

**Minutes of the Special Governing Board Meeting  
Amphitheater Public Schools  
Tuesday, February 28, 2023**

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A Special public meeting of the Governing Board of Amphitheater Public Schools was held on Tuesday, February 28, 2023, beginning at 5:30 p.m. at the Wetmore Center, 701 W. Wetmore Road, Tucson, AZ 85705 in the Leadership and Professional Development Center.

**Governing Board Members Present**

Ms. Deanna M. Day, M.Ed., President  
Ms. Vicki Cox Golder, Vice President  
Dr. Scott K. Baker, Member  
Mr. Matthew A. Kopec, Member  
Ms. Susan Zibrat, Member

**Superintendent's Cabinet Members Present**

Mr. Todd A. Jaeger, J.D., Superintendent  
Ms. Tassi Call, Associate Superintendent for Elementary Education  
Mr. Matthew Munger, Associate Superintendent for Secondary Education  
Ms. Michelle H. Tong, J. D., Associate to the Superintendent and Legal Counsel  
Mr. Scott Little, Chief Financial Officer  
Ms. Elizabeth Jacome, Director of Curriculum and Assessment  
Mr. Richard C. La Nasa, Executive Manager of Operational Support  
Ms. Kristin McGraw, Director of Student Services  
Ms. Michelle Valenzuela, Director of Communications

**1. CALL TO ORDER AND SIGNING OF THE VISITOR'S REGISTER**

President Day called the meeting to order at 5:30 p.m. and invited members of the audience to sign the guest register.

**2. PLEDGE OF ALLEGIANCE**

At President Day's request, Mr. Kopec led the Pledge of Allegiance.

**3. ANNOUNCEMENT OF DATE AND PLACE OF NEXT SPECIAL GOVERNING BOARD MEETING**

President Day announced that the next Special Governing Board Meeting would be held on Tuesday, March 7, 2023 at 5:30 p.m., at the Wetmore Center, 701 W. Wetmore Road, Tucson AZ 85705 in the Leadership and Professional Development Center.

**4. PUBLIC COMMENT**

There were no comments.

**5. CONSENT AGENDA**

*Details of agenda items, supporting documents, and presentations are available in the electronic Board Book by clicking on the hyperlink below.*

*[Amphitheater Public Schools Public View - BoardBook Premier](#)*

*President Day asked if any items needed to be removed for further discussion. There were none.*

*Mr. Kopec moved for Consent Agenda Items 5. A.-N. be approved as presented. Vice President Cox Golder seconded the motion. Voice vote in favor – 5. President Day, Vice President Cox Golder, Dr. Baker, Mr. Kopec and Ms. Zibrat. Opposed – 0. Consent Agenda Items 5. A.-N. passed.*

**A. Approval of Appointment of Non-Administrative Personnel**

*Non-Administrative personnel appointments were approved as listed in Exhibit 1.*

**B. Approval of Personnel Changes**

*Certified and classified personnel changes were approved as listed in Exhibit 2.*

**C. Approval of Leave(s) of Absence**

*Leave(s) of absence were approved as listed in Exhibit 3.*

**D. Approval of Separation(s) and Termination(s)**

*Separations and terminations were approved as listed in Exhibit 4.*

**E. Approval of Stipend for Coaching Volunteers**

*Stipend for Coaching Volunteers were approved as listed in Exhibit 5.*

**F. Approval of Fiscal Year 2023-2024 Form of Contract for New-to-the-District Candidates**

*The Governing Board approved Fiscal Year 2023-2024 Form of Contract for New-to-the-District Candidates as listed in Exhibits 6-22.*

**G. Approval to Provide Post-Retirement Employment Opportunities during the 2023-2024 Fiscal Year**

*The Governing Board approved the request to Provide Post-Retirement Employment Opportunities during the 2023-2024 Fiscal Year.*

