

DRAFT Minutes

**AMPHITHEATER PUBLIC SCHOOLS
Tucson, Arizona**

MINUTES OF SPECIAL PUBLIC MEETING OF THE GOVERNING BOARD

Place, Date and Time of Meeting

Wetmore Center, 701 West Wetmore Road, March 27, 2012; 9:00 a.m.

Board Members Present

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

Central Administrators Present

Dr. Vicki McLeod Balentine, Superintendent
Todd A. Jaeger, J.D., Associate to Superintendent and General Counsel

OPENING OF MEETING

Call to Order and Signing of Visitors' Register

Mrs. Boros called the meeting to order at 9:04 a.m. and invited members of the audience to sign the visitors' register.

Pledge of Allegiance

Dr. Balentine led the Pledge of Allegiance.

Announcement of Date and Place of Next Regular Governing Board Meeting:

Mrs. Boros announced the next regular meeting of the Governing Board: Tuesday, April 10, 2012, 5:30 p.m., at the Wetmore Center, 701 W. Wetmore Road.

PUBLIC COMMENT

There were no public comments.

1. CONSENT AGENDA

Mrs. Boros asked if there were Board member requests to have any items addressed separately; there were none. A motion was made by Mr. Grant to approve consent agenda items A-S. The motion was seconded by Dr. Barrabee and passed unanimously, 5-0. Appointment of personnel is effective, provided all district, state, and federal requirements are met.

A. Approval of Minutes of Previous Meeting

The minutes of the March 6, 2012, Executive Session Governing Board were approved, as submitted.

B. Appointment of Personnel

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

C. Personnel Changes

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

D. Leave(s) of Absence

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

E. Separation(s) and Termination(s)

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

F. Approval of Vouchers Totaling and Not Exceeding Approximately \$1,890,615.29

The following vouchers were approved as presented and payment authorized:

Vo.382	\$608,031.84	Vo.383	\$358,014.56	Vo.384	\$447,226.34
Vo.385	\$287,835.07	Vo.386	\$189,507.48		

G. Approval of Out of State Travel

Out of state travel was approved for students and staff (source of funding indicated): from Amphitheater High School to take 12 students from the girls basketball club to a basketball camp in San Diego, California on June 21-24, 2012 (tax credits, club funds); from various District schools to participate in the Odyssey of the Mind and Future Problem Solving finals to be held May 22-27, 2012 at Iowa State University, this authorization now allows school to begin fundraising for travel expenses. Specific names of students and chaperones will become known following the March 31st competition; further information to follow.

Out of state travel was approved for staff (source of funding indicated): from Wilson K-8, one staff member to attend a conference for Treatment and Education of Autistic and other Communication Handicapped Children (TEACCH) in Chapel Hill, North Carolina on May 28-June 1, 2012 (tax credit); from CDO one staff member to attend National NSTA Conference in Indianapolis, IN on March 27-31, 2012 (maintenance and operations funds); from District Office one staff member to visit Thomas Bus Factory in High Point, NC on April 22-25, 2012 (site maintenance and operations funds); from District office 2 staff members and principals from Prince, AHS, AMS, Prince, Keeling, Rio Vista, Walker, Nash, La Cima to attend Comprehension Times Three Conference in Denver, CO on July 23-25, 2012 (federal funds for staff development); from District Office one staff member to attend National Association of Workforce Improvement Annual Conference in Boston, MA on May 23-25, 2012 (federal funds for staff development).

Travel was previously approved at the Oct. 4, 2011 Board meeting for: CDO to take 10 students from DECA to Salt Lake, UT April 28-May 1, 2012. The dates have changed and are now April 27-May 2, 2012.

Travel was previously approved at the October 25, 2011 Board meeting for staff and students: from Wilson K-8 to take 52 students from Chamber Ensemble and Jazz Band to Anaheim, CA March 29-April 1, 2012. Approximate cost of travel has increased from \$19,650 to \$21,650. There are 8 additional chaperones; from Ironwood Ridge HS to take 35 Encore Show Choir to Los Angeles on March 22-25, 2012, 4 additional chaperones will be attending; from AMS to take 40 students from the Project Catalina Club to Catalina Island, CA on March 6-9, 2012, there are 2 additional chaperones.

Travel was previously approved at the Dec. 6, 2011 Board meeting for staff and students from Wilson K-8 to take 80 Middle Choir Students to Anaheim, CA March 29-31, 2012. The dates have changed and are now March 29-April 1, 2012. There are 17 additional chaperones.

Travel was previously approved at the Jan. 24, 2012 Board meeting for staff and students from CDO to take 35 students from Canyon Players to Los Angeles, CA on March 19-22, 2012. The dates have changed and are now March 18-22, 2012 there are 3 additional chaperones.

