy BGF, the Board may consider suspending Governing Board Policy BGB, as it pertains to a first and second reading of adjustments to policy, for the purpose of addressing this item with one reading.
- C. Approve Policy IHB - Special Instructional Programs. Under the authority of Governing Board Policy BGF, the Board may consider suspending Governing Board Policy BGB, as it pertains to a first and second reading of adjustments to policy, for the purpose of addressing this item with one reading.
- D. Evaluation of Governing Board (Policy BGF attached).

**XI. REPORTS**

- A. Business Manager Report - Ms. Brenda Martinez
- B. Superintendent Report

**XII. CONSIDERATION OF ITEMS FOR FUTURE REGULAR BOARD MEETINGS**

**XIII. ADJOURNMENT**

Dated this \_\_\_\_ day of October 2018

\_\_\_\_\_  
Board Secretary

I hereby certify that the above agenda was posted on the \_\_\_\_ day of October 2018

at \_\_\_\_\_ a.m. / p.m.

\_\_\_\_\_  
Signature

*If any member of the public wishes to attend the Open Meeting and requires reasonable accessibility accommodation, please notify Matt Yost, Assistant Superintendent/Business Manager, at 928-638-2461 ext. 400, 24-Hours prior to the meeting. Public documents related to the Board Meeting are available for public review in the District Office normally 72 hours prior to the time stated for the Governing Board meeting to convene. Additional documents related to the public meeting may be updated 24 hours prior to the meeting.*

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE AGENDA

V. CALL TO THE COMMUNITY

**VII. Administrator Reports : Board Questions directed to:**

- Principal Report - Mr. Tom Rowland -
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To: Dr. Shonny Bria, Superintendent

From: Tom Rowland, Principal

Date: September 27, 2018

Re: October Board Report

A few of the items worthy of mentioning are:

- Daily walk-arounds on campus to make visual contact with students and staff.
- Held weekly Administrative meetings (each Wednesday at 9:30 all administrators meet to exchange ideas and concerns).
- September 27, 2018, met with GC Fire Department to Fire Prevention Week.
- Handled routine discipline issues.
- Met with Middle School and Elementary School PLC's.
- FALL BREAK!

**To: Dr. Shonny Bria, Superintendent**

**From: Tom Rowland, Principal**

**Date: October 7, 2018**

**Re: Arizona State Board of Education Letter Grades for the 2017/18 School Year**

**Grades for various High Schools:**

<b>Grand Canyon High School</b>	<b>A</b>
Flagstaff High School	C
Coconino High School	B
Fredonia High School	D
Page High School	C
Williams High School	C
Morenci High School	B
Benson High School	C
Camp Verde High School	A
Ash Fork High School	B
Seligman High School	D
Mayer High School	C
Chino Valley High School	C

**Grades for various Elementary/Middle Schools:**

<b>Grand Canyon Elementary School</b>	<b>B</b>
Fredonia Elementary School	D
Page Elementary/Middle School	C
Maine Consolidated School	B
Williams Elementary/Middle School	B
Manuel DeMiguel Elementary	B
Morenci Elementary School	B
Camp Verde Elementary School	C
Seligman Elementary School	C
Ash Fork Elementary School	A
Mayer Elementary School	B
Chino Valley Elementary School	B

To: Dr. Shonny Bria, Superintendent

From: Thomas Rowland, Principal

Date: October 8, 2018

Re: Attendance Report for September, 2018

**August 2018 Attendance**

Grade Level	Membership	Days Present	Days Absent	Attendance % for August	Attendance % for Sept.
K	25	357	18	93%	95%
1	23	317	21	98%	94%
2	16	217	23	93%	90%
3	22	305	16	95%	95%
4	17	242	13	97%	95%
5	31	447	18	94%	96%
6	22	308	22	94%	93%
7	25	347	24	93%	94%
8	24	327	33	94%	91%
9	24	332	23	96%	94%
10	16	227	13	93%	95%
11	19	252	21	93%	92%
12	21	289	26	94%	92%
<b>Totals</b>	<b>285</b>	<b>3,987</b>	<b>271</b>	<b>94%</b>	<b>94%</b>



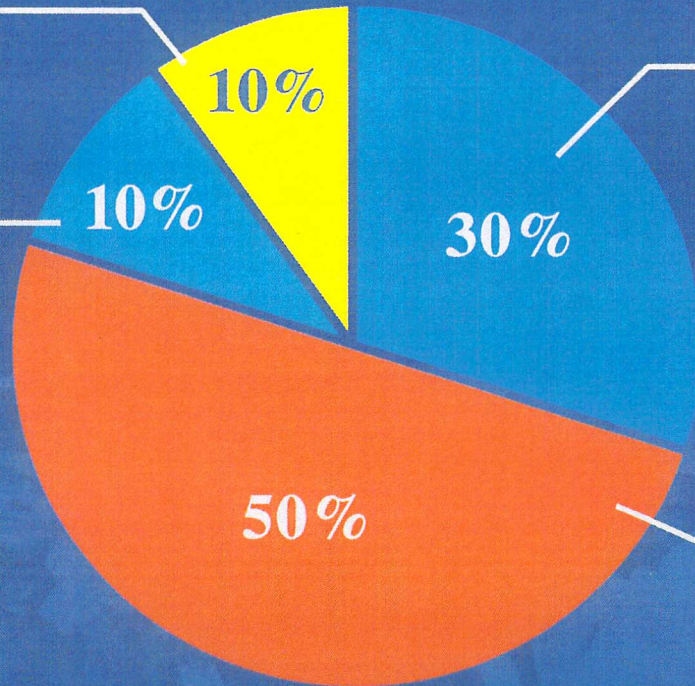


# How the Grades are Calculated

For K-8 schools, the plan provides for multiple indicators weighted as follows:

English Language Learners' growth and proficiency at 10%

Acceleration and readiness measures at 10%



Student proficiency at 30%

Student growth at 50%





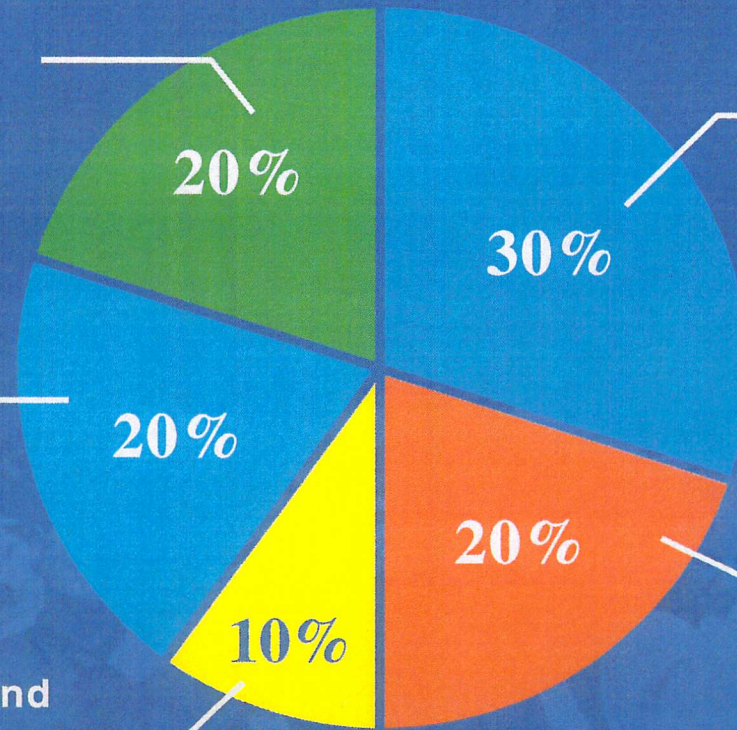
# How the Grades are Calculated

The 9-12 plan provides for multiple indicators weighted as follows:

College and career readiness measures at 20%

Graduation rate at 20%

English Language Learners' growth and proficiency at 10%



Student proficiency at 30%

Student growth at 20%





## What Does Each Letter Grade Mean?

Annually every elementary, middle and high school will receive a letter grade.

Descriptions of the grades are as follows:

- 
- A** Excellent
  - B** Highly Performing
  - C** Performing
  - D** Minimally Performing
  - F** Failing





## What Does Each Letter Grade Mean?

Letter Grade	Level of Performance	Descriptor
A	Excellent	<ul style="list-style-type: none"><li>• Distinguished performance on the statewide assessment.</li><li>• Significant student growth.</li><li>• High 4 year graduation rates.</li><li>• Students are on track to proficiency.</li><li>• Overall performance is significantly higher than state average.</li></ul> <i>"A" schools may not meet each of these descriptors</i>
B	Highly Performing	<ul style="list-style-type: none"><li>• High performance on statewide assessment; and/or</li><li>• Significant student growth; and/or</li><li>• Higher 4 year graduation rates; and/or</li><li>• Moving students to proficiency at a higher rate than state average.</li></ul>
C	Performing	<ul style="list-style-type: none"><li>• Adequate performance but needs improvement on some indicators including proficiency, growth or graduation rate.</li></ul>
D	Minimally Performing	<ul style="list-style-type: none"><li>• Inadequate performance in proficiency, growth and/or 4 year graduation rate relative to the state average</li></ul>
F	Failing	<ul style="list-style-type: none"><li>• Systematic failures in proficiency, growth and graduation rates (below 67%).</li><li>• Performance is in bottom 5% of the state</li></ul>



**MEMO TO:** GCUSD Governing Board  
**FROM:** Karen Lehman  
**SUBJECT:** Board Report; for 10-10-18

### October Memo: Special Education Law Update

Although I don't have a lot to share, I wanted to take a few minutes out to put together a brief Memo regarding a couple of key items. The last week of September found me attending the annual Exceptional Student Services Director Institute in Litchfield Park, and then we had our Fall Break. We are returning to a week with lots of responsibilities, an altered schedule, and parent-teacher conferences. I will not be present at the Board Meeting Wednesday evening, as I am involved in an Evaluation results/new IEP document meeting beginning at 6:00pm. This time was set to accommodate a parent request; we are honoring their work schedules so that both Mom & Dad can attend.

#### LEGAL UPDATES—a brief summary of relevant cases:

I am a self-professed "Nerd" when it comes to learning about more legal cases in Special Education. Our annual update from Art Cernosia, Esquire, is always the highlight of the ADE Director Conference. He spends a great deal of time updating the audience on current legal cases, and the resulting decisions. The other area that I enjoy the most is that he takes the time to profile cases that have made it all the way to the Ninth Circuit Court of Appeals, which is the regional Court that the legal cases from the State of Arizona would be heard. Once a lawsuit reaches this level, the rulings that are made generally impact all the States in that Circuit, and then the knowledge of that ruling usually "trickles down" (in an ideal world) to SpEd Administrators in the schools.

Mr. Cernosia always reviews the following concepts, updating as necessary:

- FAPE (Free and Appropriate Public Education), and how that is implemented in IEP services. Always good to review.
- Location of IEP services...***this is not a school or facility, rather the "general setting" that the student receives their services, and must always be specified on the IEP document***
  - The definition of "location" was discussed via a review of the case named Rachel H v. Hawaii Dept of Education, 9<sup>th</sup> Circuit Court, 2017
- Least Restrictive Environment...this is one of the more "hot button" issues that is constantly debated. ***The LRE does NOT mean that services need to be delivered in the General Education Classroom. Rather, the services need to be provided in the setting where the student receives the maximum educational benefit so that they can progress in their skills.***
  - This was discussed via a review of the case named BEL v Hawaii Dept of Education, 9<sup>th</sup> Circuit Court, 2018
- Shortened School Days....***A shortened school day that is determined by the IEP Team must be based on the student needs, and not at the convenience of school staff.***
  - We currently have a student on a shortened day. The recommendation was made based on extensive (daily) data collection, and then once that was established, we had a meeting with the parent, amended the IEP document, and all parties signed in agreement. The hope in this particular case is that the shortened school day is a temporary measure, designed to address the fatigue level of the student, and as they acclimate to the demands of a full day, then they will return to that level of services.



I also learned about two new / very important cases that have a direct impact on the way we do things here in GCUSD:

- Physician referrals: In the past, when a physician makes a referral to the school district to have their patients tested for the possibility of Learning Disabilities, ADHD, Autism, etc., I have always accepted that as something we were legally required to do. In fact, this occurred just this last year, and a student received a complete Evaluation because of that referral on the Physician's official stationery. ***I found out we are NOT; we just have to "consider" that input as one of many sources, along with the data that we collect on the student, and then the TEAM (of which the parent is a member), in a formal meeting together, consider all the data and then make the decision on whether or not to move forward with the referral to test.***
  - Sometimes, parents even get physician input on programming. I already knew about this area in the sense that the physician can make suggestions, but that the school Team members make the final decisions on IEP Goals and interventions, as they are the ones that are legally responsible to carry them out. As I have told many parents before....."I don't tell Physicians how to diagnose their patients, and they don't tell us how to do special education programming."
  
