

## DRAFT Minutes

### AMPHITHEATER PUBLIC SCHOOLS Tucson, Arizona

#### MINUTES OF REGULAR PUBLIC MEETING OF THE GOVERNING BOARD

##### Place, Date and Time of Meeting

Wetmore Center, 701 West Wetmore Road, January 10, 2012 6:00 p.m.

##### Board Members Present

Mr. Jeff Grant, President  
Mrs. Diana Boros, Vice President  
Dr. Kent Paul Barrabee, Member  
Dr. Linda Loomis, Member  
Mrs. Susan Zibrat, Member

##### Central Administrators Present

Dr. Vicki McLeod Balentine, Superintendent  
Todd A. Jaeger, J.D., Associate to Superintendent and General Counsel  
Mr. Patrick Nelson, Associate Superintendent  
Mr. Scott Little, Chief Financial Officer

##### OPENING OF MEETING – 6:00 P.M.

Mr. Grant called the meeting to order at 6:02 p.m.

##### 1. Executive Session

###### A. Motion to Recess Open Meeting and Hold an Executive Session for Student Disciplinary Action:

1. Determination of Whether to Hold an Expulsion Hearing and Designate a Hearing Officer to Hear Evidence, Prepare a Record and Bring a Recommendation to the Board, Pursuant to A.R.S. §15-843(F)(2), Regarding:  
a. Student #30035375, b. Student #30012085, c. Student #30036490, d. Student #30041068, e. Student #30041671, f. Student #30041587, g. Student #30042047, h. Student #30041509, i. Student #11401156, j. Student #30041676, k. Student #10905013, l. Student # 30040242, m. Student #30017117, n. Student #30041922, o. Student #11004863, p. Student #11107000, q. Student #30041191, r. Student #30005981, s. Student #30042104, and t. Student #30024945 .
2. Consideration and Determination of Appeal of Long-term Suspension Hearing Officer's Decision, Pursuant to A.R.S. §15-843(A); Determination of Whether to Hold an Expulsion Hearing and Designate a Hearing Officer to Hear Evidence, Prepare a Record and Bring a Recommendation to the Board, Pursuant to A.R.S. §15-843(F)(2), Regarding: a. Student # 30039184.

A motion was made by Dr. Loomis that the Board recess into Executive Session pursuant to A.R.S. §15-843(F)(2) and A.R.S. §15-843(A), as presented. Mrs. Boros seconded the motion and it passed unanimously, 5-0. Mr. Grant called a recess at 6:03 p.m. for the purpose of holding Executive Session for student disciplinary action.

Upon return to the Board Room, Mrs. Boros moved to reconvene the meeting into open session. Mr. Grant seconded the motion and it passed, unanimously, 5-0. The time was 7:02 p.m. Mr. Grant declared the meeting in open session.

##### CONTINUATION OF OPEN MEETING

(Approximately 7:00 p.m.)

##### Call to Order and Signing of Visitors' Register

Following Executive Session, Mr. Grant reconvened the open meeting at 7:02 p.m. and invited members of the audience to sign the visitors' register.

### **Pledge of Allegiance**

Mrs. Dianna Kuhn, Principal from Rio Vista Elementary School, introduced the following students, who were present and led the Pledge of Allegiance: Daniel Ryberg, Jessica Sandoval, Dominic Bustamante, Maya Unger, Jailene Armenta, and Caitlin Matthews. Each student was presented with a Certificate of Commendation.

Dr. Barrabee acknowledged the Art Display in the Board Room. He commended Rio Vista Elementary School students and art teacher, Terre Miller, for their contributions.

### **Announcement of Date and Place of Next Special Governing Board Meeting**

Mr. Grant announced the next special meeting of the Governing Board: Tuesday, January 24, 2012, 6:00 p.m., Wetmore Center, 701 W. Wetmore Road.

### **PUBLIC COMMENT**

Mr. Grant described the procedures for addressing the Board. Mr. Lawrence Schneider addressed the Board regarding communication concerns about a recently-approved Board item for turn-around principal stipends. Ms. Kelsey Randalman, representing the Girl Scouts of Southern Arizona, addressed the Board about program participation and volunteer opportunities. Mr. William Beard addressed the Board regarding concerns about the November 2, 2010 election related to Amphi-related ballot issues at a local polling site. He noted that the Board has a duty to ensure that citizen rights (of the District) are protected.