H. Approval of Grant(s)

The Governing Board approved the following grants: Karen Maspero on behalf of Wilson K-8 School received a 2012 McDonald's MAC Grant in the amount of \$500.00; funding will be used towards the cost of materials for "The Game of Life" program; Painted Sky Elementary School received a 2012 McDonald's MAC Grant in the amount of \$500.00 towards a subscription to the "Ticket to Ride" program; and, Amphi Middle School was awarded a \$2,000.00 grant for the Arts Learning Project from Arizona Commission on the Arts.

I. Approval of Request for Waiver(s) of Graduation Requirement

Board book information: *Periodically students in our high schools request waivers from the District Physical Education requirement based on reasons such as medical documentation. In such cases, students are required to replace the credits with other course work. Letters from the parent and the doctor are attached.*

The Governing Board approved the waiver of 1.5 credits of physical education with required replacement course work credit for necessary for graduation for Student # 30036138 from Canyon del Oro High School.

J. Approval of Fireworks for Canyon del Oro High School Graduation Ceremonies

The Governing Board approved the request from the Canyon del Oro High' graduation class of 2012 for fireworks displays on May 22, 2012.

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

A summary of comparative totals as of February, 2012 is as follows:

Budget Capacity	\$81,843,474.00	Expenditures & Encumbrances	\$81,843,474.00
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Totals' Comparisons:

Expenditures as of 2/28/11	\$47,642,993.39	M & O Budget Capacity for 2010-2011.....	\$83,466,796.00
Expenditures as of 2/29/12.....	\$46,643,469.81	M & O Budget Capacity for 2011-2012.....	\$81,843,474.00

Bond Balance Outstanding: \$95,635,000.00

Tax Rates: Primary – 3.6518; Secondary – 1.3993

L. Receipt of January, 2012 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 of monies 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 the month ending February 29, 2012, as submitted (Exhibit 5, pp. 1-8).

M. Approval of Parent Support Organization(s) for 2011-2012

The Governing Board approved the following Parent Support Organizations (PSO) from Amphitheater High School pursuant to District Policy KBE-R: Panther Pride.

N. Approval of Dedication of Utility Easement to Tucson Electric Power; Authorization of General Counsel to Execute Necessary Documents

Board book information: *Tucson Electric Power Company (TEP) has requested the District grant it an Easement for the construction and maintenance of electrical transmission and distribution equipment and facilities at the Transportation Center located at 200 East Roger Road.*

As the Easement on district-owned real estate will be permanent in nature, the Board's approval is required. Construction of the Easement is not expected to disrupt the school's operation.

TEP will naturally assume liability for risks associated with the construction and indemnify the District from claims associated with that construction.

The Easement document and maps of the planned improvements are attached for the Board's review.

The Governing Board approved the dedication of a Utility/Electrical Easement to TEP and authorized general counsel to execute necessary documents to affect it (Exhibit 6, pp. 1-3).

O. Approval of Proposed Governing Board Policies Contained in Policy Classification J (Students), JA through JJJ; Discussion of Specific Policies in J Series (Part One)

The Governing Board approved the revised Policies JA through JJJ of Governing Board Policy Series J, Part One (Students), as submitted.

P. Award of Contract for a Voice Mail System Based on Responses to Request for Proposal (RFP) 11-0030

Board book information: *Request for Proposal (RFP) 11-0030 was posted to the District's Website and to the Universal Service Administration Company, (USAC) website. The USAC is a non-profit company which*

administers the School and Libraries Program of the Universal Service Fund (E-Rate). Voice Mail is one of categories eligible for E-Rate funding.

The RFP text asked responding vendors to provide their solution to replace the existing Nortel Option 81C with a new Avaya CS1000E-HA allowing migration of the current antiquated Meridian Voicemail to a Call Pilot 5.0 Voicemail system. Vendors were asked to provide as a part of their solution, the cost of migration, (new system) and their warranty & maintenance services for a 60 month period.

The two responding vendors, Century Link and Black Box were evaluated based on the evaluation criteria provided in the request for proposal and summarized below. Candice Ross, Technology Director, Steve Frost, Network Manager and Raul Bejarano, Network Administrator were the evaluators. Vendors were asked to provide:

TOTAL COST EFFECTIVENESS: 35 Points Possible – All proposals shall include initial and monthly costs. Scoring shall be based on total cost over a 60 month time period.

SCALABILITY OF SOLUTION: 25 Points Possible - Vendor shall provide detailed documentation on the scalability of the proposed solution. Details must be given on the timeframe necessary to upgrade connections if greater bandwidth is desired by the district, whether it is for one or all sites covered in the contract.