- Parent Free Speech/Retaliation claim: A parent's lawsuit made it up to the Washington State Court for a final ruling, after losing the case at both the District and Regional levels. The Lake Washington School District had established a plan with a parent who was described as "angry, aggressive, and hostile towards staff" in her interactions with school personnel. The District established a plan with firm guidelines on how often the parent could speak with them, and with whom. The Plan called for twice/weekly check-ins, with no more than 3 designated staff members. The parent sued, claiming a violation of her free speech rights. ***The State Court ruled in favor of the District, saying that the parent's rights were NOT violated, as she was still able to talk with them, and the content of her speech was not restricted, just the contact time.***
  - This is an important case for us here, as we have had a few parents that walk in unannounced, and expect us to just drop everything and talk to them the minute they are here, even if we are busy in our normal schedules, which means we are generally in the classroom teaching. Another situation has happened where I have had a parent walk into my room unannounced, and want to talk to me right then.

Our Team here at GCUSD continues to strive to do what is best for all students with identified disabilities. I am thrilled beyond belief to be working with such a dedicated and high-caliber staff of professionals as we work together to help students succeed, regardless of their areas of need.

***As always, thank you all for your ongoing support!***

# Grand Canyon Unified School District



## Board Report IT Director- Derrick Tutt

08.15.2018

### **Project: Immediate Internet Access. -Progress 25%**

We reached out to vendors concerning our immediate need for high speed internet access during our wait for e-Rate approval for our fiber construction build.

1. We received two quotes for service.
2. To be considered they had to submit required paperwork to NPS.
3. During the past month I was informed there was another vendor who wished to participate in the providing internet service to the school district.

### **Project: Server Room Cooling. -Progress 35%**

1. We need a long term fix for the cooling issue in that area.
2. Servers and network equipment are susceptible to heat, it shortens the life of the equipment.
3. We are researching AC units.
4. We are reviewing and planning to submit an application to NPS to install a split unit to service that area.
5. Ivan worked with a Electrical contractor to install ducts which allow the venting of the hot air to the outside, a very measurable amount heat has been reduced!

### **Project: Password Policy-Progress 85%**

In order for the district to meet state computer security standards I looked for a password solution that met the criteria and was compatible with Google services. BetterClouds was chosen for the added features. It can also scan for inappropriate words. It can also scan for documents shared outside of the grandcanyonschool.org domain in addition to the password policy we needed.

1. We received quotes for the software based on our staff and student count.
2. We created a Purchase Order to get the process started.
3. I had a conference call and webex session to start the install so we can allow the software to synchronize our domain. We went over a few key features of the software. I created a policy to be our baseline for when we start the keyword scanning.
4. I created a password policy and tested on one user. I need to take screenshot of the process. Once I have completed this I will communicate this with the staff and start applying the policy to the Staff and Teacher OU (Organizational Unit).
5. The rollout and any issues will be address as needed. I hope to start this next week (3/26/2018).
6. Still waiting to begin rollout, I asked to postpone until testing was over. (4/16/2018)
7. I will hold a brief training session for teachers on July 26.
8. I started the policy at 5 pm on August 8, 2018.

### **Project: Backup Procedure - Progress 90%**

When I started in this position there was no backup of any type. This is a goal I wanted to complete to make sure it didn't impact us if things started failing.

1. I ordered a tape drive for backup and the necessary cables to connect to a server with the same type of connection.
2. I did some research on found Veeam was highly recommended and used in the industry.
3. I installed the free version of the backup software and to see if was compatible with our Quantum LTO tape drive (one LTO 6 tape drive is capable of holding 6.25 Terabytes of data).
4. The free version only backed up one server. I needed the ability to backup multiple servers (QuickBooks, Winpack/door system, HVAC server, Destiny - Library software, old server data, phone system database) and Active Directory (GC1 and GC2- which also holds the Google print queues, DHCP, DNS). I requested quotes from the company.
5. I am waiting for the Purchase Order to be completed. Once that is done I should have access to the licenses and support if needed.

6. License received and installed. I was able to get the agent on the GCanyon server.  
(4/4/2018)

### **Project: Network Reconfiguration (LAN) - Progress 95%**

When I started investigating the network I saw the infrastructure of Cisco switches that were from the School Facility Board era. I found brand new Dell switches throughout the campus, some were configured and some were not. I could not find an answer as to why they were both running simultaneously. Since the Cisco switches were close to end of life I choose to configure the Dell switches and standardize on that platform.

1. I collapsed the number of switches in the MDF (main distribution facility-usually where are the fiber optics connecting each building terminate).
2. Configured the Dell switches that had POE (power over ethernet, those switches can power IP phones and wireless access points).
3. Ordered POE switches that were needed(100 Building and 200 Building) and power injections for existing switches that didn't have POE (300 Building and 500 Building).
4. Finished installing the power injectors (during spring break). Made sure I could connect to switches remotely and securely. I then created an updated Network diagram and then copied configurations from each switch for backup purposes.
5. Current fiber connections are at 1 Gigabit and at 10 Gigabit speeds. Ideally you want them to be all at one speed, it may be a fiber infrastructure limitation. This needs to be verified with equipment/test scopes.
6. I renewed the support contracts on all switches, in event they failed or had some other issue we would receive support from Dell. (July 23, 2018)

### **Project: RFP - Progress 30%**

This year it was an accelerated process. Deadlines were shorter than the previous year. I was confident once we changed E-rate consultants the we would be in better shape.

1. We made sure we had all the proper paperwork in order to use Nicely Done consulting. Once that was secured we severed ties with the previous consultant.
2. ND then reviewed what we previously had applied for. We then discussed our intention of trying to get better internet speeds to the school.
3. He drafted the RFP and we reviewed it. It was submitted and then the waiting game ensued.
4. Two vendors responded, one was complete and the other was not.

5. ND then needed paperwork to submit to the USAC (Universal Service Administrative Company) once we cleared the State matching funds approval process. It was approved (3/21/18).
6. Our current internet connection was approved by E-rate, Century Link T1 lines (5/2/2018).
7. I was contacted by USAC and they inquired about our fiber construction plan, so the review is under way (9/25/18).

### **Project: IP Phone - Progress Completed-Update 8/8/2018**

When I was gathering information on the network I plugged into this device and saw hardware failure. When I was visiting for the job, I was asked if I could help diagnose why the phone system was down, this is when I discovered there was no support to help get the system fixed. When the phone system was operational it was problematic, no one could retrieve phone messages, phones handsets didn't work.

1. Quotes were requested from different vendors.
2. CenturyLink was selected on experience of installation and support options.
3. They developed a plan with the information I supplied them, phone locations, dialing plans, location of existing phone system.
4. We configured the switches with QoS (Quality of Service - so that voice communications would not be jumbled or static). Voice calls would take priority over data connections in the network.
5. Day to day tasks include reprovisioning phones for staff and periodically backing up the system.
6. I have had two phones fail to power on, the main receptionist phone buttons failed, I will need to get quotes for replacement since the warranty has expired. (8/8/2018)

### **Project: Everyday tasks**

1. Providing ongoing support for student and staff technology needs.
2. Inventorying all iPads. Wiping hard drives of all Windows computers. Preparing to send to recycle.
3. I provided a document to staff for technology questions ( **I will provide it the board members in the packet**).

## **Project: AIMS Testing - Progress 100%**

I was informed that grades 4, 8, and 10 will be testing online. The date is April 17, 2018.

1. Reading testing requirements. They required the chromebook be put in kiosk mode.
2. I found that we only have 40 licenses for chrome device management.
3. I planned to use 27 licenses in the 410 lab and the remaining 13 licenses in the 109 lab.
4. I had to wipe clean the 410 lab to add these computers to the testing OU (organization unit). I had a USB stick with the Chrome OS version 53. I only had two USB sticks and it took me 7 hours to do the lab. Once they were cleaned I was able to add them to the Grand Canyon domain. I then put them in the Lab 410 testing OU, I went back to check and the testing app stated it didn't support the version of OS I was using. I left for the evening. (4/11/2018 - 9pm)
5. I read the app requirements, it stated it supported 57-63. I remember the Neverware sending me an email stating version 63 had just been released.
6. I logged into the Neverware website to begin the 63 version download and looked the dashboard, it stated our computers were running 63. I went to the 410 lab and I started the app and it worked! Apparently when I did the version 53 install it "phoned" home and proceeded to download the new version, so when I was home wondering what to do it was downloading all night. A few computers had to be restarted and then it worked. (4/12/2018)
7. The 109 lab was put into kiosk mode with less fanfare. (4/12/2018)
8. I set up the computers in 410 lab with headphones. (4/15/2018)
9. Testing was flawless other than the fact the 109 lab had 9 computers that needed to be restarted from an update from the App. (4/18/2018)

## **Project: Bus video system - Progress 45%**

Ivan and did a check on one of the bus video system and it did not appear to be recording

1. I suggested to Ivan that we get replacement hard drive rather than reuse the existing hard drive if they have an error on it.
2. We will need to check on bus cameras.
3. Ivan wanted me to look into the video transfer system.
4. Talked with Kurt since TJ is no longer with the company. We are waiting for a quote for a monitor and replacement hard drive.
5. We will discuss the wireless option to transfer data from the buses via event

button or automatic transfer, the bus will need to be running in order for the data/video to transfer to complete. This could be minutes to hours depending on what we choose.

6. We received quotes for replacement hard drives with trays for each of the buses, but we still need the mobile monitor for adjusting and trouble shooting purposes added to quote. (8/7/2018)

### **Project: School Camera System - Progress 15%**

I noticed we don't have a working camera system, so I'm researching the best solution for us.

1. Contacted a vendor to discuss possible solutions. He is slated to walk our campus tomorrow (September 20, 2018).
2. I know at my former employer that running a IP camera system and data network didn't produce the results we expected. High resolution cameras impacted the data network so I want to separate the two.
3. A gentleman walked our campus in preparations for a quote for a school camera monitoring system.

### **Project: AP Music Theory Exam - 100%**

1. We have scheduled a meeting on details for the test location.
2. I have read the computer requirements (Windows or Mac computer)
3. Once we have established the testing location we can then proceed to creating the needed account(s).
4. I have 3 Macs updated ready for testing. I also loaded Chrome browser if it is needed. I have three USB microphones loaned to us from Mr. Monk.

### **Project: New server builds-Progress 100%**

In an effort to keep up with server and program updates I need to build two new servers. First is the Quickbooks server and second is the Destiny library program server. Quickbook server which deals in an accounting program needs to be on a secure server, not one that has web access to it. Second program updates to the library program have been put on hold till it gets its own dedicated server.

1. Deciding what version of Quickbooks is best for our size.

2. Getting server requirements for the Quickbooks server so that once I build it it will last several years and it won't be slow or sluggish.
3. I emailed Follet to see what options we have to upgrade, we can either upgrade to a new server or we can have them host our data (which would save us time and money to build a server & they would do program updates).
4. Waiting on quotes for hosting services for Quickbooks. They will maintain the data in the cloud, backup and apply any needed updates.
5. Waiting on quote for Follet Destiny to host our library data, they will need to upgrade our database and then move the data to their servers in the cloud. They will update and backup the data.
6. Finally have quotes for both systems, started the requisition process.

### **Project: Destiny Upgrade -Progress 35%**

1. Quote received for cloud access.
2. Requisitions created.
3. Purchase Order created and sent to company.
4. I need to arrange a date and time for the work to start.
5. Completed a SOW (statement of work) and had a telephone conference to discuss details of the project. Worked is slated to being during Fall Break (October 1-4, 2018). I still need to follow up with a site readiness report.
6. I have done all the prep work before the October migration. I have installed a FTP program. I have all needed passwords.

### **Project: Quickbooks Install -Progress 5%**

1. Quote received for cloud access.
2. Decision needs to be made on the two options presented.

### **Project: Domain cleanup, sync accounts. -Progress 25%**

Remove old accounts and put students in correct organizational units/Grade levels.  
Created new accounts as needed.

1. Worked on getting all 5th grade Google accounts ready for J. Triggs.
2. Completed the 6th grade Google accounts ready for Galileo testing.
3. Currently using our BetterCloud solution to remove all old accounts through an



automated process. Halted process to learn more about streamlining the process, online training October 12, 2018.

### **Project: Anti-Bullying campaign - Progress 30%**

1. Added a link from the main website to a page dedicated to anti-bullying resources.
2. Added a report bullying form.
3. I found a icon/emoji that I felt would be a good representation to stop bullying. It wasn't the right colors to fit on our website so I contacted a former coworker who modified it to fit our website (our website vendor was going to charge us \$180 hr at a two hour minimum to fix the icon/emoji for us).

### **Project: Chrome book delivery - Progress 20%**

We had funds to purchase chrome books from Title 4 program. They have been delivered.