## **2. ORGANIZATIONAL MEETING**

### **A. Nomination and Election of Governing Board President and Vice President**

*Arizona law, A.R.S. § 15-521, requires that the Governing Board hold an organizational meeting between January 1 and January 15. The Board's meeting of this evening obviously meets this requirement. In addition, the same section of Title 15 requires that the Board elect a president from among its members. The President of the Board presides over all meetings of the Board, in accordance with Arizona law and District policies.*

*A.R.S. § 15-521(D) provides that the Board must prescribe rules for its own governance. Governing Board Policy BDA, one of the Governing Board rules of governance, does require the election of a clerk, which the Board has traditionally designated as "Vice President". The Vice President presides over all meetings of the Board at which the President is not present.*

*The nomination of officers, under Roberts Rules of Order, may be done by open nomination. The President initiates this method by simply calling for nominations from the floor. Alternatively, any member could offer a motion that nominations be made from the floor. After passage of such a motion, or upon initiation by the President, the current President takes all nominations for the office of president first. Board members may, alternatively, move the nomination of a candidate, requiring a second and a passing vote for the nominee to be placed on the slate of candidates. This, of course, adds an additional step to the election process and is not recommended for small bodies like the Board.*

*Nominees may decline their nomination prior to any vote. When it appears no further nominations are forthcoming, the President may close the floor to further nominations, or it may be closed upon a passing motion to do the same.*

*Under Roberts Rules, there are technically several ways of conducting the election of officers following the nomination process; those that are practicable and applicable to the election of Governing Board officers are described below. Secret balloting, for example, is permitted by Roberts Rule, but not by the Arizona Open Meeting Law. Once again, any one of the alternative methods below may be used – either upon selection of method by the current President or by motion (the latter of which controls in the event of conflict). If a voting method is selected, the chair should explain how the matter will proceed prior to the vote being taken.*

**Acclamation.** *If there is only one nominee for an office, the chair of the meeting can simply declare the individual is elected, rather than taking a vote.*

**Voice or Other Voting.** *Absent election by acclamation, a vote of the Board on nominees is required by voice, roll call, show of hands or rising (where Board members stand). Roberts provides that, unless a method of voting is selected upon motion, the chair will decide the method based upon the nature of the election, closeness of the expected vote, and the size of the group.*

*The current President announces the result of a vote formally, for the record. Until that announcement, Roberts permits any Board member to change their vote. In the event of a tie between nominees, the chair may call for a new vote to determine the tie.*

Mr. Grant nominated Mrs. Boros for the Office of President of the Governing Board; Dr. Barrabee seconded the nomination. There were no other nominations and through acclamation, Mr. Grant, declared Mrs. Boros as President.

Dr. Loomis nominated Mrs. Zibrat for the Office of Vice President. Mrs. Boros seconded the nomination. There were no other nominations and through acclamation, Mr. Grant declared Mrs. Zibrat as Vice President.

[A Certificate of Election of Governing Board President and Vice President was signed by all five attending Board members following the meeting. A copy is of the signed certificate was forwarded to the Pima County School Superintendent's office.]

Mr. Grant declared the organizational meeting closed.

### **3. CONSENT AGENDA**

Mr. Grant asked if there were Board member requests to have items addressed separately; Dr. Barrabee requested that Item N be heard separately and Mrs. Boros requested that Item O be heard separately. A motion was made by Mr. Grant to approve consent agenda items A-M. The motion was seconded by Dr. Barrabee and it passed unanimously, 5-0. Appointment of personnel is effective, provided all district, state, and federal requirements are met. (See detail related to these items below.)

#### **A. Approval of Minutes**

The minutes of the December 6, 2011 Regular Governing Board and the Minutes for the October 25, 2011, November 15, 201 and December 6, 2011 Executive Session meetings were approved, as submitted.

