

DRAFT – Unofficial Until Approved
Meeting Minutes 9/8/2016

The Governing Board of the Tanque Verde Unified School District #13, Pima County, Tucson, Arizona held a Regular Board meeting on September 8, 2016 in the Board Room, at the Tanque Verde Unified School District Administrative Office, 2300 N. Tanque Verde Loop Rd., Tucson, Arizona 85749. The meeting was called to order at 6:59 p.m.

1. ROLL CALL

Board Members present:

Mr. Carlos Ruiz, Board President

Mr. Jeffrey Neff, Board Member (absent)

Mr. Steven Auslander, Board Member

Anisa Hermosillo, Student Board Member

Ms. Susan Fry, Board Member

Administrative Staff:

Ms. Kimberly C. Sharp, Superintendent

Mr. Adam Hamm, Business Manager

2. APPROVAL OF AGENDA

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

3. REPORTS

- Student board member Report – Anisa Hermosillo

➤ **Agua Caliente Elementary School:**

- ❖ The Back to School BBQ, on August 26th, had a great turn out and went really well. Anisa enjoyed helping at the BBQ!
- ❖ Meet the Teacher occurred on August 16th.
- ❖ Welcome back to school breakfast and assembly for the parents happened on August 3rd.
- ❖ The first fire drill was successful.
- ❖ Choir and 5th and 6th grade band are starting this month of September.
- ❖ “Mother and Son Minute to Win It” event is planned to happen in September.

➤ **Tanque Verde Elementary School:**

- ❖ Next week, the 1st grade is having a career day and parade. The students dress up as their chosen career.
- ❖ The Book Fair is occurring during the last week of September.
- ❖ The first Student Council meeting occurred on September 7th.
- ❖ The PTSG is having a movie night on September 16th.
- ❖ The University of Arizona bug lab is coming to the 4th grade on September 20th.
- ❖ Muffins with Mom event is occurring on September 30th.

➤ **Emily Gray Junior High School:**

- ❖ Flag Football, Volleyball, and Cross Country have started this month.

➤ **Tanque Verde High School:**

- ❖ The boys 200 medley relay swimming team broke the school record; the swimmers are Sam Merrill, Tanner Morris, Joe Breinholt, and Alexander Flores.
- ❖ Both Tanner Morris and Sam Merrill broke the school's 100 breaststroke record.
- ❖ The first football home game against Wilcox Cowboys happened on September 2nd.

Superintendent Sharp asked Anisa if she thought there were more people attending the football games this year? Anisa said yes! She added it seems as though people were really interested in the game. Sadly we lost, but people were really enjoying the game.

Superintendent's Report – Ms. Kimberly Sharp

➤ Professional Development Site Coordinators –

The PD site coordinators for the sites are:

Ms. Svea Anderson – ACES

Ms. Frances Verbois – TVES

Ms. Leanna Stetson – EGJH

Ms. Sarah Jayne and Ms. Cathy Kirkendall – TVHS (shared position)

Superintendent Sharp shared with Board Members that she met with all the Professional Development (PD) Coordinators, the Principals, Special Education Director Ms. Sally Glennon, and Ms. Barbara Drummond our Curriculum Consultant earlier this week. The purpose of the meeting was to ensure everyone understands the need for this initiative. One of the Governing Board goals is to promote student success for the 21st Century, and to ensure our teachers have the tools for success. The PD site Coordinators will work closely with their Principal as well with Ms. Glennon and Ms. Drummond toward the goal of relevant professional development opportunities. Ms. Svea Anderson volunteered to take the lead when scheduling meetings for the group of PD Coordinators.

➤ Kinder Parents/Legal Guardian Survey – Ms. Kimberly Sharp

A Kindergarten Parent/Legal Guardian survey was recently sent to 132 parents and guardians. The survey was open for approximately two weeks and officially closed last night, September 7. 37 parents/legal guardians responded (28%). Ms. Sharp said once she has tallied the results, the information will be shared with Board Members and the Preschool Feasibility Committee. The purpose of the survey is to gain input as we consider whether opening a Pre-K is feasible for our district. The survey was relatively short. It had 13 questions, with one open question at the end where all respondents were invited to share their thoughts and comments.

➤ Testing of Emergency Contact Phone Numbers – Ms. Kimberly Sharp

TVUSD conducts an annual test to ensure our system works properly. Following are the site testing dates. Board Members will be included in the test calls. Constant Contact communications are being sent in advance from each of the sites to alert parents when the

Test Call is scheduled, and to make sure we have accurate emergency contact information on file.

Monday, September 12 - ACES, 6 pm test call.