1. We have the Google management licenses for these devices.
2. I have a secure cart slated for them.
3. They need to add them to our domain.
4. They need asset tags.
5. I have joined 7 chromebooks to our domain and in the process of reviewing system settings for them.

### **Project: Rosetta Stone - Navajo language program - Progress 50%**

1. Installed the latest windows updates for these two workstations.
2. Installed the program but we did not receive the activation license, we are in contact with the company to get this resolved.
3. I need to then find the work space/ tables to hold these computers in the 206 lab.
4. Workstations need memory upgrades to handle the program better.
5. I was successfully in installing one computer/seat license. I tried the second computer/seat but the activation was unsuccessful. I am looking at installing it to another computer.

### **Project: Network LAN (Local Area Network) - Progress 25%**

We had been contacted by the state regarding available funding from the e-Rate program for category 2, which includes interconnects between our school building.

1. I have gathered our network needs, switches for every IDF ([https://en.wikipedia.org/wiki/Intermediate\\_distribution\\_frame](https://en.wikipedia.org/wiki/Intermediate_distribution_frame)) and MDF ([https://en.wikipedia.org/wiki/Main\\_distribution\\_frame](https://en.wikipedia.org/wiki/Main_distribution_frame)).
2. I need to get an accurate count of GBICs ( fiber transceivers between building).
3. Once we have the accurate count we can submit to the e-Rate program.

Updated:9/27/2018

# School Board Report – Maintenance/Transportation Dept.

## Facilities :

- **Fields Maintenance** - Since my last report the soccer field was lined and prepared for the season.
- **Management Plan** - Kris has been working with Thomas O'Connor to collect information and resources.
- **School Facilities Board** - Kris, Thomas O'Connor, and I have had an onsite meeting with our SFB Liaison. She returned our blueprints that the previous SFB Liaison took for digitization. We have also began working on updating the SFB forms per the Liaison's instructions.
- **NAU Capstone Projects** - There have been two separate teams working on campus that will benefit both GCUSD and the NAU students. The benefit for the Engineering Students is that they have the opportunity to perform site analysis, surveying, topographic detail, engineering plans, project management skills, etc. The benefit for the School District is that we receive all necessary information to submit the NPS project package, as well as have a set of blueprint plans for contractor bidding process. All plans will be reviewed by an Engineer who is certified with the State of Arizona. The two projects are the playground retaining wall and a Master Drainage plan to address the drainage problems throughout the entire campus. The only expense to the District will be the cost of the Engineer Certifying the plans.

## Transportation :

- **Bus Cameras** - Waiting for PO to be cut for the necessary parts.
- **Bus 2** - The bus is at a repair shop in Williams for engine work. We initially attempted to bring it to Rush Truck Center, and Freightliner, but neither of them work on light duty.
- **Bus 5** - Bus is at Rush Truck Center for steering, and exhaust repairs.
- **All Buses** - DPS annual safety inspection was performed.

## Housing :

- **38 Boulder St.** - Water leak inside the house caused flooding. Project is scheduled for completion on 10-4-18.

## Grand Canyon Unified School Dist. No. 4

100 Boulder Street, PO Box 519  
Grand Canyon, AZ 86023

September 27, 2018

After many months of advertising, we interviewed for the Part-time position in the kitchen and have made a selection. Jennifer Siyuja, mother of four school age children who attend GCUSD and one younger daughter, was our top selection. She is a wonderful fit. She was looking for part-time work and a working schedule that would mirror the school calendar. Her new job will allow her to be at home when her children leave for school and be at home when the children get out of school. The entire District is proud to announce her employment and welcome her to our family.

They say the fourth time is a charm! Well on September 20, our fourth attempt at acquiring an undamaged freezer became a reality. I let the freezer sit for Friday and Saturday before turning it on. This was to assure that I had done all things possible to not damage the compressor. It is a beautiful sight and is holding its temperature appropriately.

On October 8, Mr. Curley will be out of the kitchen doing round-up on the family ranch. He will be missed on that day as he is an asset to the kitchen. Park officials will assist us during his absence by serving the children's lunch. We wish him the best and look forward to his return the following day.

I now have two excellent kitchen helpers. Thank you for your support in allowing me to hire the helpers.

September breakfast and lunch numbers are attached. I will do an analysis of 2017-18 and 2018-19 participation numbers in the December report.

Sincerely,

Barb Shields

Food Service Director

# 2018-2019

Breakfast	July		August		September		October		November		December	
	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS
# Days			16	16	15	15						
Free			807	98	721	65						
Reduced			207	41	199	43						
Paid			289	50	271	67						
Tot Meals	0	0	1303	189	1191	175	0	0	0	0	0	0
<i>Breakfast</i>	0		1492		1366		0		0		0	

Lunch												
# Days			16		16		15		15			
	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS
Free			1211	193	997	135						
Reduced			440	62	341	61						
Paid			526	72	507	112						
Total Meals	0	0	2177	327	1845	308	0	0	0	0	0	0
<i>Lunch</i>	0		2504		2153		0		0		0	

Apprvd Free			99	30	86	21						
Apprvd Red			32	14	22	9						
Apprvd Paid			75	35	95	48						
Enrolled	0	0	206	79	203	78	0	0	0	0	0	0
Tot Enrolled	0		285		281		0		0		0	

Breakfast	January		February		March		April		May		June	
	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS
# Days												
Free												
Reduced												
Paid												
Tot Meals	0	0	0	0	0	0	0	0	0	0	0	0
<i>Breakfast</i>	0		0		0		0		0		0	

Lunch												
# Days												
	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS	Elem	HS
Free												
Reduced												
Paid												
Total Meals	0	0	0	0	0	0	0	0	0	0	0	0
<i>Lunch</i>	0		0		0		0		0		0	

Apprvd Free												
Apprvd Red												
Apprvd Paid												
Enrolled	0	0	0	0	0	0	0	0	0	0	0	0
Tot Enrolled	0		0		0		0		0		0	

Year total for Elem Brkfst	2494	Year total for Elem Lunch	4022
Year total for HS Brkfst	364	Year total for HS Lunch	635
Combined Yearly Total	2858	Combined Yearly Total	4657

Yr Tot Elem Lunch Free	2208	Yr Tot HS Lunch Free	328
Yr Tot Elem Lunch Reduce	781	Yr Tot HS Lunch Reduce	123
Yr Tot Elem Lunch Paid	1033	Yr Tot HS Lunch Paid	184
	4022		635



Grand Canyon Unified School  
Strategic Plan Report to the School Board  
October 10, 2018

Thomas O'Connor,  
Director of Program Development

**Strategic Plan Update**

We continue to work on the Strategic Plan specifically identifying actionable programs and initiatives which we have in place and wish to continue or improve, and programs and initiatives which we wish to implement.

We are planning to review the Strategic Plan with the Faculty on October 25, 2018. The Finalized Strategic Plan will then be available for Board Approval on November 28, 2018.

We traveled southeast of Tucson to Vail, AZ, for the annual Beyond Textbooks Conference.

No additional updates since the September 26 board meeting.

**VIII. CONSENT AGENDA**

**Item A.** Approval of Governing Board Meeting Minutes (BEDG, BEDG-R)

September 26, 2018 – Regular Meeting Minutes



**Grand Canyon Unified School  
September 26, 2018  
6:00 p.m.  
Regular Board Meeting**

**Meeting Minutes**

Minutes are recorded as annotations to the board agenda, and as indicated by light grey background

**Members of the Governing Board may attend either in person or by telephone conference call.**

**Pursuant to A.R.S. 38-341.02, notice is hereby given to the public that the Governing Board of the Grand Canyon Unified School District #4 will convene for a 6:00 PM Regular Meeting.**

**The Meeting will be held Wednesday, September 26, 2018, in the Grand Canyon Unified School District Board Room (RM# 405), 100 Boulder Street, Grand Canyon, Arizona 86023.**

**The Governing Board reserves the right to move into Executive Session for discussion and consideration of employment, assignment, promotion, demotion, salaries, etc., and/or legal advice with its attorneys for any item listed on the agenda, in person or telephonically, pursuant to A.R.S. 38-431.03(A)(1)(3).**

**Members of the Governing Board may attend either in person or by telephone conference call.**

**All items on the agenda may be discussed, considered or decided at this meeting.**

**I. CALL TO ORDER**

Call to order by Kevin Hartigan, 6:04 pm

**II. ROLL CALL**

Board members present: Kevin Hartigan, Brian Donehoo, Pete Shearer;

Board members absent: SuZan Pearce, Joe Rabon;

District staff members present: Mr. Matt Yost, Business Manager; Mr. Thomas O'Connor, Director of Program Development; Mr. Tom Roland, Principal; Mr. Derrick Tutt, IT Director; Mr. Ivan Landry, Director of Maintenance/Transportation/Operations; Ms. Barbara Shields, Food Service Director; Ms. Lori Rommel, Assistant Principal; Ms. Cynthia Moreno, Athletic Director; Susan Kerley, Administrative Assistant to the Superintendent.



Dr. Shonny Bria, Superintendent was absent on business, Mr. Matt Yost acting in her behalf.  
 Five guests were present in addition to the Girls' High School Basketball Team and Coaches Ms. Rosie Evans and Ms. Jeanette Scheller who attended the beginning of the meeting.

**III. PLEDGE OF ALLEGIANCE**

Thank you to the Girls' High School Basketball Team who led the Pledge of Allegiance.

**IV. APPROVAL OF THE AGENDA**

Motion by Kevin Hartigan  
 Motion: Approve meeting Agenda as presented.

Who	Yes	No	Abstain
Kevin Hartigan	X		
Brian Donehoo	X		
SuZan Pearce			
Joe Rabon			
Pete Shearer	X		

Motion Carries 3-0

**V. CALL TO THE COMMUNITY**

We value input from our community. This time has been set aside for anyone from the audience who wishes to address the Board. Please remember, this is not an appropriate venue to evaluate, discuss, or criticize District personnel.

Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Items listed on the agenda under Old Business and New Business may have Call to the Community at the beginning of those items. This is at the discretion of the Board President. The Governing Board President may elect to place a time limit on remarks.

Three members of the community requested to speak, their information is on file with the official board documents.

- Mr. Michael Scott: Mr. Scott conveyed appreciation from the Community Wellness Community for the summer café as part of summer program. Approximately 32% of eligible children were served meals for the summer.

- Ms. Heidi Hoel: On behalf of the Arizona Teachers Association; Ms Hoel expressed appreciation for teacher raises. She also expressed concern about the 4<sup>th</sup> grade long-term substitute situation (the need

to find a substitute for current 4<sup>th</sup> grade teacher expected maternity leave), while expressing appreciation for the staff to address the concern.

- Ms Emily Petrie: Ms. Petrie expressed appreciation for the APS teacher grant which she used to purchase classroom furniture for flexible classroom seating.

## VI. PRESENTATION / CORRESPONDENCE / DISCUSSION

### A. Girls' High School Basketball Team and Coach Rosie Evans – West Coast Jamboree

The Girls' High School Basketball Team presented plans for fund raising for the West Coast Jamboree, Dec 27-29. The fund raising goal is \$15K for 18 girls, coach, and 2 chaperones. Board approval for travel is contained in the consent agenda, Item VII.E.

### B. Presentation of Annual Financial Report (AFR) – Ms. Brenda Thomas-Martinez

Ms. Brenda Thomas-Martinez was absent on business, Matt Yost standing in.

The Annual Financial Report (AFR) will be presented to the board on Oct 10. This will meet the need to be submitted to the State by October 15.

## VII. Administrator Reports: Board Questions directed to:

- Principal Report - Mr. Tom Rowland

- Ms Rommel completed the Move-on When Reading report; submitted today.
- Ms. Velazquez completed the attendance audit and submitted this week.
- Mr. Rowland expressed appreciation for the Best Western who hosted and paid for the Senior Night at the Best Western on Sep 17. Sean Martin was here the following day to speak with the students, elementary at the MPR in the morning, and middle and high school students at the Shrine of the ages in the afternoon. Mr. Martin provided a substantial role model, from elementary, through high school and for school staff.

- SPED Report - Dr. Karen Lehman

Dr. Lehman was at special education conference this week.

No Questions from the board.

- IT Report - Mr. Derrick Tutt

Q: What is the current location of the special construction project RFP?

A: Currently on the desk of the chairman of the FCC in Washington DC.

- Maintenance & Operations Report - Mr. Ivan Landry (on vacation)

- Mr. Landry expressed appreciation to Mr. Kris Swatski and all his staff for their efforts while on vacation.
- Remediation on the insurance claim for the house which had the water leak is about ½ complete.
- We have received a letter of authorization from the Park Service for work on the aforementioned house.

- Food Services Report - Ms. Barb Shields

- We do have a working freezer, #4 after 3 damaged units.
- We have a new employee for the part time position, Ms. Jennifer Siyuja.