#### **B. Addendum to Approval of Appointment of Personnel**

Certified and classified personnel were appointed, as listed in Exhibit 1.

#### **C. Approval of Personnel Changes**

Certified and classified personnel were appointed, as listed in Exhibit 2.

#### **D. Approval of Leave(s) of Absence**

Leave of Absence requests were approved for certified and classified personnel, as listed in Exhibit 3.

#### **E. Approval of Separation(s) and Termination(s)**

Certified and classified personnel separations were approved, as listed in Exhibit 4.

#### **F. Approval of Approval of Vouchers Totaling and Not Exceeding Approximately \$4,617,521.97 (Final Total)**

Board book information: *A copy of vouchers for goods and services received by the Amphitheater Schools and recommended for payment has been provided to the Governing Board. The following vouchers were approved as presented and payment authorized:*

Vo. 353	\$ 119,503.72	Vo. 354	\$ 508,651.67	Vo. 355	\$ 129,272.57
Vo. 356	\$ 94,171.77	Vo. 357	\$ 787,999.75	Vo. 358	\$ 1,140,031.70
Vo. 359	\$ 470,670.20	Vo. 360	\$ 197,230.27	Vo. 361	\$ 800,267.19
Vo. 362	\$ 73,079.95	Vo. 363	\$ 296,643.18		

#### **G. Acceptance of Gifts**

Donations were accepted by the Governing Board as listed in Exhibit 5.

**H. Receipt of Monthly Status Report for the Fiscal Year 2011-2012**

A summary of comparative totals as of December, 2011 is as follows:

Budget Capacity \$81,843,474.00 Expenditures & Encumbrances \$81,843,474.00

Totals' Comparisons:

Expenditures as of 12/31/10 \$35,947,801.59 M & O Budget Capacity for 2010-2011 \$83,466,796.00  
Expenditures as of 12/31/11 \$33,618,744.29 M & O Budget Capacity for 2011-2012 \$81,843,474.00

Bond Balance Outstanding: \$95,635,000.000  
Tax Rates: Primary – 3.6518; Secondary – 1.3993

**I. Receipt of November 2011 Report on School Auxiliary and Club Balances**

Board Book information: *Arizona Revised Statutes §15-1121 and 15-1125 provide for the operation of Student Activity and Auxiliary Operations funds, respectively. The Uniform System of Financial Records for Arizona School Districts (USFR) outlines procedures to be followed by school districts in the disbursements omonies from either of these funds. One requirement for the operational compliance is to provide a report to the Governing Board summarizing the transactions for the month.*

The Governing Board received the Monthly Report on School Auxiliary and Club Balances for month-end November 2011, as submitted (Exhibit 6, pp. 1-8).

**J. Approval of Out of State Travel**

Out of state travel was approved for students and staff (source of funding indicated): from Harelson to take 68 students from the Science classes to attend the 6<sup>th</sup> grade Science Trip in San Diego, CA on February 20-22, 2012 (auxiliary account funds and tax credits); from CDO to take 2 students from the JROTC Rifle Team to attend the Army JROTC Air Rifle National Championships in Anniston, AL on February 8-12, 2012 (no District costs); CDO to take 61 students from the Concert and Jazz Bands to attend Music Education and Performance in Anaheim, CA on February 22-26, 2012 (tax credits and student activity funds); from CDO to take 35 students from Canyon Players Club to attend College and Career Tour in Los Angeles, CA on March 19-22, 2012 (tax credits and student activity funds); from CDO 2 students from the JROTC Rifle Team to attend the US Air Rifle National Championships in Anniston, AL on March 21-25, 2012 (no District costs).

Out of state travel was approved for staff (source of funding indicated): from CDO for one employee to attend the TCEA Conference in Austin Texas on February 7-10, 2012 (auxiliary account funds and gifts and Donations); from District Offices for two employees to attend the Tyler SIS Users Conference in Grapevine, Texas on April 10-13, 2012 (M & O funds designated for staff development).