**H. Approval of Vouchers Totaling and Not Exceeding Approximately \$2,843,072.26**

*A copy of vouchers for goods and services received by the Amphitheater Public Schools and recommended for payment has been provided to the Governing Board. The following vouchers were approved as presented and payment authorized as submitted in Exhibit 23.*

Voucher #	Amount	Voucher #	Amount	Voucher #	Amount
1270	\$83,191.15	1271	\$231,097.34	1272	\$107,028.60
1273	\$471,489.74	1274	\$12,358.23	1275	\$126,154.85
1276	\$194,720.17	1277	\$10,676.12	1278	\$51,883.47
1279	\$568,993.08	1280	\$125,004.03	1281	\$587,145.69
1282	\$100,495.14	1283	\$172,834.65		

**I. Acceptance of Gifts**

*Gifts were accepted by the Governing Board as submitted in Exhibit 24.*

**J. Receipt of January 2023 Report on School Auxiliary and Club Balances**

*The Governing Board approved Receipt of January 2023 Report on School Auxiliary and Club Balances as submitted in Exhibit 25.*

**K. Approval of Parent Support Organization(s) - 2022-2023**

*The Governing Board approved CDO Boys Basketball Booster Club for the 2022-2023 school year as submitted in Exhibit 26.*

**L. Sale of Surplus Electronic Equipment- Based Upon Responses to Request for Quotes (RFQ) 2212023**

*The Governing Board approved Sale of Surplus Electronic Equipment- Based Upon Responses to Request for Quotes (RFQ) 2212023.*

**M. Approval to Cancel Food Service Department Agreement with the ASPIN/Mohave Cooperative**

*The Governing Board approved the request to Cancel Food Service Department Agreement with the ASPIN/Mohave Cooperative.*

## **N. Approval of Out of State Travel**

*The Governing Board approved requests for Out of State Travel as submitted in Exhibit 27.*

*President Day called for a five-minute break to enjoy the reception provided by SFE-Southwest Foodservice Excellence and meet their staff.*

## **6. STUDY**

### **A. Presentation on Food Service Operations in the Amphitheater School District**

*For the PowerPoint Presentation on Food Service Operations in the Amphitheater School District see Exhibit 28.*

Superintendent Jaeger invited Mr. LaNasa to present an informational update on Food Service Operations.

Mr. LaNasa explained that, last spring, the District sought a food service company to manage food service operations in the District. He said SFE (Southwest Foodservice Excellence) was the firm selected to implement the strategies the department had planned. He introduced John Oakley-Regional Manager, David Greeson-Food Service Director, Reyna Lopez-Head Chef, and Betsy Clark-Head Nutritionist, all of SFE. Mr. LaNasa stated SFE staff are on-site five days a week managing the District's food service programs.

He talked about the goals of the food service department. These include serving nutritious meals that the students will eat, educating children on food safety and smart food choices, and increasing the meal counts to serve more students in need. Additionally, the department needs to be financially self-sufficient and profitable in order to be able to replace required equipment in the schools. Mr. LaNasa noted that with the transition to SFE, all Amphi food service department employees continued employed with the District.

Mr. LaNasa reported that nearly 70%-75% of the meals are "scratch-cooked". This change has allowed for an increase in menu options, including an unlimited salad/fruit bar at all schools. He spoke about some of the catering that SFE has provided. The events have been at the District office, at schools, and have included families and the public.

Mr. LaNasa invited Mr. Greeson to share additional information about the transition. Mr. Greeson talked about the staff training, including food safety, SFE guidelines and scratch cooking techniques. He shared photos of the menu options, unlimited salad bar, new décor and concepts, catering events and the special Thanksgiving meal at all schools. Mr. Greeson explained the "Roving Chef" program. He said it is fun learning opportunity that provides students with a safe environment to learn about nutrition, basic food safety, and cooking skills. Mr. Greeson noted with the catering events, the revenues stay in the District, because an outside vendor is not being used. He shared a graph of the daily average meal counts, which showed an increase from August to February, with almost 1,000,000 meals served so far this year.

