

DRAFT

**AMPHITHEATER PUBLIC SCHOOLS
Tucson, Arizona**

MINUTES OF THE ADVISORY COMMITTEE REGARDING HIGH SCHOOL INSTRUCTIONAL TIME

Place, Date and Time of Meeting

Wetmore Center, 701 W. Wetmore Road, Leadership and Professional Development Building, Tucson, AZ
85705, May 23, 2016 at 5:00 PM

Committee Members and Facilitators Present

Mike Bejarano, Chief Academic Officer for Secondary Education
Mike Robinette, AEA Representative

Amphitheater High School:

Mr. Jon Lansa
David Humphries
Lisa Millerd
Marian Johnson

Canyon del Oro High School:

Mr. Paul DeWeerd
Ms. Tina Mehren
Zach Bohenkamp
Carol Trejo
Nina Godlewski

Ironwood Ridge High School:

Ms. Natalie Burnett
Jenny Een
Hope Goldsmith
Paul DesJarlais

Tassi Call, Facilitator and Co-Chair
Wendy Biallas-Odell, Facilitator and Co-Chair
Karen S. Gardiner, Administrative Assistant to the Governing Board

Committee Members and Facilitators Absent

Joe Paddock, Director of Interscholastic Activities

Amphitheater High School:

Andrea Anaya
Vanessa Ruiz
Deborah Ingram

Canyon del Oro High School:

Stephen Rothkopf
Sandy DuPlain

Ironwood Ridge High School:

Christian Sandoval
Susan Williams
Kersten Kremer

Others Present

Todd A. Jaeger, Associate to the Superintendent and Legal Counsel
Karen S. Gardiner, Administrative Assistant to the Governing Board

Call to Order and the Pledge of Allegiance to the Flag

Ms. Call called the meeting to order at 5:03 PM and asked all in attendance to rise for the Pledge of Allegiance.

Welcome and Introduction of Committee Members

Ms. Call introduced herself and Ms. Biallas-Odell then had each member of the Advisory Committee introduce themselves stating their name, relationship to their high school and which high school they represented.

Review of Committee Charge, Scope, Purpose and Timeline

Ms. Call reviewed committee charge, scope, purpose and timeline.

* To research existing high school start/end times and the amount of instructional time at each high school

* To examine and understand current practices and the impact of any change upon the following areas:

1. State law requirements regarding instructional minutes, content, etc.
2. Financial requirements
3. Current District class schedules
4. Student achievement data
5. Food Service program issues
6. Transportation route schedules
7. Staff contract time, duties and limitations
8. Staffing requirements and budget implications
9. Specialized program needs such as:
 - a. Special Needs
 - b. International Baccalaureate®
 - c. Cambridge Academy®
 - d. Advanced Placement (AP)
 - e. Career and Technical Education (CTE)
 - f. Extracurricular program schedules and needs

Advisory Committee Procedures

* To survey staff and teachers in the high schools regarding any proposed change

* To survey parents of high school students regarding key issues

* In the event of a recommended change in high school start time that could have an impact for transportation, survey the parents of elementary and middle school students

* To contact appropriate staff when needed for specific information, including the Chief Financial Officer, Director of Human Resources, Legal, Student Services and Operational Support

Advisory Committee Timeline

* A report and recommendation is due to the Superintendent and Governing Board by November 1, 2016.

PUBLIC COMMENT

There was no public comment.

2. CONSENT AGENDA

A. Discussion of Committee Process

Ms. Biallas-Odell introduced the process of group norms while Ms. Call handed out a sample of norms. She said that as we know all efficient groups establish norms that govern behavior, facilitate the work of the group and enable the group to accomplish tasks. She calls them collective commitments that establish trust, openness, commitment and accountability to fellow committee members. Probably most of us have worked in groups that had norms, some informal and most of them formal. Tonight we are starting with the drafts norms. They pulled norms from their current schools to start with a sample. When deciding on the norms they asked to utilize the “fist to five” method of indicating acceptance or disagreement. If agree, hold up 5 fingers. If think it is a good idea, hold up 3 fingers, if do not agree or need more information, hold up a closed fist. The Committee agreed. The norms agreed upon by the Committee were:

1. Begin and end on time.
2. If you will be late, call or email Ms. Gardiner as soon as possible. (696-5158 / kgardiner@amphi.com)
3. Raise your hand to speak.
4. Be present. No cellphones or sidebar conversations.
5. Respect each other and the process of the Committee.
6. Understand there is no rank among Committee Members.
7. Contribute perspectives and interests openly.
8. Keep an open mind and accept alternative points of view.
9. Check for impact on students, learning and the organization.

The Facilitators asked if there were any other questions. Ms. Tina Mehren asked what the protocol was for a quorum of Committee members as it is summer and people will be on vacation. It was noted that information would be covered by Mr. Todd Jaeger who is providing a briefing on Arizona Open Meeting Law.