**K. Approval of Move on When Ready**

Board book information: *At the December 6<sup>th</sup> Governing Board meeting, AHS presented information relative to Move on When Ready. Implementation at AHS would include the Cambridge program and would begin with a small cohort of 9<sup>th</sup> graders in the 2012-13 school year.*

The Governing Board approved the Move on When Ready (MOWR) program at AHS, to begin with a small cohort of 9<sup>th</sup> graders in the 2012-2013 school year.

**L. Approval to Recycle Surplus Electronic Equipment**

Board book information: *With Governing Board approval the Administration will recycle the following surplus electronic equipment through the District's contracted vendor E-Waste Harvesters. RECOMMENDATION:*

ITEM	QUANTITY	ITEM	QUANTITY
Computers	99	Mice	30
Monitors	92	Cables	15 Boxes
Printers	56	Disc Drives	10
Scanners	2	Fax Machines	1
Key Boards	70		

The Governing Board approved the disposal of surplus electronic equipment, as listed above, through E-Waste Harvesters Recyclers.

**M. Approval of Teacher Evaluation System Verification for FY 2012-2013**

Board book information: *A.R.S §15-952.A.3 specifies that local governing boards must submit evidence to the State Board of Education that the evaluation system originally approved by the Board continues to meet all requirements set forth in A.R.S §15-537.*

*The attached Statement of Assurance form will be used as the basis for submitting an aggregated list of participating districts to the Arizona Department of Education.*

*The attached Statement of Assurance form is hereby submitted for Governing Board approval and must be uploaded to the Arizona Department of Education by February 1, 2012.*

The Governing Board approved the Statement of Assurance for the Teacher Evaluation System Status for 2012-2013 as required in A.R.S §15-537. (Exhibit 7, p. 1). [The document is to be submitted via ALEAT to the Department of Education by February 1, 2012.]

**N. Approval of Policies Contained in Board Policy Classifications K (Community Relations) and L (Education Agency Relations).**

[Please see <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=31995047> and <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=31995055> for further clarification]

Dr. Barrabee asked to have this item heard separately in order to propose a change in verbiage regarding proposed language in the following two sentences contained in:

- (p. 139): Section K, K-0050, Paragraph 5, Sentence 4: replace "It is within this personal relationship field - being courteous, as well as exhibiting the **willingness to do a favor or to render an accommodation . . .**" He recommended the following replacement language, ". . . **willingness to provide assistance or support beyond the usual job requirements . . .**"
- Additionally, in the following sentence, remove the terminology "**A small accommodation done by . . .**" and substitute with "**Needed assistance or support done by, . . .**"
- A minor change to (p.141) K-0150, KB, Dr. Barrabee requests a change in the first sentence, ". . . shall develop a **procedures** for parental involvement . . ."

A motion was made by Dr. Barrabee to approve Policies K and L (Community Relation) and (Education Agency Relations) with the edits as recommended. Dr. Loomis seconded the motion; and it passed unanimously, 5-0.

**O. Approval of Intergovernmental Agreement with Pima County for the Design and Construction of Improvements to Lulu Walker Elementary School, Oracle Jaynes Station Road and Roller Coaster Road.**

Board book information: *The neighborhood growth in the vicinity of Lulu Walker School has precipitated a need for transportation-related improvements to the school's parking facilities and adjacent roads, Roller Coaster and Oracle Jaynes Station.*

*Accordingly, district staff have been collaborating with Pima County officials to identify solutions to growing concerns for the safety of students travelling to and from the school. Together the groups have drafted an agreement for the design and improvements of that area.*

*The attached Intergovernmental Agreement outlines the responsibilities of both the District and the County in accomplishing their respective goals. The work would be 50% funded by the District and scheduled for the school's 2012 summer break period.*

Mrs. Boros asked to have this item heard separately in order to inquire about the roadway improvements' estimate shown. Mr. Jaeger clarified that due to the District's engineering representation during the budget development process, staff is confident that there will not be a substantial increase from what is shown. He noted that the District would be responsible for 50% of anything that exceeds the \$100,000 as provided by the Developer. Mr. Jaeger confirmed that the parking lot improvements are currently located on County property and will remain so at the time completion; the District will simply have a license (lease) to utilize that

property. Any improvements made by the District thereafter would require the County's permission but the District bears the cost(s). A detailed design will be forwarded to Board members via report.