- Strategic Plan – Mr. Thomas O'Connor

Mr. O'Connor provided updates on questions the board asked at the August 25 board meeting, specifically maximum capacity of existing facilities, assuming all available facilities used for education purposes according to (ARS 15-1-2011), approximately:

- K-5: 143
- 6-8: 106
- 9-12: 153
- Total: 402

Mr. O'Connor provided updates on CTE, Strategic Plan and Facilities Planning process.

## VIII. VIII. CONSENT AGENDA

- A. Approval of Governing Board Meeting Minutes:(BEDG, BEDG-R)  
August 15, 2018 - Regular Meeting Minutes  
August 22, 2018 – Special Meeting Minutes
- B. Payroll Vouchers
- |            |   |              |
|------------|---|--------------|
| FY 18-19 # | 3 | \$140,804.08 |
| FY 18-19 # | 4 | \$163,652.27 |
| FY 18-19 # | 5 | \$146,256.31 |
- C. Expense Vouchers
- |          |        |              |
|----------|--------|--------------|
| FY 17-18 | #1030  | \$18,651.35  |
| FY 17-18 | #1031  | \$33,973.90  |
| FY 17-18 | #1032  | \$5,455.83   |
| FY 18-19 | # 2000 | \$233,871.78 |
| FY 18-19 | #2001  | \$69,975.65  |
| FY 18-19 | #2002  | \$87,973.84  |
- D. Fiduciary
- |                      |                |
|----------------------|----------------|
| Student Activities – | August 2018-19 |
| Revolving -          | August 2018-19 |
| Auxiliary -          | August 2018-19 |
| Food Service         | August 2018-19 |
- E. Approval of Travel:
- Mr. Bentley Monk, 10/17/18, Musical Instrument Museum, Phoenix, Middle and High School Band Students – Grant-funded field trip to MIM.
  - Ms. Cherie Benefield and Mr. Bentley Monk, 11/01/18 – 11/02/18, Arizona Army National Guard, Phoenix, Arizona Construction Career Days for interested juniors and seniors and all SOAR students.
  - Approval of GCUSD Girls' High School Basketball Team to travel to San Francisco.
- F. Approval of Resignation: Daniella Kroschel

- G. Approval of unpaid leave of absence (12 weeks): Sean “Sage” Boerke
- H. Other Approvals
  - 1. Approval of 2018-2020 school stipends amounts.
  - 2. Approval of 2018-2019 sponsors.
- I. Approval of attendance at ASBA Annual Conference, December 12-14, 2018, Phoenix, Arizona Biltmore and to NSBA Annual Conference, March 30 – April 1, 2019, Philadelphia.
- J. Approval of Student Activity Accounts Treasurer, Mr. Matthew Yost and Student Activity Accounts Assistant Treasurer, Ms. Brenda Martinez for Chase and Wells Fargo; and approval of other Authorized Signers, Mr. Thomas Rowland, Dr. Karen Lehman, Judi Beckerleg, Ms. Lori Rommel; and Dr. Shonny Bria for Wells Fargo, CHASE, CHASE- JP Morgan, and Coconino County Accounts.
- K. Approval of Substitute: Mr. David Sheppard
- L. Approval of SmartSchoolsPlus Agreement for Ms. Sara Newton as a Retire-Rehire Substitute teacher.
- M. Approval of Jesse Magana as Assistant High School Soccer Coach.
- N. Approval of Donations: TBA

Notes:

- RE: Donations; Titan Propane re-scheduled their presentation of donation.
- RE: Leave of Absence; The source for the requirement for 12 months of employment before receiving compensated FMLA leave is the FMLA legislation.

Motion by Kevin Hartigan

Motion: Approval of the Consent Agenda as noted in the agenda.

Who	Yes	No	Abstain
Kevin Hartigan	X		
Brian Donehoo	X		
SuZan Pearce			
Joe Rabon			
Pete Shearer	X		

Motion Carries 3-0.

## IX. OLD BUSINESS - NONE

## X. NEW BUSINESS

- A. Approval of Policy BGF (Suspension/Repeal of Policy) in order to suspend Policy BAA (Evaluation of School Board/Board Self-Evaluation)

No motion made, no action taken on this item at this time.

The board provided direction to school administration as follows:

- Identify whether other board members are interested in providing feedback on a proposed board member evaluation survey.
- Recommend and present for feedback the administrations best recommendation for a proposed board members self evaluation survey.
- Recommend an improved superintendent evaluation tool, and present for feedback to present to The Board.

Notes:

- Expected time to create a new evaluation: 2-3 Months.
- The Board determined they would use the current self-evaluation form pending new form as directed above.

## XI. XI. REPORTS

- A. Business Manager Report - Ms. Brenda Martinez

- Ms. Martinez not available, Mr. Yost standing in.
- Update of the Arizona Consolidated Board Report will be available, with roll-overs at the Oct 10 board meeting.
- Q: Are Mr. Jessie Magana's coaching activities funded  
A: (Updated by Dr. Bria after the board meeting) ~~These are funded positions for Middle school and High School.~~ The state funded position is for middle and high school. Mr Magana's position is funded through the override. The state does not fund elementary PE.

Note: On page 21 of the Business Manager Report, Forest Service Fees are not currently finalized by the state. they are budgeted based on best forecast.

- B. Superintendent Report

- Annual Self-Evaluation of School Board

Dr. Bria joined the meeting at 7:40 p.m.

- Override Election Update

Notes:

- Presented to the PTA Tuesday on September 18.
- Presented to the Lions on Wednesday September 19.
- Will present to the Rotary on October 10.
- Will present to the Wellness Committee October 17.
- Everything a go for election, early voting begins on October 10.

Dr. Bria requests of the Board approval of a meeting of the Coconino County Park and Recreation Committee in the board room (or other location to be determined) from 5-6 p.m., on October 10. Will include the school sports improvement Committee.

- Stipends for Administrator Coaches and Combined Athletic Budget
- Proposition 127-The Clean Energy for a Healthy Arizona Amendment
- ADE Audit for ADM Coverage Daily Membership – Matt Yost

Information provided to the state. Waiting on results of audit.

Other notes:

- Mr. Monk nominated as number 1 CTE director for the county.

## XII. CONSIDERATION OF ITEMS FOR FUTURE REGULAR BOARD MEETINGS

- Proposed changes for ASBA bylaws

## XIII. ADJOURNMENT

Motion by Mr Kevin Hartigan to adjourn

Who	Yes	No	Abstain
Kevin Hartigan	X		
Brian Donehoo	X		
SuZan Pearce			
Joe Rabon			
Pete Shearer	X		

Motion carries, meeting adjourned at 8:03 p.m.

Respectfully submitted by:

\_\_\_\_\_  
Thomas O'Connor, Acting Secretary

Date: \_\_\_\_\_

\_\_\_\_\_  
Kevin Hartigan, President

\_\_\_\_\_  
Brian Donehoo

\_\_\_\_\_  
SuZan Pearce, Member

\_\_\_\_\_  
Joe Rabon, Member

\_\_\_\_\_  
Pete Shearer, Member

**VIII. CONSENT AGENDA**

**Item B. Payroll Vouchers**

FY 18-19      #6      \$153,894.04



# GRAND CANYON USD 4 VOUCHER

Entity Number: 03-2-04

Voucher No: 6

Voucher Date: 09/27/2018

Prepared By: *Q. R. R.*

Pay Period: 6  
Pay Cycle: Biweekly

Printed: 09/27/2018 12:53:04 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$153,894.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*Sherry Bria*  
Administrator

Kevin Hartigan School Board President

Pete Shearer School Board Member

Brian Donehoo School Board Clerk

SuZan Pearce School Board Member

Joe Rabon School Board Member

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
001	\$86,478.21	\$6,136.46	\$9,462.56	\$11,201.03	\$113,278.26
011	\$1,362.97	\$94.45	\$160.79	\$169.88	\$1,788.09
013	\$1,883.87	\$130.56	\$222.20	\$234.95	\$2,471.58
071	\$2,401.46	\$174.35	\$283.38	\$221.21	\$3,080.40
115	\$1,056.00	\$76.47	\$124.67	\$9.60	\$1,266.74
151	\$76.92	\$5.59	\$9.07	\$7.08	\$98.66
185	\$76.93	\$5.59	\$9.07	\$7.08	\$98.67
378	\$18,447.83	\$1,036.90	\$2,176.86	\$1,676.78	\$23,338.37
510	\$3,581.25	\$273.15	\$411.33	\$590.53	\$4,856.26
531	\$591.35	\$38.74	\$69.77	\$60.48	\$760.34
580	\$1,783.42	\$130.09	\$88.83	\$330.25	\$2,332.59
596	\$391.92	\$27.64	\$46.25	\$58.27	\$524.08
	\$118,132.13	\$8,129.99	\$13,064.78	\$14,567.14	\$153,894.04

PR # Voucher  
Number  
Deduction  
on  
Voucher

Substitute for ADE 40-101

# Grand Canyon USD 4

## AZ - County Fund Balances

Fiscal Year: 2018-2019

Voucher No: 6

Voucher Date:

Pay Period: 6

Pay Cycle: Biweekly

Fund	Expense Amount	Budget Balances		Cash Balances		Encumbrance Balances	
		Before	After	Before	After	Before	After
001	113,278.26	3,281,962.55	3,168,684.29	(387,809.27)	(501,087.53)	2,164,668.63	2,051,390.37
011	1,788.09	51,372.40	49,584.31	(6,253.60)	(8,041.69)	30,375.72	28,587.63
013	2,471.58	72,096.89	69,625.31	(7,570.11)	(10,041.69)	41,984.77	39,513.19
071	3,080.40	75,431.86	72,351.46	(9,128.14)	(12,208.54)	55,912.60	52,832.20
115	1,266.74	(15,897.14)	(17,163.88)	(15,897.14)	(17,163.88)	1,859.80	593.06
151	98.66	(1,481.14)	(1,579.80)	(1,481.14)	(1,579.80)	2,753.46	2,654.80
185	98.67	(296.26)	(394.93)	(296.26)	(394.93)	1,791.11	1,692.44
378	23,338.37	620,886.92	597,548.55	(318,551.69)	(341,890.06)	409,053.68	385,715.31
510	4,856.26	135,343.49	130,487.23	(26,219.67)	(31,075.93)	121,685.31	116,829.05
531	760.34	49,922.24	49,161.90	(10,971.76)	(11,732.10)	14,602.13	13,841.79
580	2,332.59	261,682.55	259,349.96	(4,119.58)	(6,452.17)	101,015.15	98,682.56
596	524.08	53,522.84	52,998.76	(6,006.43)	(6,530.51)	14,516.98	13,992.90
<b>Total:</b>	<b>153,894.04</b>	<b>4,584,547.20</b>	<b>4,430,653.16</b>	<b>(794,304.79)</b>	<b>(948,198.83)</b>	<b>2,960,219.34</b>	<b>2,806,325.30</b>

End of Report

**VIII. CONSENT AGENDA**

**Item C. Expense Vouchers**

FY 18-19    #2003 \$31,736.48

# GRAND CANYON USD 4 VOUCHER

Voucher No: 2003

Voucher Date: 09/24/2018

Prepared By:

*[Signature]* 9/24/18

Printed: 09/24/2018 02:23:42 PM

THE COUNTY SCHOOL SUPERINTENDENT OF COCONINO COUNTY is hereby authorized to draw warrants against GRAND CANYON USD 4 funds for the sum of \$31,736.48 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

*[Signature: Shonny Bica]*

Kevin Hartigan School Board President

Pete Shearer School Board Member

Brian Donehoo School Board Clerk

SuZan Pearce School Board Member

Joe Rabon School Board Member

GRAND CANYON USD 4

Fund		Amount
001	MAINT & OPER FUNDS	\$9,528.74
115	TITLE I-FY1516	\$300.00
116	Title I 2017-2018	\$4,101.82
221	IDEA, PT B 2000-01	\$241.40
233	JOM FY1617, FY18-19	\$800.00
378	IMPACT AID	\$1,275.67
510	FOOD SERVICE	\$2,497.76
580	TEACHERAGE	\$8,497.06
596	JOINT TECHNOLOGICAL EDUCATION	\$111.92
610	CAPITAL OUTLAY	\$4,382.11
		<b>\$31,736.48</b>

