



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:**        **February 9, 2016**

**TITLE: Study of Revisions to Sections G (Personnel) and H (Meet and Confer) of the Governing Board Policy System, Developed Through the Meet and Confer Process, to Include:**

- GCQC (Resignation of Professional Staff Members)**
- GDO and GDO-R (Evaluation of Support Staff Members)**
- HD (Meet-And-Confer Procedures)**

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**BACKGROUND:**

During the fall and spring of the 2015-2016 school year, representatives of the Amphitheater Education Association and the District Administration met and conferred regarding policies affecting working conditions for employees. This is an annual process which gives employees an opportunity to present concerns about issues affecting the workplace environment. This year, the teams were able to focus on other issues of concern to the District and its staff. The following proposed revisions are presented:

**GCQC (Resignation of Professional Staff Members)** has been revised to include language:

- Requiring resigning certificated staff to provide written notice of their intention to their immediate supervisor and the Human Resources Department.
- From A.R.S. § 15-545 stating that a teacher may not resign until Governing Board approval is received.

**GDO (Evaluation of Support Staff Members)** has been revised to:

- Encourage the evaluated support staff employee to provide meaningful input to the evaluating supervisor
- Provide a copy of the evaluation instrument(s) to support staff employees at the beginning of the evaluation cycle
- Shorten the time period after which an evaluation rating may be revised for improved work performance from six (6) months to “a reasonable period” or ninety (90) days
- Remove the requirement for a ninety (90) day deficiency review
- Require an evaluating supervisor to provide improvement recommendations in concert with the employee

**GDO-R (Evaluation of Support Staff Members)** has been revised to:

- Require the evaluated employee to sign the evaluation instrument(s) to indicate only that they received a copy of the document(s) and was provided an opportunity to discuss the evaluation.
- After the evaluation, prohibit any change to the evaluation instrument(s) except through mutual consent of the supervisor and the evaluated employee
- Remove requirement that the District Records Department provide a fully-endorsed copy of the instrument(s) to the evaluated employee.

- Encourage the supervisor to discuss the performance standard application at the start of each evaluation period.
- Permit the supervisor to provide informal, but documented, improvement recommendations.
- An “Unsatisfactory” performance rating given to an employee requires the supervisor to prepare formal written improvement recommendations, while also providing for employee input.
- Permit improvement recommendation timelines to vary, but requires a reevaluation of the employee within ninety (90) days;
- Following a reevaluation, employees whose performance has not been raised to *Satisfactory* or better are subject to corrective action, which may include dismissal from employment.

**HD (Meet-And-Confer Procedures)** has been revised to:

- Specify that the meet-and-confer process will utilize an “interest-based bargaining” (“IBB”) process;
- Outline the scope of work, and revise the composition of, the policy committees to:
  - Establish the two (2) committees charged to work on (1) professional staff policies, and (2) support staff policies;
  - Require an initial meeting of all committee members to establish their respective and joint bodies of work;
  - Stipulate that one (1) facilitator/coordinator each will be assigned from both the Administration and the AEA teams to direct/lead the committees’ work;
  - Require that both committees meet jointed to discuss personnel policies affecting all district employees and regarding compensation package recommendations.
- Permit the committees to work with regulations that existed as Board policy prior to the ASBA policy system implementation.
- Direct the policy committees to achieve completion of their individual and joint policy work between mid-October and the end of January (to the extent possible);
- Direct the joint committee to complete the compensation package work between mid-January and the end of March (to the extent possible).

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**RECOMMENDATION:**

This item is presented for the Board’s initial study of these policy revision matters only at this time as the Association has not yet had the opportunity to ratify the proposed policy changes.

This item will be presented at a later meeting for adoption.

Finally, appreciation is expressed to the members of the Meet and Confer teams who spent many hours together pursuing the resolution of issues of concern through a positive, interest-based approach. Those team members were:

**For the Amphitheater Education Association:**

Mike Robinette  
 Robert Wacker  
 Katherine Spencer  
 Jessica Salazar Chatt  
 Brande Golden  
 Brian Post  
 Lisa Millerd  
 Audrey Schumann

**For the District:**

Todd Jaeger  
 Monica Nelson  
 Marc Lappitt  
 Patsy Harris  
 Andy Heinemann  
 Jim Burns  
 Roseanne Lopez  
 Tassi Call

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**INITIATED BY:**

*Todd A. Jaeger*

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**Todd A. Jaeger, Associate to the Superintendent**

**Date: February 3, 2016**

*Patrick Nelson*

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**Patrick Nelson, Superintendent**