A motion was made by Mrs. Boros to approve the IGA between the District and Pima County for the design and construction of improvements to Lulu Walker Elementary School, as submitted. Dr. Barrabee seconded the motion and is passed (Exhibit 8, pp. 1-8).

#### **4. ACTION**

##### **A. Appointment of Consultant to Conduct Search for New Superintendent; Discussion of Process**

Board book information: *Dr. Vicki Balentine, the District's Superintendent, is currently completing her twelfth year in that post and has just announced her intention to retire at the end of her current employment contract, which will expire in June of 2012. A selection process for Dr. Balentine's successor should be initiated at this time to ensure placement can be made on a timely basis.*

*This item will permit Governing Board discussion about the necessary selection process and the recommended appointment of a consultant to coordinate such a process. The appointment of an external consultant is recommended to avoid potential for conflicts of interest that might be inherently present in a process coordinated District personnel.*

*The Arizona School Boards Association (ASBA), of which the District and Governing Board are already members, offers an executive search service. ASBA regularly assists Arizona school districts in finding qualified applicants for superintendent vacancies and in the coordination of selection processes. ASBA, as part of the National School Boards Association, also possesses valuable resources and expertise in such matters. ASBA served as the District's external consultant in its last search for a superintendent when Dr. Balentine was selected. ASBA can swiftly and effectively launch a search process at this time and ensure its timely completion.*

Mrs. Boros noted a point of privilege in stating her appreciation to Dr. Balentine as a community member for her caring and leadership during these last twelve years; and, personally, the initial guidance provided during the early days of induction to the Board. Mrs. Boros noted that she believes Dr. Balentine leaves "with big shoes to fill".

Dr. Balentine stated that she has developed a draft of a new Superintendent selection process timeline. That timeline will be reviewed at tonight's meeting; changes can be made by the Board thereby advancing the process accordingly. Dr. Balentine highlighted the timeline; her contract is scheduled to end on June 30, 2012. [The timeline is available for review at the link shown: <http://www.amphi.com/media/1200931/timeline.pdf> ]

- January 16-20<sup>th</sup>: Forums, representing a wide spectrum of groups to include parents, community, AEA leadership, and staff as well as specific council groups, soliciting input on desired qualities and the selection process of the new superintendent.
- February 1<sup>st</sup>: Proposed meeting with the ASBA Consultant and the Board to review the input results and to approve the final candidate's profile.
- February 6<sup>th</sup> through March 21<sup>st</sup>: Job posts; search based upon profile.
- March 27<sup>th</sup>: The training, interview preparation, and presentation of candidate applications.
- April 2-5<sup>th</sup>: Community and staff involvement schedule development.
- April 9-13<sup>th</sup>: Candidate interviews; staff and community forums with candidate(s).
- April 18-24<sup>th</sup>: Possible site visits with candidate.
- April 25-May 1<sup>st</sup>: New superintendent appointment; contract finalized.
- July 1<sup>st</sup>: New Superintendent begins.
- July-August: Consideration of an ASBA Board-Superintendent workshop.

Mrs. Boros stated that Ms. Karen Beckvar, Director of Leadership Development, from the Arizona School Boards Association (ASBA) is in attendance to review their proposal in conducting the selection process for the District's new superintendent. Ms. Beckvar has been involved in more than twenty-five state searches and has also served as a school district governing board member.

Ms. Beckvar's explained the process; her experience as a former board member allows her an understanding of the Board's responsibility. Selection of a superintendent, the next leader, is an important decision. Amphi is a

stable district and has a stable Board, and enjoys teacher successes and student achievement – a lot to *brag* about in an effort to attract an excellent pool of candidates.

She reviewed the elements of advertising – it has become an advanced process; most of which is now done on-line to include a customized brochure. There is a need to determine who will be involved in the process – input, interview, and the selection of a candidate. Input and training in interview practices are available for community and board members. It is important to ascertain the salary and benefits as the searches are more far reaching due to internet exposure but salaries also vary greatly; salaries are more lucrative in the eastern and central states. Serving as a consultant for ASBA, it is Ms. Beckvar's role to facilitate the process and it is the role of the Governing Board to make the final decision in candidate selection and the process used to reach that end.

Ms. Beckvar stated that the process will begin when the Governing Board approves the ASBA proposal that she has submitted. And if the Board chooses to move forward with the process, then specifics will be reviewed and discussed. The specific timeline is adjusted to meet the needs of the Board. The costs for search services as described in the proposal requires a base fee of \$15,000; including all expenses (travel, food, lodging, etc.). Local districts are responsible for arranging and costs associated with candidate site visits. Additionally, Arizona law prohibits school districts from paying costs associated with travel for interested candidates.

Mr. Grant added that, in his opinion and his many years of experience in the Human Resources industry, the cost stated is consistent with that of other ASBA searches, as well as, reasonable in industry-wide.

Mrs. Boros noted that she welcomes input from staff and community in this endeavor.

Dr. Barrabee moved to appoint the Arizona School Boards Association (ASBA) as consultant to conduct and coordinate the District's search for a new superintendent to be effective with the start of the 2011-2012 school year or at such a time otherwise determined by the Board. The motion was seconded by Mrs. Boros; there was no further discussion and the motion passed unanimously, 5-0.

Ms. Beckvar asked administration to provide some details concerning the District that will be used to develop the brochure that will be uploaded onto the ASBA website (azsba.org). Ms. Beckvar then lead a discussion on the process and timelines necessary to accomplish the task per the timelines discussed previously (and stated above).

Besides the variety of group forums (week of January 16<sup>th</sup>) another method for offering input opportunities is through an on-line survey. The on-line survey will be linked through the District's website to the ASBA website that actually hosts the process. The proposed closing date for survey submittals is January 29<sup>th</sup>.

Ms. Beckvar will collect and provide a synopsis of the input received at the forums and the surveys. This information will be provided to the Board prior to the February 1<sup>st</sup> meeting, to assist in their decision about a final profile; this profile will be advertised on the ASBA website and included in the brochure development. A draft brochure will be presented for approval. The eventual contract negotiations will be the responsibility of the District. There was some discussion about posting videos.

Following some discussion, it was the Board's decision that they would be solely involved in the screening and interviewing of candidates. Additional forums could be arranged with community and staff while the candidates are here interviewing; those forums would also be facilitated by Ms. Beckvar. Forums are typically an hour in length. Questions posed of the candidates are solicited from those in attendance. Feedback forms are available to attendees and then provided to the Board.

Interviews can be scheduled in a panel format or individually. As a form of reference, individual interview sessions typically require six hours to process 4 interviews. Additional forums could be scheduled that same day starting with a staff forum scheduled in the late afternoon (school dismissal) and the community forum perhaps scheduled in the early evening. These would again be facilitated by Ms. Beckvar – thereby allowing the Board an opportunity to observe the process and the interactions between candidates and staff/community.

Mrs. Boros asked about potential additional search costs. Dr. Balentine stated that perhaps so if it became necessary for the Board to travel outside of the District to observe a candidate(s). Salary ranges and benefit

requirements will need to be decided by the Board on February 1<sup>st</sup> as this may impact the interest level from out of state candidates.

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

There were no Board Member requests.

**PUBLIC COMMENT**

Mr. John Fife, President of the AmphiEA, addressed the Governing Board asking them to consider including the community and employee participation in the interview-question development and the interview process.

Mrs. Boros sought clarification from Mr. Fife related to the question development process. Mrs. Boros reiterated the Board's earlier decision but asked if there were other Board member comments to this issue. Dr. Barrabee responded that he prefers having the community participation at the forums and reserving the interview screening for the Board. Ms. Beckvar stated that questions could be submitted by AEA as part of the forum.

**ADJOURNMENT**

A motion was made by Mr. Grant that the Board Meeting be adjourned. Dr. Loomis seconded the motion; and it passed unanimously, 5-0. Mrs. Boros declared the meeting was adjourned; the time was 8:35 p.m.

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Respectfully submitted,

\_\_\_\_\_  
Mrs. Diana L. Boros, President

\_\_\_\_\_  
Date

Approved: TBD