**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>ALERT SOLUTIONS</b>						
P.O. BOX 20160						
CRANSTON RI 02920						
Check Group:						
FY 2018-2019		200	90102	95345	610.100.2100.6737.100	\$250.00
ANNUAL SUBSCRIPTION FOR SOFTWARE THAT ALLOWS THE SCHOOL OFFICE TO COMMUNICATE WITH PARENTS:						
SWIFTK-12 FOR POWERSCHOOL UNLIMITED MESSAGING						
				9/18/2018	TECH RELATED HARDWARE & SOFTWARE	
FY 2018-2019		100	90102	95345	610.100.2100.6737.200	\$125.00
ANNUAL SUBSCRIPTION FOR SOFTWARE THAT ALLOWS THE SCHOOL OFFICE TO COMMUNICATE WITH PARENTS:						
SWIFTK-12 FOR POWERSCHOOL UNLIMITED MESSAGING						
				9/18/2018	TECH RELATED HARDWARE & SOFTWARE	
SWIFTK-12 FOR POWERSCHOOL-POWERTEACHER MESSAGING.		200	90102	95345	610.100.2100.6737.100	\$100.00
				9/18/2018	TECH RELATED HARDWARE & SOFTWARE	
SWIFTK-12 FOR POWERSCHOOL-POWERTEACHER MESSAGING.		100	90102	95345	610.100.2100.6737.200	\$50.00
				9/18/2018	TECH RELATED HARDWARE & SOFTWARE	
SWIFTK-12SPEAKUP! ANTI-BULLY MODULE		200	90102	95345	610.100.2100.6737.100	\$100.00
				9/18/2018	TECH RELATED HARDWARE & SOFTWARE	
SWIFTK-12SPEAKUP! ANTI-BULLY MODULE		100	90102	95345	610.100.2100.6737.200	\$50.00
				9/18/2018	TECH RELATED HARDWARE & SOFTWARE	

Check #: 0

PO/InvoiceTotal: \$675.00

Vendor Total: \$675.00

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ARBOR SCIENTIFIC						
P.O. BOX 2750						
ANN ARBOR	MI	48106				
Check Group:						
FY 2018 - 2019		2	90271	420407	610.100.1000.6643.200	\$18.63
QUOTE #00271551						
CONSTANT VELOCITY CAR (CARTS)						
ACCELERATION CAR		2	90271	420407	610.100.1000.6643.200	\$15.34
				9/20/2018	INSTRUCTIONAL AIDE	
ROTATIONAL INERTIA DEMONSTRATOR		1	90271	420407	610.100.1000.6643.200	\$202.73
				9/20/2018	INSTRUCTIONAL AIDE	
TABLE CLAMP PULLEY		1	90271	420407	610.100.1000.6643.200	\$18.57
				9/20/2018	INSTRUCTIONAL AIDE	
SPRING SET, 3 DIFFERENT SIZES		2	90271	420407	610.100.1000.6643.200	\$13.04
				9/20/2018	INSTRUCTIONAL AIDE	

Check #: 0

PO/InvoiceTotal:	<u>\$268.31</u>
Vendor Total:	<u>\$268.31</u>

**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ARIZONA INTERSCHOLASTIC ASSN.						
ACCT # 1528013013						
7007 N. 18TH STREET						
PHOENIX AZ 85020						
Check Group:						
FY 2018 - 2019		1	90086	1045	001.620.1000.6890.200	\$4,000.00
REFEREE FEES FOR 2018 - 2019 SCHOOL YEAR						
INCLUDES:						
SOCCER						
VOLLEYBALL						
BOYS & GIRLS BASKETBALL						

9/24/2018

MISC EXPENDITURES

Check #: 0

PO/InvoiceTotal:	<u>\$4,000.00</u>
Vendor Total:	<u>\$4,000.00</u>

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,405.51
						Vendor Total: \$2,511.65



**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CENTRAL ARIZONA SUPPLY						
208 S. COUNTRY CLUB DRIVE						
MESA	AZ 85210					
Check Group:						
ORIFICE ASSEMBLY		4	90260	3941641-01 9/20/2018	001.100.2600.6610.500 Maintenance Supplies	\$28.98
DRINKING FOUNTAIN DRAIN		4	90260	3941641-01 9/20/2018	001.100.2600.6610.500 Maintenance Supplies	\$237.51
HAWS DUAL MOUNT WALL FOUNTAIN		1	90260	3941641-01 9/20/2018	610.100.2600.6731.500 FURN & EQUIPMENT	\$2,027.96
MOUNTING PLATE / MODEL 1119 FNTN		1	90260	3941641-01 9/20/2018	001.100.2600.6610.500 Maintenance Supplies	\$165.55

Check #: 0

PO/Invoice Total:	<u>\$2,460.00</u>
Vendor Total:	<u>\$2,460.00</u>

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003 09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CHERYL BENEFIELD						
P.O. BOX 156						
GRAND CANYON	AZ 86023-0156					
Check Group:						
FY 2018 - 2019		1	90002	111-0110568-146 5000	001.100.1000.6610.100	\$34.95
OPEN PO TO PURCHASE CONSUMABLE SUPPLIES FOR THE CLASSROOM.						
NOT TO EXCEED \$100.00						
				9/24/2018	GC ES INSTRUCTIONAL SUPPLIES	
					Check #: 0	
						PO/InvoiceTotal: \$34.95
						Vendor Total: \$34.95

**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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COCONINO COMMUNITY COLLEGE

ATTN: FINANCIAL AID OFFICE

2800 S. LONE TREE ROAD

FLAGSTAFF AZ 86001-2701

Check Group:

FY 2018 - 2019

1 90081

C0004691

378.100.1000.6890.200

\$327.00

OPEN PURCHASE ORDER FOR INDEPENDENT STUDY  
OF LANGUAGES AND OTHER CLASS SUBJECTS NOT  
AVAILABLE THROUGH THE DISTRICT.

NOT TO EXCEED \$3000.00

9/20/2018

EXPENDITURES EXPENDITURES

Check #: 0

PO/Invoice Total:	\$327.00
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Vendor Total:	\$327.00
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Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CYNTHIA MORENO P.O. BOX 704 GRAND CANYON AZ 86023	005200					
Check Group: FY 2018 - 2019		1	90064	308686	001.620.2213.6580.200	\$145.25
HOTEL ROOMS FOR AIAAA 2018 CONFERENCE, SEPT. 9-11, 2018 3 NIGHTS FOR CYNDI MORENO AND ROSA VELAZQUEZ.						
FY 2018 - 2019		1	90064	308686	001.620.2570.6580.200	\$145.25
HOTEL ROOMS FOR AIAAA 2018 CONFERENCE, SEPT. 9-11, 2018 3 NIGHTS FOR CYNDI MORENO AND ROSA VELAZQUEZ.						
				9/17/2018	TRAVEL	
				9/17/2018	TRAVEL	
					Check #: 0	

PO/InvoiceTotal:	<u>                    </u>	\$290.50
Vendor Total:	<u>                    </u>	\$290.50

**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EASTBAY, INC. P.O. BOX 1328 WAUSAU	WI 54402-1328					
Check Group:						
MEN'S TASTIGO 17 SHORT (SEE QUOTE FOR DETAILS)		22	90204	854136 9/18/2018	610.620.1000.6731.200 FURN & EQUIPMENT	\$389.97
WOMEN'S TASTIGO 17 SHORT (SEE QUOTE FOR DETAILS)		8	90204	854136 9/18/2018	610.620.1000.6731.200 FURN & EQUIPMENT	\$141.81
SQUADA 17 SHORT - MENS (SEE QUOTE FOR DETAILS)		22	90204	854136 9/18/2018	610.620.1000.6731.200 FURN & EQUIPMENT	\$343.18
SQUADA 17 SHORT - WOMENS (SEE QUOTE FOR DETAILS)		8	90204	854136 9/18/2018	610.620.1000.6731.200 FURN & EQUIPMENT	\$124.78

Check #: 0

PO/InvoiceTotal:                      \$999.74

Vendor Total:                      \$999.74

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FOLLETT SCHOOL SOLUTIONS, INC 91826 COLLECTION CENTER DRIVE Acct. # 0200143 CHICAGO IL 60693-0918	003120					
Check Group: FY 2018 - 2019		1	90220	894966F	116.100.2220.6641.100	\$388.26
(66 BOOKS) BOOKS TO UPDATE AND REFRESH LIBRARY INVENTORY						
(SEE ATTACHED QUOTE #9623051 FOR DETAILS)						
GRANT MONEY- ALL ITEMS MUST BE RECEIVED BY SEPT. 27, 2018.						
				9/18/2018	LIBRARY BOOKS	
					Check #: 0	
						PO/InvoiceTotal: \$388.26
Check Group: FY 2018 - 2019		1	90223	894970F	116.100.2220.6641.200	\$464.67
(29 TOTAL BOOKS) HIGH SCHOOL FICTION TO UPDATE AND REFRESH LIBRARY COLLECTION.						
SEE ATTACHED QUOTE #9636540 FOR LIST						
ALL ITEMS MUST BE RECEIVED BY SEPT. 27, 2018						
				9/20/2018	LIBRARY BOOKS	
					Check #: 0	
						PO/InvoiceTotal: \$464.67
Check Group: FY 2018 - 2019		1	90224	894971F	116.100.2220.6641.100	\$16.56
(29 TOTAL BOOKS) BOOKS TO UPDATE AND REFRESH COLLECTION						
				9/24/2018	LIBRARY BOOKS	

**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HOLSUM BAKERY, INC. P.O. BOX 842176 DALLAS TX 75284	003880					
Check Group: FY 2018 - 2019		1	90061	1083434098	510.100.3100.6633.500	\$16.24
OPEN PURCHASE ORDER FOR BREAD PRODUCTS FOR THE FOOD SERVICE PROGRAM.  NOT TO EXCEED PO AMOUNT						
				9/24/2018	OTHER FOOD (EXCEPT COMMODITIES)	
					Check #: 0	
						PO/InvoiceTotal: <u>\$16.24</u>
						Vendor Total: <u>\$16.24</u>

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JUDI BECKERLEG PO BOX 125 GRAND CANYON AZ 86023	001222					
Check Group: FY 2018 - 2019		1	90246	081718	001.100.2320.6531.500	\$10.00

PO ROLLED OVER FROM PRIOR FISCAL YEAR.

OPEN PO FOR FAXING CAPABILITY WITH MYFAX.COM WHEN WORKING FROM HOME DURING TIMES, WHEN THE SCHOOL INTERNET IS NOT WORKING. THE SERVICE MAY ALSO BE USED FROM SCHOOL COMPUTER.

FEE INCLUDES 200 IN-BOUND PAGES & 100 OUT-BOUND PAGES. THERE IS NO ACTIVATION FEE. ACCT. MUST BE SET UP USING A CREDIT CARD, SO REIMBURSEMENT WILL GO TO MS. BECKERLEG SINCE HER CARD WILL BE USED TO SET UP ACCT.

CHARGES NOT TO EXCEED PO AMOUNT.

9/20/2018

TELEPHONE

Check #: 0

PO/InvoiceTotal:	\$10.00
Vendor Total:	\$10.00



## Grand Canyon USD 4

### Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LORI ROMMEL						
P.O. BOX 1765						
GRAND CANYON                      AZ    86023						
Check Group:						
FY 2018 - 2019						
		2	90171	95916450	378.100.2570.6580.100	\$279.16
HOTEL FOR CURRICULUM AUDIT TRAINING IN PHOENIX ON SEPT. 10-13, 2018.						
HAMPTON INN MIDTOWN 160 W. CATALINA DRIVE PHOENIX, AZ. 85013 602-200-0990						
(PER DIEM FOR PHOENIX, SEPT. 1-30 IS \$124.00)						
				9/17/2018	TRAVEL	
FY 2018 - 2019						
		2	90171	95916450	378.100.2570.6580.200	\$279.16
HOTEL FOR CURRICULUM AUDIT TRAINING IN PHOENIX ON SEPT. 10-13, 2018.						
HAMPTON INN MIDTOWN 160 W. CATALINA DRIVE PHOENIX, AZ. 85013 602-200-0990						
(PER DIEM FOR PHOENIX, SEPT. 1-30 IS \$124.00)						
				9/17/2018	TRAVEL	
					Check #: 0	
PO/InvoiceTotal:						\$558.32
Vendor Total:						\$558.32

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MATTHEW JORDAN PENDERGRASS						
1217 W. LOS ARBOLES PLACE						
CHANDLER	AZ 85224					
Check Group:						
FY 2018 - 2019		1	90158	7070	001.100.2310.6330.500	\$70.00
TRANSLATION SERVICE (ENGLISH TO SPANISH) VOTER INFORMATION PAMPHLET FOR 11.06.18 OVERRIDE / CANDIDATE ELECTION						
				9/17/2018	OTH PROF SERVICES	
					Check #: 0	
					PO/InvoiceTotal:	<u>\$70.00</u>
					Vendor Total:	<u>\$70.00</u>

**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SHAMROCK FOODS - DAIRY DIV. P.O. BOX 52420 PHOENIX AZ 85072-2420	007120					
Check Group: FY 2018 - 2019		1	90074	002231821	510.100.3100.6633.500	\$76.01
OPEN PURCHASE ORDER FOR MILK PRODUCTS FOR FOOD SERVICE PROGRAM.						
NOT TO EXCEED PO AMOUNT						
				9/24/2018	OTHER FOOD (EXCEPT COMMODITIES)	

Check #: 0

PO/Invoice Total:	<u>                    </u>	\$76.01
Vendor Total:	<u>                    </u>	\$76.01