He offered to answer any questions.

President Day thanked him and commented that the food selections looked appealing.

Superintendent Jaeger shared that this is the first year students are telling him that they are enjoying the food. He thanked the SFE team for their changes, decorations, implementation and support.

### **B. Study of Budget Neutral Leave Buy-Back Program for Classroom Teachers Piloted in FY 2021-2022**

Superintendent Jaeger explained that the budget neutral leave buy-back program was new last year, and President Day had requested a follow-up on the pilot program. He said Ms. Tong and Mr. Little would present the information.

Ms. Tong reviewed the background of the pilot program. She said that on April 14, 2020 the Governing Board approved a joint recommendation of the meet and confer teams to develop and offer a cost neutral sick-leave buy-back program. With the interruption of the pandemic, the Governing Board did not have the opportunity until January 25, 2022 to approve implementation of the pilot program for fiscal year 2021-2022. The new proposal was extended to all teachers that met the criteria, and included sick and personal leave time. She gave an overview of the specific parameters of the program. Ms. Tong asked Mr. Little to provide financial information about the program.

Mr. Little reported they have learned a lot with the first year of the program. Overall, the program avoided 240 teacher substitute days, 61 people were eligible and the average number of hours paid out was 31.50. He said there was confusion from the teachers and other staff about being eligible, and amount of sick time they were able to use.

Mr. Little talked about the changes that will be made this year to make the program less complicated for the teachers. These changes include the payroll department emailing eligible teachers a form containing the eligible amounts after the processing of the summer payrolls (early June.) Teachers must then complete the form and return to the District by the middle of June, with payments being made in early July.

Ms. Tong spoke about the recommendations to amend the terms of the program made by the meet and confer committee to extend the pilot program to fiscal year 2022-2023. The recommendations were to clarify some of the confusion (eligibility, number of available days, etc.) from last year and to determine if the program is truly budget-neutral. The extended program was approved by the Governing Board on January 10, 2023.

Mr. Little recapped the changes planned for this year. He said that a customized form will be emailed to eligible teachers in early June to determine if they want to participate, and payments will be made in early July. He noted that after the payments are made, the goal is to reassess the program to determine if it is truly budget neutral and can be kept as an ongoing District benefit.

President Cox Golder commented she was surprised that there were only 61 teachers that were eligible. Mr. Little responded that low participation may have been due to a lack of information getting to the teachers at the end of the year. President Day clarified that there were 61 participants, but more were eligible. Mr. Little agreed, but did not have a specific number of those that were eligible. He felt that having more information, better communication and a customized form will draw in more participation this year.

President Day thanked Mr. Little and Ms. Tong for the creative program, and agreed that the changes should make participation easier and less confusing.

Superintendent Jaeger expressed his gratitude to everyone that has made the program possible. He thanked the meet and confer teams, administration and Mr. Little for figuring out how to implement it. He also thanked the Governing Board for their support. He hoped the participation this year will increase, because the goal of the program is to reward teachers and keep them in the classroom to be there for the students.

## **7. PUBLIC COMMENT**

There were no comments.

## **8. BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

President Day asked for an update on e-Sports.

**9. ADJOURNMENT**

*President Day asked for a motion to adjourn. Vice President Cox Golder moved to adjourn. Ms. Zibrat seconded the motion. There was no discussion. Voice vote in favor – 5. President Day, Vice President Cox Golder, Dr. Baker, Mr. Kopec and Ms. Zibrat. Opposed – 0. The meeting adjourned at 6:19 p.m.*

*Gretchen Hahn*

Minutes respectfully submitted for Governing Board Approval  
*Gretchen Hahn, Secretary III, Governing Board Office*

March 27, 2023

Date

*Deanna M. Day M. Ed, Governing Board President*

March 28, 2023

Date