Tuesday, September 13 - EGJH, 6 pm test call.

Wednesday, September 14 - TVES, 6 pm test call.

Thursday, September 15 - TVHS, 6 pm test call.

- Community Liaison Report – Ms. Claire Place

➤ Community Engagement

Stronger Together - SRO Deputy Barnes presented an excellent drug-use prevention and awareness program on August 23rd at TVES and August 31st at ACES for parents/guardians of our fifth grade students. Information on prescription drug abuse and the dangers of edible marijuana are just two examples of topics covered.

District Volunteers - The Tanque Verde Unified School District encourages the development of meaningful programs involving volunteers. Volunteers will be recruited, screened and placed in appropriate areas for which they are qualified and there is a need.

- A volunteer information packet has been organized to assist in community volunteer placement in our schools. Volunteers who are not parents/guardians of currently enrolled students are asked to provide a criminal history certification and fingerprinting, a TVUSD
- Confidentiality Acknowledgement (FERPA), and emergency contact information. Parent/guardian volunteers who are assisting as chaperones on out-of-town/overnight trips will be asked to complete a notarized affidavit of criminal history. School Office Managers are obtaining Notary Certification to assist with this and other school business.

Career Day - 3rd Annual K-12 Career Day, September 23, 2016

- Individuals in a wide variety of professions and expertise are sought for presentations that will inspire students K-12 to explore potential career goals and opportunities.
- Community Members who would like to share information with students about their profession are asked to contact Claire Place, Community Liaison, at 749-5751 ext. 4104.

Make a Difference Day- Saturday, October 22, 2016 at ACES and EGJHS

- Community volunteers from area faith-based community partnerships will participate in school facilities projects, such as rototilling playground sand, landscape maintenance and painting of emergency lane curbs, etc.

(District Goal 4.0 Involve and engage the community in district pursuits)

➤ Emergency Response Plan

Annual meeting of the District Emergency Response Planning Committee was held on September 1st. Items addressed included: Updates of all school and district Emergency Response Plan (ERP) Manuals; Staff ERP and EMI (Emergency Management Institute) training; Schedule of Emergency Drills; Testing of Emergency Notification System; Site

safety/security assessments; Classroom safety preparedness projects; Communications of emergency response planning.

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

➤ **Communications**

District and governing board information is available through the district website, Constant Contact and social media. Notices and links to this information are being included in school-based newsletters.

- News and Views - Back-to-School issue will be distributed September 9th through electronic media, including school newsletters.

There will be a tax credit postcard mailing to district residents - date TBD.

Tanque Verde High School is now on Twitter. Find them at @TanqVerdeHS

(District Goal 4.0 Involve Community through communication of district/school information)

Ms. Place added we have implemented a more formalized Community Volunteer process, and noted that parent volunteers fall under a different process. This change, in large part, is due to a contact through Pima Community College. As part of their Teacher Education Program there is a component that requires volunteer time in the classroom. They contacted us to potentially place a number of volunteers in our schools. Ms. Place said she did a quick check in at each of the sites and so far we do not have any Pima Community College students volunteering on our campuses.

The response from Career Day solicitation has been well received. We continue to reach out to add more speakers. Thank you to Mr. Ruiz for volunteering and to Mr. Neff's Law firm for providing a speaker.

Make a Difference Day will look very different this year. It is being scaled back in size and scope. The local faith based group which provided a large volunteer base is focusing their volunteer efforts in a different way this year. Therefore, we will reduce the number of projects, and limit activity to two campuses, ACES and EGJHS this year. We contacted the U of A to let them know about the change so they could find other *Make a Difference Day* opportunities for their Eller students.

The District Logo trademark application has been filed.

- **Enrollment Report – Mr. Adam Hamm**

Mr. Hamm stated we are holding steady, with some minor changes from last month.

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

Mr. Hamm commented there is nothing new to add to the District Report Card report Board members received. Numbers are being finalized; the beginning balance of tax revenue is appears to be less due to the change in reporting date.

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

Mr. Ruiz and Board Members briefly discussed the election results. Mr. Ruiz indicated he attended the A for Arizona lunch at the end of August. *“A for Arizona exists to support and expand the number of our best A-quality leaders, educators, and public school models, especially those who serve primarily low-income students. The program is a project of the Arizona Chamber Foundation, in partnership with the Tucson Hispanic Chamber of Commerce”*. Mr. Ruiz attended the lunch to learn more about policy to replicate A Schools, and noted that A for Arizona’s primary focus is low-income minority schools. There is another meeting scheduled on October 18th that he will attend. Ms. Place indicated she will also attend the October 18th meeting.