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003 09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SUSAN DUTHIE						
P.O. BOX 3268						
GRAND CANYON AZ 86023						
Check Group:						
FY 2018 - 2019						
ROSETTA STONE FOR NAVAJO LANGUAGE.						
"FOREVER" SCHOLL NETWORKING LICENSE - \$150.00 PER COMPUTER FOR AN UNLIMITED NUMBER OF STUDENT USERS. TEACHER TRAINING FOR THESTUDENT MANAGEMENT SYSTEM IS A ONE-TIME \$500.00 FEE FOR THE INSTITUTION.						
ADDITIONAL SCHOOL NETWORKING LICENSE FOR UNLIMITED USERS.						
ROSETTA STONE DOES NOT QUALIFY AS AN ACCREDITED COURSE, BUT WILL BE AVAILABLE FOR USE BY NAVAJO STUDENTS INTERESTED IN LEARNING THEIR NATIVE LANGUAGE AS WELL AS PROVIDE A REQUIREMENT TO APPLY FOR THE MANUELITO SCHOLARSHIP.						
VENDOR REQUIRES A CASHIER'S CHECK SO MS. DUTHIE WILL PURCHASE AND SUBMIT FOR REIMBURSEMENT.						
FUNDING PROVIDED BY JOHNSON O'MALLEY GRANT.						
		1	90192	2366	233.100.1000.6643.200	\$650.00
		1	90192	2366	233.100.1000.6643.200	\$150.00
				9/17/2018	INSTRUCTIONAL AIDS	
				9/17/2018	INSTRUCTIONAL AIDS	

Check #: 0

PO/InvoiceTotal:	\$800.00
Vendor Total:	\$800.00

**Grand Canyon USD 4**

**Voucher Detail Listing**

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FY 2018 - 2019 (57 TOTAL BOOKS) BOOKS FOR ELEMENTARY/MIDDLE SCHOOL STUDENTS TO UPDATE AND REFRESH LIBRARY COLLECTION		1	90228	111-1987607-538 8221	116.100.2220.6641.100	\$11.41
				9/18/2018	LIBRARY BOOKS	
FY 2018 - 2019 (57 TOTAL BOOKS) BOOKS FOR ELEMENTARY/MIDDLE SCHOOL STUDENTS TO UPDATE AND REFRESH LIBRARY COLLECTION		1	90228	111-5403523-639 3024	116.100.2220.6641.100	\$385.67
				9/18/2018	LIBRARY BOOKS	
(29 TOTAL BOOKS) BOOKS FOR HS STUDENTS TO UPDATE AND REFRESH LIBRARY COLLECTION.  SEE ATTACHED SHEET FOR LIST  ALL ITEMS MUST BE RECEIVED BY SEPT. 27, 2018.		1	90228	111-5403523-639 3024	116.100.2220.6641.200	\$247.38
				9/18/2018	LIBRARY BOOKS	
					Check #: 0	
					PO/InvoiceTotal:	\$644.46
Check Group:						
FY 2018 - 2019 GRAPHIC NOVEL BY MACBETH, BY GARETH HINDS		20	90255	111-7656790-008 1015	221.200.1000.6643.200	\$241.40
				9/18/2018	INSTRUCTIONAL AIDS	
					Check #: 0	
					PO/InvoiceTotal:	\$241.40
					Vendor Total:	\$1,010.14

Grand Canyon USD 4

Voucher Detail Listing

Voucher Batch Number: 2003

09/24/2018

Fiscal Year: 2018-2019

Vendor Remit Name  
Description

Vendor #

QTY

PO No.

Invoice  
Invoice Date

Account

Amount

Grand Total: \$31,736.48

End of Report

## **VII. CONSENT AGENDA**

### **Item D: Fiduciary**

Student Activities - September 18-19

Revolving - September 18-19

Auxiliary - September 18-19

Food Service – September 18-19

**Grand Canyon Unified School District #4**  
**Custom Transaction Detail Report - STUDENT ACTIVITY**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
<b>Sep 18</b>									
Transfer	9/5/2018			Funds Transfer	Class of 2018		Class of 2022	-100.00	-100.00
Transfer	9/5/2018			Funds Transfer	Class of 2022		Class of 2018	100.00	0.00
Transfer	9/5/2018			Funds Transfer	Class of 2018		NHS	-2,190.49	-2,190.49
Transfer	9/5/2018			Funds Transfer	NHS		Class of 2018	2,190.49	0.00
Transfer	9/5/2018			Funds Transfer	Drama Club-2014		Drama Club	-29.86	-29.86
Transfer	9/5/2018			Funds Transfer	Drama Club		Drama Club-2...	29.86	0.00
Deposit	9/12/2018			Deposit-CO2...	Class of 2021		Revenue	64.00	64.00
Deposit	9/19/2018			Deposit-GIRL...	Girls BB Club		Revenue	313.00	377.00
Deposit	9/26/2018			Deposit-MSS...	MSSC		-SPLIT-	213.55	590.55
Deposit	9/26/2018			Deposit-SOC...	Soccer Club		Revenue	40.00	630.55
Deposit	9/26/2018			Deposit-YRB...	Yearbook Club		Revenue	125.00	755.55
Check	9/6/2018	9116	Rec Center	Proceeds fro...	HSSC		Expense	-100.00	655.55
Check	9/6/2018	9117	EVANS, ROSIE	Items for con...	Class of 2021		Expense	-100.00	555.55
Check	9/26/2018	9118	EVANS, ROSIE	Reimburse...	Girls BB Club		Expense	-135.84	419.71
<b>Sep 18</b>								<b>419.71</b>	<b>419.71</b>



**Grand Canyon Unified School District #4**  
**Custom Transaction Detail Report - REVOLVING**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Sep 18									
Sep 18									0.00

**Grand Canyon Unified School District #4  
 Custom Transaction Detail Report - AUXILIARY**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Sep 18 Deposit	9/26/2018			Deposit-MS ...	MS Sports		Revenue	10.00	10.00
Sep 18								<b>10.00</b>	<b>10.00</b>

**Grand Canyon Unified School District #4  
Custom Transaction Detail Report - FOOD SERVICE**

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Sep 18									
Check	9/26/2018	1622	Coconino County Tr...	August 2018	Food Service - ...83...		Expense	-3,143.73	-3,143.73
Deposit	9/5/2018			Deposit-FS-9...	Food Service - ...83...		-SPLIT-	488.75	-2,654.98
Deposit	9/5/2018			Deposit-FS-9...	Food Service - ...83...		Revenue	316.30	-2,338.68
Deposit	9/5/2018			Deposit-FS-9...	Food Service - ...83...		-SPLIT-	465.75	-1,872.93
Deposit	9/5/2018			Deposit-FS-9...	Food Service - ...83...		Revenue	180.75	-1,692.18
Deposit	9/12/2018			Deposit-FS-9...	Food Service - ...83...		-SPLIT-	59.50	-1,632.68
Deposit	9/12/2018			Deposit-FS-9...	Food Service - ...83...		Revenue	379.50	-1,253.18
Deposit	9/12/2018			Deposit-FS-9...	Food Service - ...83...		-SPLIT-	150.00	-1,103.18
Deposit	9/19/2018			Deposit-FS-9...	Food Service - ...83...		-SPLIT-	173.00	-930.18
Deposit	9/19/2018			Deposit-FS-9...	Food Service - ...83...		-SPLIT-	300.00	-630.18
Deposit	9/19/2018			Deposit-FS-9...	Food Service - ...83...		Revenue	50.00	-580.18
Deposit	9/26/2018			Deposit-FS-9...	Food Service - ...83...		Revenue	125.00	-455.18
Deposit	9/26/2018			Deposit-FS-9...	Food Service - ...83...		-SPLIT-	133.00	-322.18
Deposit	9/26/2018			Deposit-FS-9...	Food Service - ...83...		Revenue	222.00	-100.18
Deposit	9/26/2018			Deposit-FS-9...	Food Service - ...83...		Revenue	66.00	-34.18
Sep 18								<b>-34.18</b>	<b>-34.18</b>

## VIII. CONSENT AGENDA

- E. Approval of Donations: AmeriGas dba Titan Propane - \$1,142.46.
- F. Approval to Hire Part-Time Food Services Employee: Jennifer Siyuja (pro-rate pay from 09.19.18)
- G. Approval to Hire Full-Time Elementary PE teacher: Jesse Magaña
- H. Approval of extension of contract until end of 2018-19 school year: Teresa Tobin
  - I. Approval of recommendations for coaches 2018-2019.
- J. Approval to dispose of two hot cabinets (food warmers) from Food Services, pursuant to Policy DID, Inventory.
- K. Approval to dispose of IT equipment, pursuant to Policy DID, Inventory.

### **XIII. CONSENT AGENDA**

**Item F.** Approval to Hire Part-Time Food Services Employee: Jennifer Siyuja (pro-rate pay from 9.19.18)

**RECOMMENDATION:** Board approve hire of Jennifer Siyuja.

**BACKGROUND:** Since the former employee left Food Services in March, the department has been challenged and has had to draft volunteers to complete all their duties in a timely fashion. Hiring Ms. Siyuja to work on a part-time basis will relieve this situation.

# ***Grand Canyon Unified School District #4***

P.O. Box 519 • 100 Boulder St.  
Grand Canyon AZ 86023-0519  
Phone: 928.638.2461 FAX: 928.638.2045

Dr. Shonny Bria  
Superintendent

Tom Rowland  
Principal

Date: October 1, 2018

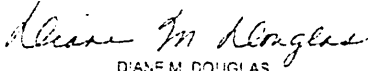
To: Dr. Bria, Superintendent

From: Tom Rowland, Principal

RE: Recommendation of Employment of Jessie Magana

I recommend the employment of Jesse Magana as Full Time Elementary PE teacher. Jessie has completed all the necessary requirements for full certification through the AZ Department of Education and has been a loyal employee of the GCUSD for the past 3 years.

# Arizona Department of Education CERTIFICATE

Name <b>JESSE MAGANA</b>			Certificate Number Educator ID: 4914914	
Certificate	Valid Date	Expiration Date	Approved Areas	Deficiencies
Standard Professional PreK-12 Physical Ed Substitute, PreK-12	08/27/2018 09/29/2016	09/19/2030 09/19/2022		
ARIZONA DEPARTMENT OF EDUCATION 1535 West Jefferson Street * Phoenix, Arizona 85007			*Endorsement  <div style="text-align: right;">                       DIANE M. DOUGLAS                      State Superintendent of Public Instruction                 </div>	

The holder of this certificate has fulfilled the requirements of the State of Arizona and is authorized to practice as a certified educator in the areas indicated above.

JESSE MAGANA  
 PO BOX 863  
 GRAND CANYON AZ 86023

Printed On: 08/27/2018

## Recommendations for Coaches 2018 - 2019

High School Soccer Head Coach	Ted Hansen	\$2,280.00
High School Soccer Asst. Coach	Jesse Magaña	\$1,800.00
High School Volleyball Head Coach	Barb Shields	\$2,280.00
High School Volleyball Asst. Coach	Ashlee Lebeth	\$1,800.00
Middle School Head Soccer Coach	Jesse Magaña	\$1,200.00
Middle School Asst Soccer Coach	Alejandra Flores	\$1,000.00
High School Girls Basketball Coach	Rosie Evans	\$2,660.00
High School Girls Basketball Asst Coach	Jesse Magaña	\$2,100.00
High School Boys Basketball Coach	David Perkins	\$2,660.00
High School Boys Basketball Asst Coach	Courtney Dixon	\$2,100.00
Middle School Girls Basketball Coach	Monica Nanacasia	\$1,200.00
Middle School Girls Asst BB Coach	Fred Nanacasia	\$1,000.00
Middle School Boys Basketball Coach	TBD	\$1,200.00
Middle School Boys Asst BB Coach	TBD	\$1,000.00
Middle School Volleyball Coach	TBD	\$1,200.00
Middle School VB Asst Coach	TBD	\$1,000.00
High School Track Coach	Elna Perkins	\$2,660.00
High School Track Asst Coach	Jeffrey Smith	\$2,100.00



**ACCOUNTING PROCEDURES**

**PROPERTY CONTROL**

GRAND CANYON SCHOOL DISTRICT NO. 4

**REQUEST FOR AUTHORIZATION TO DISPOSE OF DISTRICT PROPERTY**

Form No. \_\_\_\_\_

Date: 12-1-18

Check one: Sale  Trade-In  Loss  Donation  Other

From:  
 School GRAND CANYON  
 Department FOOD SERVICE  
 Location KITCHEN

Tag Number	Serial Number (if any)	Description (Include Model Number)	FOR BUSINESS OFFICE USE ONLY			
			Date Acquired	Recorded Cost/Value	Sale/Trade-In Amount	Disposal Date
		LOCKWOOD HOT CABINET CA67-PF34-CD	11/03	\$	\$	
		METRO HOT CABINET C175-CM200D	5/03			