SERVICE LEVEL AGREEMENT: 15 Points Possible - Provide a specific Service Level Agreement (SLA) stating the MTBF (mean time between failures) of the proposed network services, express warranties of guaranteed “up-time” of the network services to be provided and response times in the event of any network issue experienced by the school.

VENDOR SUMMARY: 10 Points Possible - Write a brief history of your company that includes its philosophy of doing business.

CUSTOMER REFERENCES: 5 Points Possible

IMPLEMENTATION INFORMATION & ONGOING MONITORING: 5 Points Possible - Vendor shall provide detailed documentation of an example project.

E-RATE CLAUSES: 5 Points Possible - Vendor shall provide documentation on the position of the company if E-Rate funding were to no longer exist from the Schools and Libraries Program of the Universal Service Fund.

Century Link provided servers, (hardware necessary to support the new system) to include server specifications, quantity and pricing. The Black Box solution did not include servers, server specifications and/ or cost. The evaluation team awarded the Total Cost Effectiveness and the Scalability of Solution points based on each vendor’s response to include servers.

<i>RFP 11-0029 Network Voice & Data Services</i>	<i>Points Possible</i>	<i>Century Link</i>	<i>Black Box</i>
<i>Total Cost Effectiveness</i>	<i>35</i>	<i>35</i>	<i>25</i>
<i>Scalability of Solution</i>	<i>25</i>	<i>25</i>	<i>15</i>
<i>Service Level Agreement</i>	<i>15</i>	<i>15</i>	<i>15</i>
<i>Vendor Summary</i>	<i>10</i>	<i>10</i>	<i>10</i>
<i>Customer References</i>	<i>5</i>	<i>5</i>	<i>5</i>
<i>Implementation Information & Ongoing Monitoring</i>	<i>5</i>	<i>5</i>	<i>5</i>
<i>E-Rate Clause</i>	<i>5</i>	<i>5</i>	<i>5</i>
<i>Total Points</i>	<i>100</i>	<i>100</i>	<i>80</i>

The Governing Board approved the award of contract for a Voice Mail System to *CenturyLink* based upon responses to RFP 11-0030.

Q. Award of Contract for Copy Paper Based on Responses to Request for Bid (RFB) 11-0041

Board book information: Request for Bid (RFB) 11-0041 for copy paper was mailed to eighteen vendors registered with the Purchasing Department providing copy paper products; 3 vendors responded. Please see below.

Vendor	Contract Paper Group	Spicers	Unisource
Brand	Fascopy	Boise X-9	Econosource
Item #	212972	P0200426	1052
Quantity	8400 rms	8400 rms	8400 rms
Ream cost delivered	\$2.483	\$2.83	\$2.77
Total cost truckload	\$20,857.20	\$23,772.00	\$23,268.00

The Governing Board approved the award of contract for copy paper to *Contract Paper Group* based upon responses to RFB 11-0041.

R. Award of Contract for Access Control and Door Hardware Service and Repair Based on Responses to Request for Bid (RFB) 11-0037

Board book information: Request for Bid (RFB) 11-0037 for Access Control and Door Hardware Service and Repair was mailed to six vendors. The bid requested responding vendors to price labor & materials for the installation, repair, maintenance and service of door locking components. Bid prices to include controlling software maintenance by a Schlage Certified SMS Technician. Three vendors responded with priced quotes: CDH Security, C&I Show Hardware / Security and DH Pace Company.

The Facility Support Services Lock Shop priced three standard service requests to include labor and materials. Please see the attached page.

The Governing Board approved the award of contract for access control and door hardware service and repair to *CDH Security* based upon responses to RFB 11-0037.

S. Award of Contract for a Time and Attendance System Based on Responses to Request for Proposal (RFP) 10-0050.

Board book information: Request for Proposal (RFP) 10-0050, Employee Time and Attendance Management System was mailed to sixteen vendors and posted to the Purchasing Department's Web address; 9 vendors responded with their electronic solution to replace the district's current timesheet and punch card system for recording time & attendance. The RFP required the vendor's product, (software solution) to interface with the district's SunGard Financial Operating System. A Clarification Request was sent to all vendors verifying their solution would accept real time SunGard software upgrades (changes) which would affect time & attendance reporting.

Based on the responses received, four vendors were deemed eligible for an award of contract. A second Clarification and a Best & Final Offer was sent each of the four vendors. References were requested in addition to a five year life cycle cost to include proximity (badge) readers, system maintenance, operating software, available upgrades, training, etc. Please see the attached vendor evaluations.