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

- Property Rezoning

Mr. Hamm reported on the Desert Willow Property Rezoning initiative. There was a meeting held on August 31, which he has tried to learn more about, with little success. As he understands it, there is a proposal under consideration regarding rezoning some of the surrounding area residential property from residential to business. The anticipated impact to the district, should it pass, is that residential property taxes could be lowered and also it could have possible traffic flow implications. The next step for this initiative is it goes before the Board of Supervisors for consideration.

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

Mr. Ruiz said he attended the high school football game on Friday. He commented on how well attended the game was, and the sound system sounded great! There was a lot excitement at the game. The stadium was full, and the high school facilities have really progressed. Ms. Sharp also complimented the music provided by the Band.

5. CALL TO THE PUBLIC

There were no comments from the public.

6. CONSENT AGENDA *(see attached)*

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

7. INFORMATION AND DISCUSSION ITEMS

A. TVHS – Spain Trip Student Presentation – Ms. Bridget Polit and Students: Samiyah Strickland, Delia Lis, and Emily Kimmins

Ms. Polit introduced the students to Board Members. Samiyah Strickland graduated last year, Dalia Lis is a senior this year, and Emily Kimmins is in her junior year at Tanque Verde High School. The students took turns presenting memorable pictures they took while they were in Spain, many of the pictures were of the sites they visited, and some were of the people they engaged with while in Spain. All the students indicated the trip changed them personally, they are all more confident in the Spanish language. All agreed being totally immersed in the culture and language made a big difference. Samiyah Strickland said the trip changed her life direction, and she now wants to be a Spanish Teacher.

Dalia Lis is fluent in three languages: English, Polish and Spanish. Dalia is currently in AP Spanish. She really enjoyed learning and studying the culture in Spain. She shared with everyone that one evening, the Tour Company conducted a Scavenger Hunt and the students could only use Spanish as they interacted with the locals on the street. Dalia indicated she has traveled to Europe before; however, this experience was the best by far.

Emily Kimmins stated this was her first trip to Europe and life changing for her. She learned so much speaking with the locals, and she met some great people. She is much more confident in her Spanish speaking skills.

When asked what one of the biggest differences they noticed between the United States and Spain, they all said many people smoke in Spain. They also said everyone dresses up; locals don't wear t-shirts. And you don't tip in Spain, it's included!

Ms. Polit thanked Board Members for approving this trip. She stated the students who traveled were exceptional, engaged, respectful and smart. They represented the district well.

B. Superintendent Search – Ms. Claire Place

A preliminary outline was provided in the Superintendent's report in August. At this time, we are in the first step, Defining the Search.

Judy Bower made initial contact with the Arizona School Boards Association regarding their Superintendent Search Services.

We were provided with an informal proposal and description of included services from ASBA which was shared with the Governing Board members.

- The initial quote for a "full-search" is estimated at \$4,515 plus expenses, with fees based on our student population. Any additional onsite meetings required would be charged \$500 per day.
- Please review the FULL SEARCH sample on the last page of the packet provided

The Board previously indicated a desire to work with ASBA. Research was done on other available search firms/consultants but no quote for services was requested. ASBA is an advantageous choice due to 1) their fee structure (available to us as a member district) and 2) they are part of the Mohave State Contract, therefore eliminating the need to go out to bid for services.

- Is it the board's preference/direction to work with ASBA for search services?
- Is it the board's preference to have ASBA meet with Board or Search Committee?

Ms. Place has discussed with Mr. Ruiz arranging a conference call with Karen Loftus of ASBA in order to begin the search process and move into the next phases – Establishing a timeline and planning for community and staff input.

- Timeline – Will be developed with ASBA recommendations
- Community and Staff Input –

1. Superintendent Search Committee will be developed within the suggested timeline once established –October/November?

2. Site Councils at each school could be utilized as one point of contact for soliciting desired qualifications of a potential superintendent. This would provide for initial input by staff and community members.

Board Members directed Ms. Place to continue to move forward with ASBA.

8. ACTION ITEMS

A. TVHS Band and Choir Travel Request – Mr. Tom Broccolo

Mr. Auslander asked at which hotel they would be staying, Ms. Emy Maddern answered Embassy Suites.

MOTION: Mr. Auslander made a motion to approve the TVHS Band and Choir Travel Request. Ms. Fry seconded; the motion carried unanimously.

B. Legendary Teacher Day – Declaring Proclamation – Ms. Kimberly Sharp

Superintendent Sharp presented the Declaration Proclamation for Board Member consideration.