Reason for Disposition: ITEMS NO LONGER WORK

Signature [Signature] Date 10/1/18  
 Department Head/Principal

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Board/Authorized Agent

FOR BUSINESS OFFICE USE ONLY	
Removed from capital assets or stewardship list, if applicable.	Initials _____
	Date _____

ACCOUNTING PROCEDURES

PROPERTY CONTROL

Grand Canyon SCHOOL DISTRICT NO. 4

REQUEST FOR AUTHORIZATION TO DISPOSE OF DISTRICT PROPERTY

Form No. \_\_\_\_\_

Date: 10/3/18

Check one: Sale  Trade-In  Loss  Donation  Other

From:

School GCUSD #4

Department IT

Location Room 431

Tag Number	Serial Number (if any)	Description (Include Model Number)	FOR BUSINESS OFFICE USE ONLY			
			Date Acquired	Recorded Cost/Value	Sale/Trade-In Amount	Disposal Date
1757	9P76001	Dell Latitude 2120		\$	\$	
1760	DP76001	Dell Latitude 2120				
001228	D2N1M71	Dell Latitude 110L				
001227	40KM71	Dell Latitude 110L				
001230	621M71	Dell Latitude 100L				
n/a	n/a	ASUS Model K601				

Reason for Disposition: No longer viable

Signature [Signature]  
Department Head/Principal

Date 10/3/18

Signature \_\_\_\_\_  
Board/Authorized Agent

Date \_\_\_\_\_

FOR BUSINESS OFFICE USE ONLY	
Removed from capital assets or stewardship list, if applicable.	Initials _____
	Date _____

ACCOUNTING PROCEDURES

PROPERTY CONTROL

Grand Canyon SCHOOL DISTRICT NO. 4

REQUEST FOR AUTHORIZATION TO DISPOSE OF DISTRICT PROPERTY

Form No. \_\_\_\_\_

Date: 10/3/18

Check one: Sale  Trade-In  Loss  Donation  Other

From:

School GCUSD #4

Department IT

Location Room 431

Tag Number	Serial Number (if any)	Description (Include Model Number)	FOR BUSINESS OFFICE USE ONLY			
			Date Acquired	Recorded Cost/Value	Sale/Trade-In Amount	Disposal Date
001293	1PL6251	Dell Precision M68 PP02X		\$	\$	
001255	4V6051	Dell Precision M68 PP02X				
001284	4XD4P51	Dell Precision m68 PP02X				
001226	9TJ5551	Dell Precision m68 PP02X				
001222	71YML01	Dell Latitude D531				
001223	60YML01	Dell Latitude D531				
n/a	0B9FJH1	Dell Latitude D630				
001257	8TFW361	Dell Precision M68				
1758	BP76QA1	Dell Latitude 2120				
1759	8P76QA1	Dell Latitude 2120				

Reason for Disposition: No longer viable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Head/Principal

Signature \_\_\_\_\_

Date \_\_\_\_\_

Board/Authorized Agent

FOR BUSINESS OFFICE USE ONLY	
Removed from capital assets or stewardship list, if applicable.	Initials _____
	Date _____

**X. NEW BUSINESS**

**Item A. Approval of 2017-2018 AFR (Annual Financial Report)**

**X. NEW BUSINESS**

**ITEM B.** Approve Policy IJNDB – Use of Technology Resources in Instruction.

**RECOMMENDATION:** The Board review and approve Policy IJNDB with one reading.

**BACKGROUND:** As a result of the passage of SB 1314, which added section 15-1046 to the Arizona Revised Statutes, statutory language is added to this Policy. Ernie Nicely, our E-Rate consultant, has advised that we adopt this new version of Policy IJNDB in order to remain current in our qualification for the E-Rate program. (We have provided the new version proposed for your adoption along with our current version and the version on Policy Bridge.)

## SUSPENSION / REPEAL OF POLICY

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 15-321

## POLICY ADOPTION

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

- First meeting - the proposal shall be presented for review.
- Second meeting - the proposal shall be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board in a Board-declared emergency.

*Adopted:* date of Manual adoption

## **Policy for Board Review**

### **IJNDB USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

#### **Appropriate use of Electronic Information Services**

The Grand Canyon Unified School District (GCUSD) Governing Board recognizes that an excellent and engaging public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient, responsible and safe users of information, media, and technology to succeed in a digital world.

Therefore, the District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use those tools. The District's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their reputations and lives.

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent or designee shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.



It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

#### ***Network Use Agreement***

Any student, staff member, or guest using the Internet from an Internet-capable computing device at Grand Canyon Unified School District will be required to sign a network user agreement before access is granted.

#### **Filtering and Internet Safety**

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

#### **Education, Supervision and Monitoring**

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent or designee is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

#### ***Instruction***

All students will be educated about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Grand Canyon Unified School District is committed to preparing every student for the global workplace, for college, and for personal success in the 21st century. As part of this commitment, access to the District's wireless network, including the Internet, shall be made available to students, employees, and members of the Board of Directors primarily for instructional and administrative purposes and in accordance with this and other GCUSD policies. Guest access may be granted to users who have received advance approval as noted in the procedures of this policy. All users of the District's wireless network and electronic resources must comply with all School District policies and procedures including Policy IJNDB; Use of Technology Resources in Instruction (Responsible Use of Electronic Resources). Limited personal use of the District's wireless network shall be permitted if the use:

- imposes no tangible cost to the District;
- does not unduly burden the District's network or electronic resources; or
- has no adverse impact on a student's academic performance and learning environment, or an employee's work responsibilities and job performance.

Access to the District's network system is a privilege. All users shall be required to acknowledge receipt and understanding of District policies, procedures, and agreements governing use of network systems and electronic resources and must comply with them. Noncompliance with policies, procedures, or user agreements may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

The Board permits the use of personal, mobile, computing devices for educational and operational purposes. Computing devices shall not be used in any way that disrupts or detracts from the educational process or school and work environments. The Board further permits personal computing devices for non-disruptive use during non-instructional and non-operational times in locations designated by the administration. The use of personal computing devices during school-related activities may be permitted in accordance with guidelines established by the District.

Students, staff, and guest users are responsible for the devices they bring to school, on school buses, and to school-sponsored events. The District shall not be liable for the loss, theft, damages or misuse of any electronic device brought to school, possessed/used during the school day, in/on District buildings, District property, District vehicles, or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day, and/or any/all school-sponsored activities. The District will provide no technical support, troubleshooting, or repair for personally owned computing devices.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

#### **Parent Notification**

Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. 15-1046. This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. 15-808.

# POLICY SERVICES ADVISORY

Volume 29, Number 4

August 2017

## CONTENTS

Policy Advisory No. 601 ..... Policy — IJNDB, Use of Technology Resources  
in Instruction

### POLICY ADVISORY DISCUSSION

Policy Advisory No 601 ..... Policy IJNDB - Use of Technology Resources  
in Instruction

The recent passage of SB 1314 added section 15-1046 to the Arizona Revised Statutes, relating to the Student Accountability Information System. Language was added to IJNDB-E in PA 594 as a result. In response to inquiries regarding PA 594, that language in the exhibit is removed and statutory language is added to Policy IJNDB.

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If you have any questions, call Policy Services at (602) 254-1100. Ask for Chris Thomas, ASBA General Counsel/Associate Executive Director; Dr. Terry Rowles, Assistant Director; Steve Highlen, Senior Policy Consultant; or David DeCabooter, Policy Consultant. Our E-mail addresses are, respectively, [cthomas@azsba.org], [trowles@azsba.org], [shighlen@azsba.org] and [ddcabooter@azsba.org]. You may also fax information to (602) 254-1177.

**Note:** This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for further explanation.

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*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

**IJNDB ©  
USE OF TECHNOLOGY RESOURCES  
IN INSTRUCTION**

**Appropriate use of Electronic  
Information Services**

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

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*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

### **Filtering and Internet Safety**

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;

B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

### **Parent Notification**

Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. 15-1046. This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. 15-808.

Adopted: date of Manual adoption

#### LEGAL REF.:

A.R.S.

13-2316

13-3506.01

13-3509

15-341

15-808

15-1046

34-501

34-502

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

## **Current Policy Bridge Policy**

### **IJNDB USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

#### **(Responsible Use of Electronic Resources)**

The Grand Canyon Unified School District (GCUSD) Governing Board recognizes that an excellent and engaging public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient, responsible and safe users of information, media, and technology to succeed in a digital world.

Therefore, the District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use those tools. The District's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their reputations and lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Superintendent or designee will assure that the District adopts strong electronic educational systems that support innovative teaching and learning, provide appropriate staff development opportunities, and develop procedures to support this policy.

#### **Use of the Internet**

The question of Internet safety includes issues regarding the use of Internet, Internet-capable computing devices, and other electronic devices in a manner that promotes safe online activity for children, protects children from cybercrimes, including crimes by online predators and cyberbullying, and helps parents shield their children from materials that are inappropriate for minors.

To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the District will use the following four (4)-part approach. However, given the ever-changing nature of the Internet, the District cannot guarantee that a student will never be able to access objectionable material.

#### ***Network Use Agreement***

Any student, staff member, or guest using the Internet from an Internet-capable computing device at Grand Canyon Unified School District will be required to sign a network user agreement before access is granted.

#### ***Filter***



All District-owned and personally-owned Internet-capable devices in all District facilities accessing the Internet through District network resources will be filtered and monitored to prevent access to obscene, racist, hateful, violent, or other objectionable material as specified in the Federal Communications Commission (FCC) Children's Internet Protection Act or District policies.

### ***Supervision***

When students and staff access the Internet from any District facility, District staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates District policies, procedures, and/or the Network Use Agreement, then District staff may instruct the person to cease using that material and/or implement sanctions contained in District policies, procedures, and/or the Network Use Agreement.

### ***Instruction***

All students will be educated about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Grand Canyon Unified School District is committed to preparing every student for the global workplace, for college, and for personal success in the 21st century. As part of this commitment, access to the District's wireless network, including the Internet, shall be made available to students, employees, and members of the Board of Directors primarily for instructional and administrative purposes and in accordance with this and other GCUSD policies. Guest access may be granted to users who have received advance approval as noted in the procedures of this policy. All users of the District's wireless network and electronic resources must comply with all School District policies and procedures including Policy IJNDB; Use of Technology Resources in Instruction (Responsible Use of Electronic Resources). Limited personal use of the District's wireless network shall be permitted if the use:

- imposes no tangible cost to the District;
- does not unduly burden the District's network or electronic resources; or
- has no adverse impact on a student's academic performance and learning environment, or an employee's work responsibilities and job performance.

Access to the District's network systems is a privilege. All users shall be required to acknowledge receipt and understanding of District policies, procedures, and agreements governing use of network systems and electronic resources and must comply with them. Noncompliance with policies, procedures, or user agreements may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

The Board permits the use of personal, mobile, computing devices for educational and operational purposes. Computing devices shall not be used in any way that disrupts or detracts from the educational process or school and work environments. The Board further permits personal computing devices for non-disruptive use during non-instructional and non-operational times in locations designated by the administration. The use of personal computing devices during school-related activities may be permitted in accordance with guidelines established by the District.

Students, staff, and guest users are responsible for the devices they bring to school, on school buses, and to school-sponsored events. The District shall not be liable for the loss, theft, damages or misuse of any electronic device brought to school, possessed/used during the school day, in/on District buildings, District property, District vehicles, or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day, and/or any/all school-sponsored activities. The District will provide no technical support, troubleshooting, or repair for personally owned computing devices.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Adopted: January 23, 2016

LEGAL REF.:

A.R.S.

13-2316

13-3506.01

13-3509

15-341

34-501

34-502

18 U.S.C. 2510-2522 Electronic Communication Privacy Act Protecting

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's

Internet Protection Act) and Authentication Policies

47 U.S.C. 254(1)(B) Children's Internet Protection Act

Pub. L. No. 106-554 Neighborhood Children's Internet Protect Act

Pub. L. No. 110-385 Protecting Children in the 21st Century Act

## **X. NEW BUSINESS**

### **ITEM C. Approve Policy IHB Special Instructional Programs**

**RECOMMENDATION:** That the Board approve the adoption of Policy IHB.

**BACKGROUND:** On October 23, 2017, the Arizona School Board of Education adopted rules in the area of Special Education. Policy IHB has been adjusted to conform to the work of the State Board. ASBA does not believe the essence of the conditions of policy have substantially changed; however, there are adjustments to procedural aspects noted in the following documents.

The Arizona Department of Education is requiring districts to file a Certification Form that verifies that the governing board has approved policy and procedures in accordance with statutory changes. The Form must be submitted by November 1, 2018.

## SUSPENSION / REPEAL OF POLICY

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 15-321

## POLICY ADOPTION

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

- First meeting - the proposal shall be presented for review.
- Second meeting - the proposal shall be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board in a Board-declared emergency.