B. Training Regarding Arizona Open Meeting Law

Mr. Jaeger provided training on Open Meeting Law with handouts and touched on key points as would apply to the Advisory Committee as a body only making a recommendation to the Governing Board. As a committee organized by the Governing Board the Advisory Committee’s work falls under Arizona Open Meeting Law. Open Meeting Law exists to assure the public has the ability to know what its government is doing. There are a few things that need to be understood as they are very important to operations. People can attend and hear the Committee; in case of overflow the public can hear the meeting on speakers in the hallway. A quorum of the body meeting applies. For example, the Governing Board must have 3 out of 5. The same applies here; we have to have a physical quorum in attendance at the meeting to vote on a recommendation of action. People are allowed to attend telephonically when possible, but telephonic attendance does not count towards a quorum on a recommendation of action. The Advisory Committee is discussing and proposing a recommendation of action, not taking legal action. Anytime there is a majority of Advisory Committee Members in one place Open Meeting Law applies. If one Committee Member talks to two or three others politicking or lobbying, it is okay. However, if the conversation is then carried on to more people on the Committee it can reach a majority level which violates Open Meeting Law as the public cannot attend and hear what the majority is talking about. Clarify how many Committee Members you have already talked to. Regarding recommendation of action, Committee Members can discuss things informally with a couple of people, but can only do so in a meeting to make a collective decision. A sub-committee can be formed which is less than a quorum of the whole. If a quorum of the body is engaged in sub-committee discussions, it is subject to the law, regardless of the label or “work”, “study”, etc.

Notice of meetings and meeting agendas are required to be posted a minimum of 24-hours in advance of the meeting. The Committee can only discuss what is on the agenda. The topics to be used are broad. Make sure the agenda item is clearly defined and stay on topic. The description has to provide adequate notice of what will

be discussed; Special Programs, etc. A Special Agenda Emergency Meeting will not happen on this committee. The published minutes are not required to contain all detailed conversations. Call to the Audience is required by Governing Board policy. Comments should be made regarding items within the committee's jurisdiction, anything they are in charge of. The Facilitators can exclude comment that is not regarding an item within the purview of the Committee. When not on the agenda, cannot respond because the public did not know that topic would be discussed and therefore can't hear as it wasn't on the agenda. An Executive Session technically could be applied and convened if the Committee needed legal advice. There used to be no penalties for violation of Open Meeting Law but after issues statewide, a law was enacted. There is a \$500 penalty for each violation which the Attorney General can enforce against willful violation. If we were to accidentally violate Open Meeting Law, there is a mechanism to fix. We could publish on the next agenda and ratify it. However, this is not something we want to do.

[<https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000433&mk=50201035>, Item 2.B. OML Presentation] (Exhibit 1)

Mr. Jaeger asked if there were any questions. There were none. He told the Committee to contact him if they had any questions or needed clarification.

C. Review of Staff Support Mechanisms and Protocols

The Facilitators noted that District staff is available to educate the Committee on various components of the operations of the schools. Mr. Little - Finance, Mr. Burns - Operations Support, Mr. Paddock - Interscholastics, etc. They cautioned the Committee to listen to all information before taking positions.

D. Discussion of Future Meeting Schedule for Committee

The Facilitators discussed the fact that the Committee has a lot of work to do before November 1st. Many are taking vacation now that school is out and we need to look at meeting dates. Not all will be able to make every meeting, but we need a quorum of approximately 13 Committee Members. The date of July 19th was suggested as the next meeting date. The Committee voted no to July 19th. Mr. Mike Robinette asked about the possibility of calling in to participate in the meeting. Ms. Gardiner said that she would contact Technology to see if we have a system that can facilitate multiple callers and interaction by phone for a group of this size.

Note: *Telephonic attendance does not count toward a meeting quorum. Only physical attendance at the meeting counts towards a quorum.*

The following meeting dates were suggested by the Facilitators and approved by the Committee:

Tuesday, August 2, 2016, 5:00 - 7:00 PM

Tuesday, August 16, 2016, 5:00 - 7:00 PM

Tuesday, August 30, 2016, 5:00 - 7:00 PM

Tuesday, September 13, 2016, 5:00 - 7:00 PM

Tuesday, September 27, 2016, 5:00 - 7:00 PM

Tuesday, October 18, 2016, 5:00 - 7:00 PM

A potential additional non-Tuesday meeting in October if needed.

PUBLIC COMMENT


Ms. Biallas-Odell read the Call to the Audience.

Ms. Kendra Ritchey addressed the Committee. She thanked the Board and the Committee for starting the study of high school instructional hours. She is curious about the driving force, which is it good for all children in high school. She encouraged them to look outside of Arizona for models. Some high schools work on the block schedule and recommended the AB block be considered. It is helpful in areas, provides extended time and study

in class and teachers and students build relationships. Can take more classes, decrease transition times and have downtime in between. Teachers have to teach differently, lecture and hands-on, wrap up. She also recommended keeping in mind that high schools on a national level usually start later.

ADJOURNMENT

Ms. Call adjourned the meeting at 6:56 PM.



Respectfully submitted,
Karen S. Gardiner,
Administrative Assistant to the Governing Board

Tassi Call, Facilitator and Co-Chair TBD
Date

Wendy Biallas-Odel, Facilitator and Co-Chair TBD
Date

Approved: TBD