MOTION: Ms. Fry made a motion Declaring by Proclamation, September 22, 2016 as Legendary Teacher Day in the Tanque Verde Unified School District. Mr. Ruiz seconded; the motion carried unanimously.

C. Arizona School Boards Association Bylaw Amendments – Discussion and Possible Action –

Ms. Kimberly Sharp

The Governing Board did not make a motion on this action item; they agreed to let the Bylaws stand.

D. Policy Advisory Volume 28, Number 3 – July 2016

EBAA – Reporting of Hazards / Warning Systems – Mr. Carlos Ruiz

House Bill 2190 initiated changes to a number of education or education related statutes. Corresponding changes have been made to policy documents based on the statutory language that has been added or deleted. Mr. Ruiz said we are properly reporting and announcing our Pesticide Application Notices.

MOTION: Mr. Ruiz made a motion to adopt policy EBAA – Reporting of Hazards / Warning Systems as submitted. Mr. Auslander seconded; the motion carried unanimously.

IHAMC – Instruction and Training in Cardiopulmonary Resuscitation – Ms. Susan Fry

Ms. Fry presented this policy which is '**NEW.**' It directs school district to offer CPR instruction and training at the high school level no later than July 1, 2019. Board members discussed this briefly and learned this is already on high school Principal Mr. Malis' radar for possible implementation as early as this spring. The challenge to this mandated curriculum is funding.

MOTION: Mr. Ruiz a motion to adopt IHAMC – Instruction and Training in Cardiopulmonary Resuscitation as submitted. Mr. Auslander seconded; the motion carried unanimously.

JC – School Attendance Areas – Mr. Ruiz

Mr. Ruiz presented this policy. The following language is being removed from the policy:

If the boundary changes adopted by the Governing Board affect any school built on land donated to the District within the past five (5) years, the entity which donated the land will be informed of the Board's decision. Board members had no concerns with the change in language with this policy.

MOTION: Mr. Ruiz made a motion to adopt JC – School Attendance Areas as submitted. Mr. Auslander seconded; the motion carried unanimously.

JICI – Weapons in School – Mr. Steven Auslander

Mr. Auslander presented this policy. Arizona School Board Association (ASBA) is recommending the addition of the following language to this policy which was initiated by House Bill 2338:

The governing board of an educational institution may not adopt or enforce any policy or rule that prohibits the lawful possession or carrying of a deadly weapon on a public right-of-way by a person or on or within a person's means of transportation. "Public right-of-way A.R.S. 13-2911(k) (5) means any highway, street, road, thoroughfare, path, alley or other right-of-way that is publicly accessible and that is established and maintained by this state or a political subdivision of this state. Public right-of-way does not include property of an education institution.

MOTION: Mr. Auslander made a motion to adopt JICI – Weapons in School as submitted. Ms. Fry seconded; the motion carried unanimously.

JL-RA – Student Wellness – Mr. Carlos Ruiz

Mr. Ruiz presented this regulation. House Bill 2518 initiated language change allowing for school garden exemption for student consumption of whole fruit or vegetables grown, washed, and cut onsite for immediate student consumption. Board members support this change in language. Our students can now consume fresh fruits and vegetables grown on our campuses.

MOTION: Mr. Ruiz made a motion to adopt JL-RA – Student Wellness as submitted. Ms. Fry seconded; the motion carried unanimously.

KFAA – Smoking on School Premises at Public Functions – Ms. Susan Fry

ASBA is recommending this policy be deleted entirely. There is a more general and inclusive prohibition pertaining to smoking that is applicable in ALL public school facilities in Arizona due to Smoke-free Arizona Act. Board members and Superintendent Sharp discussed the recommendation by ASBA and concluded they would like the policy to remain in our manual. Due to past experiences, having this policy to refer to has been beneficial. Therefore, no motion was made.

LC - Relations with Education Research Agencies – Mr. Ruiz

Mr. Ruiz recommended to Board Members the adoption of this policy.

MOTION: Ms. Fry made a motion to adopt LC - Relations with Education Research Agencies as submitted. Mr. Ruiz seconded; the motion carried unanimously.

JRR – Student Surveys – Mr. Steven Auslander

Mr. Auslander presented this 'NEW' policy. Board members were comfortable with this new policy.

MOTION: Mr. Auslander made a motion to adopt JRR – Student Surveys as submitted.

Mr. Ruiz seconded; the motion carried unanimously.

E. Consider possible October Board meeting date change due to a conflict with ASBA County Workshop – Ms. Kimberly Sharp

Board members discussed possible options and concluded they would like to add a meeting on October 6 and change the October 20 meeting to October 27.

MOTION: Mr. Ruiz made a motion to add a meeting on October 6 and change the October 20 meeting to October 27. Ms. Fry seconded; the motion carried unanimously.

9. ANNOUNCEMENTS

Fall Preschool Screening – Wednesday, September 28 from 8:30 to 11:30

The Chalk Art Marathon has been postponed to October 5 from 1:30 to 5:30 at TVES

Ms. Sharp announced we had a Boy Scout at the board meeting tonight – Connor Di Maria, who is a 5th grade student from Tanque Verde Elementary School.

10. FUTURE BOARD AGENDA ITEMS

11. ADJOURNMENT

Mr. Ruiz made a motion to adjourn the meeting. Mr. Auslander seconded; the meeting adjourned at 8:48 p.m.

Respectfully submitted by,
Judy Bower, Governing Board Secretary

Carlos Ruiz, Board President

Susan Fry, Board Member

Steven Auslander, Board Member

ABSENT
Jeffrey Neff, Board Member

Personnel Items - Board Meeting - September 8, 2016

Administrator Contracts	Position	Reason	Site	FTE	Salary	Date
Administrator Resignation	Position	Reason	Site	FTE	Salary	Date
Kimberly C. Sharp	Superintendent	Retiring	TVDO	1.00	\$89,440.00	6/30/2017
Certified Contracts	Position	Reason (Replace / New)	Site	FTE	Salary	Date
Mark Tadlock	Occupational Therapist	Replace Sandra Barkyoumb	TVDO	0.75	\$60,000.00	8/29/2016
Certified Resignations	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Classified Contracts	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Classified Agreements	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Kelly Yslas	Accounting / HR Assistant (internal transfer)	New	TVDO	1.00	\$11.11	9/26/2016
Lakota Duprey	Paraprofessional I	Replace Kelly Stobie	ACES	0.712	\$8.86	8/30/2016
Michelle Lewis	Paraprofessional II/III	Replace Michele Picou	EGJH	0.80	\$10.13	9/6/2016
Other Continuations	Position	Reason (Replace / New)	Site	FTE	Wage	Date
Terrance Jones	Bus Driver (internal transfer)	Replace Joan Higgason	TRANS	0.925	\$11.41	8/19/2016
Classified Resignations	Position	Reason	Site	FTE	Wage	Date
Patricia Teran	Playground Monitor	Family	TVES	0.25	\$8.95	8/23/2016
Laura Gunia	Paraprofessional II/III	Family	EGJH	0.80	\$10.26	8/29/2016
Kelly Yslas	Food Services Manager	Internal Transfer	TVHS	1.0	\$15.09	9/23/2016
Kristin Szaniszló	Food Services Assistant	Personal	TVES	0.75	\$8.39	9/2/2016
TOSA Contracts	Position	Reason	Site	FTE	Wage	Date
Other Discontinuations	Position	Reason	Site	FTE	Wage	Date
Leanna Stetson	Science Olympiad Advisor	Personal	EGJH	Varies	\$717.00	9/2/2016
Other New Hires	Position	Reason	Site	FTE	Wage	Date
Andrea Ramirez-Johnson	Classified Substitute	New	Varies	Varies	Sub Pay	8/22/2016
Erin Smiley	Classified Substitute	New	Varies	Varies	Sub Pay	8/23/2016
Diane Caffrey	Classified Substitute	New	Varies	Varies	Sub Pay	8/3/2016
Larah Walker	Classified Substitute	New	Varies	Varies	Sub Pay	8/31/2016
Mario Profita	Percussion Coach	New	TVHS	Varies	\$2,868.00	8/24/2016
Karen Meyers	Assistant Cross Country Coach	New	EGJH	Varies	\$717.00	9/1/2016
Jennifer Maxwell	Coding Club Advisor (formerly Science Advisor)	Replaces Leanna Stetson	EGJH	Varies	\$717.00	9/2/2016
Frances Verbois	PD Site Coordinator	New	TVES	Varies	\$2,000.00	9/1/2016
Leanna Stetson	PD Site Coordinator	New	EGJH	Varies	\$2,000.00	9/1/2016
Svea Anderson	PD Site Coordinator	New	ACES	Varies	\$2,000.00	9/1/2016
Sarah Jayne	PD Site Coordinator (shared at TVHS)	New	TVHS	Varies	\$1,000.00	9/1/2016
Cathy Kirkendall	PD Site Coordinator (shared at TVHS)	New	TVHS	Varies	\$1,000.00	9/1/2016