*Adopted:* date of Manual adoption

IHB ©

## SPECIAL INSTRUCTIONAL PROGRAMS

A long-range plan will be the basis for providing special education services for students with exceptional needs and education requirements. These services may include specialized programs, personnel, facilities, materials, and equipment needed to promote the individual physical, social, intellectual, and emotional growth of exceptional students.

The Superintendent shall ~~develop~~ ensure that procedures ~~that~~ provide educational opportunities for individuals with disabilities and ~~that shall~~ accomplish District compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), the Arizona revised statutes, and the lawful regulations of the State Board of Education. Such procedures shall include, but not be limited to, the following provisions:

A. ~~All children with disabilities aged birth (0) through twenty one (21) years within the District's jurisdiction are to be identified, located, and evaluated including children attending religious or private schools who are in need of special education and related services.~~

The District will ensure that all children with disabilities, between the age of birth (0) through twenty-one (21) years, within the boundaries of the District, including children with disabilities who are homeless or wards of the state, and children with disabilities attending private schools or home schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated.

B. A free appropriate public education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the District has placed in or referred to a private school or facility. The District may refer to and contract with approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities. FAPE for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).

C. ~~A full individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a child with a disability and the educational needs of the child before the initial provision of special education and related services. A reevaluation of each child shall be conducted at least every third year.~~

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

A full and individual initial evaluation will be conducted by the public education agency before the initial provision of special education and related services to a child with a disability in accordance with 34 C.F.R. 300.300–300.311 of the IDEA regulations. A reevaluation of each child with a disability will be conducted by the public education agency in accordance with 34 C.F.R. 300.300–300.311 of the IDEA regulations.

D. Procedures for child identification and referral shall meet the requirements of the IDEA and its regulations, A.R.S. Title 15, chapter 7, and its regulations, and the State Board of Education rules R7-2-401.

ED. The District shall ensure that Aan individualized education program (IEP) ~~shall be~~ is developed and implemented for each eligible child served by the District and for each eligible child the District places in or referred to a private school or facility by the District in accordance with 34 C.F.R. 300.320 – 300.325 of the IDEA regulations. An IEP or an individualized family service plan (IFSP) will be in place for each child with a disability prior to the provision of FAPE.

FE. To the maximum extent appropriate, opportunities for the least restrictive ~~setting~~ environment, inclusion in educational exercises with regular program students, and for interaction with the total school environment will be provided to exceptional students, the exception to be only when the student's condition, with supplementary aids and services, make such regular class education unsatisfactory in accordance with 34 C.F.R. 300.114 – 300.117 of the IDEA regulations.

GF. ~~All required procedural safeguards must be guaranteed to the exceptional students and their parents.~~ The District shall establish, maintain, and implement procedural safeguards that meet the requirements of 34 C.F.R. 300.300 – 300.311 of the IDEA regulations. ~~The p~~Parents will be provided with notices of procedural safeguards in each specified instance and all due process conditions will be satisfied with respect to the provision of a free appropriate public education.

HG. ~~The District shall follow the established state and federal standards to protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages~~ will ensure that protection of the confidentiality of any personal identifiable data, information, and records collected or maintained by the District will be in accordance with 34 C.F.R. 300.611-300.627.

IH. To the extent essential to provide FAPE to children with disabilities aged three (3) through twenty-one (21), extended school year (ESY) services shall be made available and implemented as necessary.

*Note:* This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

JI. Criteria for the graduation of exceptional students, including accomplishment in reading, writing, and mathematics, shall be as specified in the District policy on graduation requirements. Such standards shall be equivalent to or greater than those established by the State Board of Education.

KJ. Not later than March 1 of each year conduct a review of the reasonable and acceptable ratio of students per teacher for each disability category. The applicable ratios shall be specified in a regulation accompanying the District policy on class size.

LK. The discipline of exceptional students, and unevaluated students suspected of having a qualifying disability, is to be conducted in such a manner as to comply with FAPE and requirements of IDEA

A child with a disability may be disciplined for a violation of the student code of conduct, including removal from his or her current placement to an appropriate interim alternative education setting, another setting, suspension, or expulsion in accordance with IDEA Regulations 34 C.F.R. 300.530 through 300.536.

For the purpose of this policy as it relates to a child with a disability, *home school district* means the school district in which the person resides who has legal custody of the child as provided in A.R.S. 15-824. If the child is a ward of the state and a specific person does not have legal custody of the child or is a ward of this state and the child is enrolled in an accommodation school pursuant to A.R.S. 15-913, the home school district is the district the child last attended or, if the child has not previously attended a public school in this state, the school district within which the child currently resides.

The Superintendent is authorized and directed to establish procedures for the development and administration of the necessary programs, and to document District compliance with the law and this policy. Such procedures will be made available to staff members and to parents as necessary to enhance compliance.

Adopted:

LEGAL REF.:

A.R.S.

15-761

15-761.01

15-763

15-763.01

15-764

15-765 to 15-769

15-771

15-773

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15-881

15-1181 to 15-1185

15-1201 to 15-1205

36-555

A.A.C.

R7-2-401

R7-2-402

R7-2-403

R7-2-405

R7-2-601

R7-2-602

R7-2-603

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

34 C.F.R. Part 300

CROSS REF.:

IIB - Class Size

IKE - Promotion and Retention of Students

IKF - Graduation Requirements

JKD - Student Suspension

JKE - Expulsion of Students

JR - Student Records

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## **Current Policy on Policy Bridge**

### **IHB © SPECIAL INSTRUCTIONAL PROGRAMS**

A long-range plan will be the basis for providing special education services for students with exceptional needs and education requirements. These services may include specialized programs, personnel, facilities, materials, and equipment needed to promote the individual physical, social, intellectual, and emotional growth of exceptional students.

The Superintendent shall develop procedures that provide educational opportunities for individuals with disabilities and that accomplish District compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), the Arizona revised statutes, and the lawful regulations of the State Board of Education. Such procedures shall include, but not be limited to, the following provisions:

- All children with disabilities aged birth (0) through twenty-one (21) years within the District's jurisdiction are to be identified, located, and evaluated including children attending religious or private schools who are in need of special education and related services.
- A free appropriate public education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the District has placed in or referred to a private school or facility. The District may refer to and contract with approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities. FAPE for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).
- A full individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a

child with a disability and the educational needs of the child before the initial provision of special education and related services. A reevaluation of each child shall be conducted at least every third year.

- An individualized education program (IEP) shall be developed and implemented for each eligible child served by the District and for each eligible child the District places in or refers to a private school or facility. An IEP or an individualized family service plan (IFSP) will be in place for each child with a disability prior to the provision of FAPE.
- To the maximum extent appropriate, opportunities for the least restrictive setting, inclusion in educational exercises with regular program students, and for interaction with the total school environment will be provided to exceptional students, the exception to be only when the student's condition, with supplementary aids and services, make such regular class education unsatisfactory.
- All required procedural safeguards must be guaranteed to the exceptional students and their parents. The parents will be provided with notices of procedural safeguards in each specified instance and all due process conditions will be satisfied with respect to the provision of a free appropriate public education.
- The District shall follow the established state and federal standards to protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages.
- To the extent essential to provide FAPE to children with disabilities aged three (3) through twenty-one (21), extended school year (ESY) services shall be made available and implemented as necessary.
- Criteria for the graduation of exceptional students, including accomplishment in reading, writing, and mathematics, shall be as specified in the District policy on graduation requirements. Such standards shall be equivalent to or greater than those established by the State Board of Education.

- Not later than March 1 of each year conduct a review of the reasonable and acceptable ratio of students per teacher for each disability category. The applicable ratios shall be specified in a regulation accompanying the District policy on class size.
- The discipline of exceptional students, and unevaluated students suspected of having a qualifying disability, is to be conducted in such a manner as to comply with FAPE and requirements of the IDEA.

For the purpose of this policy as it relates to a child with a disability, *home school district* means the school district in which the person resides who has legal custody of the child as provided in A.R.S. 15-824. If the child is a ward of the state and a specific person does not have legal custody of the child or is a ward of this state and the child is enrolled in an accommodation school pursuant to A.R.S. 15-913, the home school district is the district the child last attended or, if the child has not previously attended a public school in this state, the school district within which the child currently resides.

The Superintendent is authorized and directed to establish procedures for the development and administration of the necessary programs, and to document District compliance with the law and this policy. Such procedures will be made available to staff members and to parents as necessary to enhance compliance.

Adopted: date of Manual adoption

LEGAL

A.R.S.

15-761

15-761.01

15-763

15-763.01

15-764

15-765 to 15-769

15-771

15-773

15-881

15-1181 to 15-1185

15-1201 to 15-1205

36-555

A.A.C.

REF.:

R7-2-401

R7-2-402

R7-2-403

R7-2-405

R7-2-601

R7-2-602

R7-2-603

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act  
29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

CROSS

IIB -

Class

REF.:

Size

IKE -

Promotion

and

Retention

of

Students

IKF -

Graduation

Requirements

JKD -

Student

Suspension

JKE -

Expulsion

of

Students

JR - Student Records

**X. NEW BUSINESS**

**Item D. Evaluation of Governing Board (Policy BGF attached).**

## EVALUATION OF SCHOOL BOARD / BOARD SELF-EVALUATION

The Board may meet at least annually, not later than October 30, for the purpose of appraising its functioning as a Board and to evaluate Board performance. The appraisal plan approved by the Board will be developed by the Board President working with the Superintendent.

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- Board meetings/decision-making process.
- Policy development/implementation.
- Board/District goal setting.
- Curriculum and instruction management/program.
- Fiscal management/resource allocation.
- School plant planning/management.
- Board member orientation.
- Board member development.
- Board officer performance.
- Board member relationships.
- Board-Superintendent relationship.
- Board-community relationship.
- Legislative and governmental relationships.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 15-321

CROSS REF.: BDD - Board-Superintendent Relationship

**EXHIBIT****EXHIBIT**

## EVALUATION OF SCHOOL BOARD / BOARD SELF-EVALUATION

### ANNUAL SELF-APPRAISAL OF THE GOVERNING BOARD

The following list of items pertaining to the operation of the Governing Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (S = satisfactory, N = needs improvement, U = unsatisfactory).

#### A. Board Relationship with the Superintendent:

S N U

- (1) The Board imparts information on issues, needs, and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.
- (2) The Board clearly interprets its position on controversial matters pertaining to the District, thereby enabling the Superintendent to properly carry out the wishes of the Board.
- (3) The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.
- (4) The Board communicates views of personnel effectiveness, including views related to the Superintendent, in a confidential and professional manner.

#### B. Board Relationship with the Community:

S N U

- (1) The Board recognizes that the citizens have entrusted them with the educational development of the children and youth of this community.
- (2) The Board recognizes that the community expects their first and greatest concern to be in the best interest of each and every one of the young people without distinction as to who they are or what their background may be.



**EXHIBIT****EXHIBIT**

- (3) The Board enacts policies supporting the efforts of the administration in helping the people of this community to have the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.

**C. Board Relationships Between Members During Meetings:**

S N U

- (1) Individual members of the Board treat other members of the Board and professional staff with respect during Board meetings.
- (2) Differences of opinion influencing Board member votes are based on the issues at hand and not on a personality basis.
- (3) All members of the Board conduct themselves in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.

**D. Board Relationships with Staff and Personnel:**

S N U

- (1) The Board requires the Superintendent to recommend personnel for their consideration and consistently adheres to this procedure.
- (2) The Board members make every effort to become acquainted with the personnel of the District.
- (3) The Board members' personal friendships with District personnel are maintained without allowing them to affect overall Board decisions and/or policies.

**E. Board Relationship to the Instructional Program:**

S N U

- (1) The Board makes an effort to keep informed about the instructional program by providing for periodic reports as deemed necessary and by periodic visitation in the schools.

**EXHIBIT****EXHIBIT**

- (2) The Board attempts to gain information from the community pertaining to instructional program needs.
- (3) The Board maintains policies necessary to enable the educational staff to develop the educational program required to meet the needs of the community.

**F. Board Relationship to the Financial Management of the Schools:**

S N U

- (1) The Board establishes the policies and provides the necessary resources to properly manage the finances of the District.
- (2) The Board requires the proper accountability for the expenditure of funds in the District.
- (3) The Board provides justified funding to maintain a high quality educational program in this District.
- (4) The Board keeps the community informed about the financial needs of the District.

**G. General Statements:**

- (1) List in order of priority the four (4) major problems the Board faces:
  - (a)
  - (b)
  - (c)
  - (d)
- (2) List any weaknesses you have observed in the operation of the school system:
- (3) List any significant accomplishments made by the school system during the past year:

**XI. REPORTS**

A. Business Manager's Report – Ms. Brenda Martinez

B. Superintendent's Report – Dr. Shonny Bria

**XII. CONSIDERATION OF ITEMS FOR FUTURE REGULAR BOARD MEETINGS**

**XIII. ADJOURNMENT**