2. **EXECUTIVE SESSION**

A. Motion to Recess Open Meeting and Hold an Executive Session for:

1. Review and Screening of Applications for Position of Superintendent, Pursuant to A.R.S. § 38-431.03(A)(1 and 2)

Board book information: *In January, the Governing Board appointed the Arizona School Boards Association (ASBA) as a consultant to coordinate and facilitate the search for the District's next Superintendent, following Dr. Balentine's announcement that she will be retiring at the conclusion of her current contract.*

The search process includes opportunities for input from the community, district staff, and students. For example, several forums have already been held to obtain input from multiple segments of the District community. These forums, for parents, students, District staff, school principals, PTOs/Site Councils, the Amphitheater Education Association, and the general community, provided the Governing Board and its search consultant, with detailed, helpful recommendations regarding the qualities and characteristics sought in a new superintendent. In addition, an internet based survey was administered as an additional mechanism for similar input.

At the Board's meeting of February 1, 2012, the Governing Board and its consultant utilized input from the forums to develop a "profile" for the new superintendent – qualifications, characteristics, skills and abilities sought in applicants. This profile and other information about the District and community were to be used by the consultant to formulate the electronic brochure that advertised the position and solicited applicants.

Applications were solicited through the ASBA website and were accepted through March 21, 2012. The Board will need to meet in executive session to review and screen the applications of qualified individuals, utilizing the superintendent profile developed by the Board.

The screening, which will be conducted in executive session, will determine those candidates who may be selected for interview and further consideration by the Governing Board. And following the executive session, the Governing Board may take public action to convey direction to the Board's Superintendent Search consultant regarding further search proceedings.

Ms. Karen Beckvar, Director of Leadership Development, serving as the ASBA Consultant in the Superintendent's Search process, was in attendance and presented the Governing Board with twenty-two applications for review and consideration (12 applicants from Arizona, 10 from out of state; 11 superintendents, 6 assistant superintendents, 3 central office, 2 principals).

A motion was made by Mr. Grant that the Board recess into Executive Session pursuant to A.R.S. § 38-431.03(A)(1 and 2), as presented. Dr. Barrabee seconded the motion and it passed unanimously, 5-0. Mrs. Boros called a recess at 9:06 a.m. for the purpose of holding Executive Session for the review and consideration of candidate applications.

B. Motion to Close Executive Session and Reconvene Open Meeting

At approximately 4:40 p.m. Mrs. Boros declared the meeting into open session.

2. **ACTION**

A. Direction to Governing Board Consultant Regarding Further Actions in Superintendent Search Process

Following the Governing Board's executive session screening of applications for the position of Superintendent, the Board may wish to provide direction to the Arizona School Boards Association (ASBA) consultant regarding the next steps to be taken in the search process.

Depending upon the screening process, the direction provided by the Board may vary, but might include:

- 1. A motion directing the re-advertising of the superintendent position (if the Board determines that additional applicants should be solicited, for example).*

2. *A motion directing the consultant to contact specified applicants to arrange for interviews. (This may be done by application numbers in order to maintain the confidentiality of applicant names, if appropriate, until such time as disclosure is required by law).*
3. *A motion to direct other actions by the consultant, as appropriate or required.*

It is recommended that the Governing Board direct its consultant as to the next steps to be taken in the search process, based upon the outcome of the application screening process conducted in executive session.

The Governing Board requested that Dr. Balentine return to the open session for advice and to review protocols for advancement in the superintendent's search process. Some discussion ensued.

A motion was made by Dr. Barrabee and seconded by Mrs. Zibrat that three (3) candidates would be advanced as finalists; they were referred to as Finalists 1, 2, and 3. The motion included directing Ms. Beckvar to contact these finalists, schedule interviews with each of them. The interviews would take place in an Executive Session. As part of the interview process, each finalist will tour District facilities and also participate in Forums. The (two) forums would be scheduled so that District Staff would attend one session and Community members would be invited to attend the second session thereby giving both groups an opportunity to meet and ask questions of the finalists and again provide feedback to the Governing Board. Ms. Beckvar was asked to again facilitate the forum sessions.

The Governing Board further discussed plans to hold another Executive Session following interviews and the Forum events in order to deliberate further; dates for these events were tentatively scheduled for April 11, 12, 13, 2012 but would be confirmed once arrangements with all three finalists have been made.

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

There were no Board Member requests.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

A motion was made by Dr. Barrabee, seconded by Mrs. Boros, and passed unanimously, 5-0 that the meeting be adjourned. Mrs. Boros declared the meeting adjourned at 5:40 p.m.

Respectfully submitted,
Margaret Harris

Mrs. Diana L. Boros, President

Date

Approved: