



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

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

TITLE: **Determination of Procedures and Protocols for Committee to Study High School Instructional Time Issues**

BACKGROUND:

At its last meeting of January 26, 2015, the Governing Board approved the formation of a study committee to potentially make recommendations regarding high school instructional time within the District. The Board also determined that it would select the membership for the committee, and that two members of the Board would be members of the committee. As a consequence of this, the committee will be required to comply with the Arizona Open Meeting Law.

Due to time and agenda constraints on January 26, there was only limited discussion on the details of the committee (e.g., its specific nature, charge, form, and functions). It was noted that further discussion and action could be taken at this February 9 meeting.

Through this agenda item, the Board may now wish to set the parameters, protocols and procedures for the committee so that the committee process can get underway in order to meet the October 2016 deadline set by the Board, especially given the time constraints that potential members might face during the intervening spring and summer months.

Because the Governing Board itself is establishing the committee, the Board may also wish to consider and define the following:

1. Committee Organization
 - a. Name
 - b. Number of members and quorum
 - c. Selection of members
 - i. Timeline
 - ii. Process
 - iii. Representative qualities/qualifications of membership
 - iv. If by application:
 1. Form
 2. Content
 3. Timeline
 4. Review
 5. Determination of appointees
 - d. Leadership structure (chairperson, etc.)
 - e. Group norms
 - f. Meeting Schedule
 - g. Meeting Locations
 - h. Decision making process
 - i. Majority vote
 - ii. Consensus
 - iii. Minority viewpoints
 - i. Staff support and staff role(s)

- j. Agendas & Minutes
- 2. Committee Responsibility
 - a. Charge, scope and purpose
 - i. Direction
 - ii. Limitations, if any
 - 1. Advisory
 - 2. Issues
 - 3. Budget effects
 - 4. Operational authority
 - b. Timeline
 - i. Benchmarks
 - ii. Updates
 - iii.
 - c. Open Meeting Law Compliance
 - d. Recommendation
 - i. Specifications
 - ii. Content
 - iii. Format
 - e. Program of work – training and study
 - i. Identification of content and issues
 - 1. E.g., Open Meeting Law requirements
 - 2. E.g., State law requirements re: instruction, content, etc.
 - 3. E.g., Finance requirements
 - 4. E.g., Current district class schedules
 - 5. E.g., Other District class schedules/comparability study
 - 6. E.g., Demographics
 - 7. E.g., Student achievement data
 - 8. E.g., Course diversity and scheduling implications
 - 9. E.g., Food service program issues
 - 10. E.g., Transportation route schedules
 - 11. E.g., Staff contract time, duties, limitations
 - 12. E.g., Staffing requirements and budget implications
 - 13. E.g., Specialized program needs
 - a. Special needs
 - b. International Baccalaureate®
 - c. Cambridge Academy®
 - 14. E.g., Extracurricular program schedules and needs
 - 15. E.g., Arizona Interscholastic Association schedules
 - 16. E.g., Facilities use by third parties
 - 17. E.g., Surveys
 - a. Methodology
 - b. Definition of respondents
 - c. Determination of content
 - ii. Identification of trainers/study leaders
 - f. Work Product
 - i. Report
 - 1. Content
 - 2. Recommendation
 - 3. Breakdown of recommendation – minority views, etc.
 - 4. Variables and conditions
 - 5. Effects and consequences
 - 6. Publication

- ii. Presentation
 - 1. Committee role
 - 2. Staff Role

There may, of course, be other issues, protocols, directives or procedures which the Governing Board may wish to define and establish for this committee. The foregoing list is simply provided as a guideline to facilitate Board discussion and consideration.

RECOMMENDATION:

The Governing Board has established this committee. It is the Board's prerogative to also establish the protocols, procedures and direction for the committee.

INITIATED BY:



Todd A. Jaeger, Associate to the Superintendent

Date: February 3, 2016



Patrick Nelson, Superintendent