



NOTICE OF PUBLIC MEETING

**TOLLESON UNION HIGH SCHOOL DISTRICT #214
GOVERNING BOARD REVISED AGENDA
FOR REGULAR MEETING**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Tolleson Union High School District Governing Board and the general public that the Governing Board will hold a public meeting open to the public as follows:

DATE: November 10, 2015

TIME: 5:30 p.m.

PLACE: District Administrative Center, 9801 West Van Buren Street, Tolleson, AZ 85353

The agenda for this meeting is provided below. However, the Governing Board reserves the right to change the order of items on the Agenda with the exception of public hearings set for a specific time. One or more members of the Governing Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03 A.3, the Governing Board may vote to convene an executive session, which will not be open to the public, for discussion or consultation for legal advice with the Governing Board’s attorney on any matter listed on the Agenda.

A copy of background material for an agenda item provided to Governing Board members (with the exception of materials relating to executive sessions) is available for public inspection at the District Administrative Center, 9801 W. Van Buren Street, Tolleson, AZ 85353, at least twenty-four (24) hours prior to the Governing Board meeting. Please contact Karyn Morse Eubanks, the Governing Board’s Executive Assistant, at 623-478-4001 for more information.

Persons with a disability may request reasonable accommodations by contacting Ms. Eubanks. Accommodations should be requested at least two (2) working days prior to a public meeting to allow time for the District to arrange for the accommodation.

Posted: November 5, 2015 By: Karyn Morse Eubanks, Executive Assistant to the Governing Board

A complete copy of the meeting agenda can be found on the TUHSD website: www.tuhsd.org

REGULAR MEETING

1. Call to Order and Roll Call

The meeting was called to order by _____ at _____ p.m.

Mr. Chapman Mr. Del Palacio Ms. Madruga Mr. Moreno Mr. Villalon

2. Posting of Colors by Westview High School’s MCJROTC Color Guard and Pledge of Allegiance

3. Approval of the Revised Regular Agenda

Recommendation: That the Governing Board approve the Revised Regular Agenda.

Motion made by _____; seconded by _____

Mr. Chapman Mr. Del Palacio Ms. Madruga Mr. Moreno Mr. Villalon

4. Celebrations

A. Veteran’s Recognition

Tolleson Union High School District staff members who have proudly served their country in all branches of the military will be recognized and honored.

B. Employees of the Month

The following September 2015 Employees of the Month will be recognized for their contributions to the District.

La Joya Community High School
Karola Bond, Chemistry Teacher

Sierra Linda High School
Karen Furkert, English Teacher

Westview High School
MSgt. Peter Washington, MCJROTC Instructor

C. Tolleson Service Committee

The Tolleson Service Committee will host its 33rd Annual Charles A. Landis Thanksgiving Day Dinner for the community on November 26, 2015.

D. Westview High School MCJROTC Program

The Westview High School MCJROTC program will be celebrated for being named a Western Region Naval Honor School.

6. Public Participation

The Governing Board is committed to providing regular opportunities for the public to address the Governing Board. To that end, the public is invited to address the Governing Board on any issue within its jurisdiction, subject to reasonable time, place, and manner restrictions.

Members of the public who wish to address the Governing Board are to complete a public participation form and provide it to Karyn Morse Eubanks, the Governing Board’s Executive Assistant, prior to the beginning of the meeting.

Governing Board members are not permitted to discuss or take legal action on matters raised during the open call to the public unless the matters are properly noticed for discussion and legal action. However, the law permits Governing Board members to do the following at the conclusion of the open call to the public: (a) respond to criticism made by those who have addressed the Governing Board; (b) ask staff to review a matter; or (c) ask that a matter be put on a future agenda.

During public participation, the Governing Board shall not hear personal complaints against school personnel or any other person connected with the District. Persons with complaints/concerns regarding District matters are referred to Governing Board Policies KE, KEB, KEC, and KED.

7. Summary of Current Events

The Superintendent and/or Governing Board members may present a brief summary of current events. The Governing Board will not propose, discuss, deliberate, or take legal action at the meeting on any matter in the summary unless the specific matter is properly noticed for legal action.

8. Approval of the Consent Agenda

It is recommended that the Governing Board approve the Consent Agenda.

Motion made by _____; seconded by _____

Mr. Chapman Mr. Del Palacio Ms. Madruga Mr. Moreno Mr. Villalon

9. Discussion/Action of Items(s) Previously Removed From the Consent Agenda

Motion made by _____; seconded by _____

Mr. Chapman Mr. Del Palacio Ms. Madruga Mr. Moreno Mr. Villalon

CONSENT AGENDA* ITEMS

Items marked with an asterisk (*) are designated as Consent Agenda Items. These items will be considered without discussion. Consent Agenda items may be removed for discussion by any member of the Governing Board by notifying the Governing Board President or the Superintendent twenty-four hours before the regular Governing Board meeting or by a majority of the Governing Board members present at the Governing Board meeting.

	<u>PDF</u> <u>PAGE #</u>
*1. Human Resources	
A. Personnel Items Recommendations for approval/ratification of personnel actions.	6-8
B. School Year Calendars – 2016-2017, 2017-2018, and 2018-2019 The proposed academic year calendars align with the majority of the feeder school calendars in terms of fall, winter, and spring breaks.	9-12
*2. Financial Services	
A. Vouchers Vouchers represent orders for payment of material, equipment, salaries, and services.	13-14
B. Donations Various donations are presented to the Governing Board throughout the year for review and official acceptance.	15-16
▪ City of Tolleson – Tolleson Union High School – \$15,000.00	
▪ Copper Canyon High School Dance Club – Copper Canyon High School/Dance Program – \$1,776.60	

- C. **Fiscal Year 2015-2016 Establishment of Date for Public Hearing** 17
 In accordance with A.R.S. §15-905, a date must be established in which to hold a public hearing on the proposed revision to the current fiscal year’s budget.
- *3. **Superintendent’s Office**
- A. **Agreement for Transportation Services – Arts Academy of Estrella Mountain** 18-20
 Under the terms of the Agreement, the District will provide transportation for Arts Academy of Estrella Mountain students for field and extracurricular trips.
- B. **Agreement with Special Education Systems, Inc. for Provision of Transportation Services** 21-24
 Special Education Systems, Inc. will provide transportation for TUHSD alternative to suspension students to and from Southwest Academy.
- C. **Travel Requests** 25-26
 Requests have been received from Copper Canyon High School, La Joya Community High School, Sierra Linda High School, Tolleson Union High School, University High School, Westview High School, and the District Office.
- D. **Minutes – October 27, 2015** 27-34
 All Governing Board members were present.

INFORMATION/DISCUSSION ITEMS

1. **Resolution in Support of High School Voter Registration and Civic Engagement** 35-36
 Governing Board Member Corina Madruga requests the Governing Board members discuss the Resolution in Support of High School Voter Registration and Civic Engagement.
2. **Proposed Changes to Policies AC (Nondiscrimination/Equal Opportunity), GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities)** 37-47
 Governing Board Vice President Devin Del Palacio requests the Governing Board members discuss proposed changes to Policies AC (Nondiscrimination/Equal Opportunity), GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities).
3. **Governing Board Delegation of Authority** 48
 Governing Board members will have an opportunity to discuss how delegation of authority should be granted to a Governing Board member who is acting on behalf of the entire Board.

ACTION/DISCUSSION ITEMS

**PDF
PAGE #**

1. Formal Recognition of Administrators and Certified Staff for the Meet and Confer Process

49-51

Policy HA states, “The Governing Board may recognize an employee group association for purposes of the meet and confer process. In order to be recognized, the employee group must provide documentation that 30%, or more, of the employees in the group want to be represented by the organization seeking recognition.” Pledges gathered subsequent to adoption of Policy HA has resulted in 80% of administrators authorizing the Tolleson Administrators Association and 53% of certified staff supporting the Tolleson Education Association to negotiate on their behalf in the meet and confer process.

Recommendation: It is recommended that the Governing Board formally recognize the Tolleson Administrators Association and Tolleson Education Association for purposes of the meet and confer process.

Motion made by _____; seconded by _____

Mr. Chapman Mr. Del Palacio Ms. Madruga Mr. Moreno Mr. Villalon

2. Proposed ASBA Bylaw Changes

52-54

Voting on the proposed bylaw changes is to take place by electronic vote per the new procedure adopted by ASBA membership in December 2014. Following discussion by the Governing Board of the proposed changes, the Governing Board is to determine who is to cast the votes on behalf of the Governing Board.

Recommendation: That the Governing Board discuss the bylaw proposals, determine how the votes are to be cast, and determine who is to cast the votes on behalf of the Governing Board.

Motion made by _____; seconded by _____

Mr. Chapman Mr. Del Palacio Ms. Madruga Mr. Moreno Mr. Villalon

AGENDA ITEMS FOR FUTURE MEETING(S)

- December 8
- January 12
- January 26

ADJOURNMENT

Motion made by _____; seconded by _____

The meeting was adjourned at _____.

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Personnel Items

PURPOSE:

Administration seeks Governing Board approval/ratification of personnel actions.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The Governing Board has sole responsibility for personnel actions including new hires, re-employment, resignations, retirements, and terminations.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The personnel action recommendations are in the best interest of the District and those that it serves.

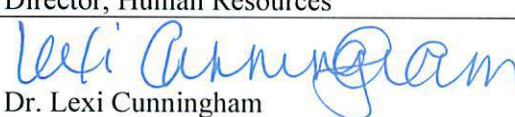
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve/ratify the personnel action recommendations.

Submitted by: Michael Stewart
Director, Human Resources Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: November 2, 2015

TUHSD HUMAN RESOURCES

To: Karyn Eubanks, Executive Assistant to the Superintendent and Governing Board
From: Michael Stewart, Human Resources Director
Date: 10/29/2015
Re: Personnel Items, Governing Board Meeting, 11/10/2015

Please submit the following recommendations and ratifications for Governing Board approval.

PROFESSIONAL SERVICES STAFF

Employment of Personnel

Udisky, Beth DO District Prevention and Intervention Coordinator

Resignation (Liquidated Damages Do Not Apply)

Hennington, Casey TUHS Assistant Principal for Curriculum & Instruction

CERTIFIED STAFF

Employment of Personnel

Pettingill, Shirley DO Guest Teacher

DeMouy, Matthew WHS Mathematics

Resignation

Wallace, Kimberly TUHS Biology (effective at end of semester)

Retirement (Liquidated Damages Apply)

Hoban, Richard WHS Mathematics (effective 1/4/2016)

CLASSIFIED STAFF

Employment of Personnel

Avila, Melissa	CCHS	Clerical Support II
Durazo, Vanessa	CCHS	Administrative Assistant III
Rivas, Emily	LJCHS	Clerical Support II
Lemos, Patricia	SLHS	Clerical Support II
Chavez, Miriam	WHS	Cafeteria Cashier
Walker, Amy	WHS	Instructional Assistant I

Fall Coaches

Hale, Randy	CCHS	Assistant Football Coach
Schultz, Stephanie	LJCHS	Varsity Volleyball Coach

Coaches Resignations

Romanisin, Thomas	LJCHS	Assistant Football Coach
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Resignations

Aylor, Crystal	DO	Bus Driver
Montesdeoca, Hortencia	LJCHS	Instructional Assistant II

Job Abandonment

Soza II, Ramiro	CCHS	P/T Custodian II
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SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: School Year Calendars – 2016-2017, 2017-2018, and 2018-2019

PURPOSE:

Administration seeks Governing Board approval of the school year calendars for 2016-2017, 2017-2018, and 2018-2019.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The action recommendation complies with Governing Board Policy IC; School Year which states that “The Governing Board shall establish the school calendar ... after recommendations from the Superintendent.” Dr. Cunningham has collaborated with the feeder school superintendents in an attempt to establish aligned calendars.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The proposed academic year calendars align with the majority of the feeder school calendars in terms of fall, winter, and spring breaks.


BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the school year calendars for 2016-2017, 2017-2018, and 2018-2019.

Submitted by: Michael Stewart
Director, Human Resources Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: November 2, 2015



Tolleson Union High School District

School Year Calendar

2016-2017

JULY (0)							AUGUST (17)							SEPTEMBER (20)							OCTOBER (16)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				
31																			30	31							

NOVEMBER (18)							DECEMBER (17)							JANUARY (16)							FEBRUARY (19)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
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27	28	29	30	25	26	27	28	29	30	31	29	30	31	26	27	28											

MARCH (18)							APRIL (19)							MAY (20)							JUNE (0)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30					
							30																				

August	8	First Day of School for Freshman Only													
August	9	First Day of School for All Students													
September	5	Labor Day Holiday (No School)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 15px; background-color: yellow; border: 1px solid black;"></td> <td>Holiday/Recess (No School)</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #c8e6c9; border: 1px solid black;"></td> <td>Freshmen Focus</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #e8f5e9; border: 1px solid black;"></td> <td>First Day of Semester</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #ffcdd2; border: 1px solid black;"></td> <td>Last Day of Semester</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #bbdefb; border: 1px solid black;"></td> <td>All Staff In-service (No School)</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: #ffe0b2; border: 1px solid black;"></td> <td>Graduation</td> </tr> </table>		Holiday/Recess (No School)		Freshmen Focus		First Day of Semester		Last Day of Semester		All Staff In-service (No School)		Graduation
	Holiday/Recess (No School)														
	Freshmen Focus														
	First Day of Semester														
	Last Day of Semester														
	All Staff In-service (No School)														
	Graduation														
September	14	All Staff In-service													
October	10-14	Fall Break (No School)													
November	11	Veterans Day Holiday (No School)													
November	23-25	Thanksgiving Holiday (No School)													
December	23	Last Day of Fall Classes/End of 1st Semester	<p>Instructional Days: 180</p> <p>Fall: 88 Spring: 92</p>												
December	26-30	Winter Break (No School)													
January	2-6	Winter Break (No School)													
January	9	First Day of Spring Classes/Start of 2nd Semester													
January	16	Civil Rights Day Holiday (No School)													
February	20	President's Day Holiday (No School)													
March	13-17	Spring Break (No School)													
April	14	Spring Recess (No School)													
May	24	Graduation													
May	26	Last Day of Spring Classes/End of 2nd Semester													



Tolleson Union High School District

School Year Calendar

2017-2018

JULY ⁽⁰⁾							AUGUST ⁽¹⁸⁾							SEPTEMBER ⁽¹⁹⁾							OCTOBER ⁽¹⁷⁾							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31							
30	31																											

NOVEMBER ⁽¹⁸⁾							DECEMBER ⁽¹⁶⁾							JANUARY ⁽¹⁷⁾							FEBRUARY ⁽¹⁹⁾						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	25	26	27	28								
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MARCH ⁽¹⁷⁾							APRIL ⁽²⁰⁾							MAY ⁽¹⁹⁾							JUNE ⁽⁰⁾						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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25	26	27	28	29	30	31	29	30	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30

August	7	First Day of School for Freshman Only	
August	8	First Day of School for All Students	
September	4	Labor Day Holiday (No School)	
September	13	All Staff In-service	
October	16-20	Fall Break (No School)	
November	10	Veterans Day Holiday (No School)	
November	22-24	Thanksgiving Holiday (No School)	
December	22	Last Day of Fall Classes/End of 1st Semester	
December	25-29	Winter Break (No School)	
January	1-5	Winter Break (No School)	
January	8	First Day of Spring Classes/Start of 2nd Semester	
January	15	Civil Rights Day Holiday (No School)	
February	19	President's Day Holiday (No School)	
March	12-16	Spring Break (No School)	
April	20	Spring Recess (No School)	
May	23	Graduation	
May	25	Last Day of Spring Classes/End of 2nd Semester	

	Holiday/Recess (No School)
	Freshmen Focus
	First Day of Semester
	Last Day of Semester
	All Staff In-service (No School)
	Graduation

Instructional Days: 180
Fall: 88 Spring: 92



Tolleson Union High School District

School Year Calendar

2018-2019

JULY (0)							AUGUST (19)							SEPTEMBER (18)							OCTOBER (18)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	28	30	31			
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NOVEMBER (18)							DECEMBER (15)							JANUARY (18)							FEBRUARY (19)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			

MARCH (16)							APRIL (21)							MAY (18)							JUNE (0)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
						31															30						

August	6	First Day of School for Freshman Only	
August	7	First Day of School for All Students	
September	3	Labor Day Holiday (No School)	
September	12	All Staff In-service	
October	8-12	Fall Break (No School)	
November	12	Veterans Day Holiday (No School)	
November	21-23	Thanksgiving Holiday (No School)	
December	21	Last Day of Fall Classes/End of 1st Semester	
December	24-31	Winter Break (No School)	
January	1-4	Winter Break (No School)	
January	7	First Day of Spring Classes/Start of 2nd Semester	Instructional Days: 180
January	21	Civil Rights Day Holiday (No School)	Fall: 88 Spring: 92
February	18	President's Day Holiday (No School)	
March	11-15	Spring Break (No School)	
April	19	Spring Recess (No School)	
May	22	Graduation	
May	24	Last Day of Spring Classes/End of 2nd Semester	

	Holiday/Recess (No School)
	Freshmen Focus
	First Day of Semester
	Last Day of Semester
	All Staff In-service (No School)
	Graduation

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Vouchers

PURPOSE:

Administration seeks Governing Board ratification of payroll and expense vouchers.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Pursuant to A.R.S. §15-321(G), "An order on a county school superintendent for a salary or other expense shall be signed by a majority of the governing board. An order for salary or other expense may be signed between board meetings if a resolution to that effect has been passed prior to the signing at the regular or special meeting of the governing board and the order is ratified by the board at the next regular or special meeting of the governing board."

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Ratification of vouchers and/or journal entries ensures that timely payment of material, equipment, salaries, and services are made.

BUDGET IMPACT AND COSTS:

Payroll Vouchers: \$ 3,705,418.59 (#12-13)
Expense Vouchers: \$ 1,254,236.88 (#8047-8051, #8054-8056)

RECOMMENDATION:

It is recommended that the Governing Board ratify payroll vouchers #12-13 and expense vouchers #8047-8051, #8054-8056.

Submitted by: Tracy McLaughlin
Director, Financial Services Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: November 2, 2015

APPROVAL OF PAYROLL/EXPENSES VOUCHERS

RATIFY PAYROLL VOUCHERS:

Voucher	12	\$	1,965,279.67
Voucher	13	\$	1,740,138.92
TOTAL			<u>\$ 3,705,418.59</u>

RATIFY EXPENSE VOUCHERS:

Voucher	8047	\$	404,890.35
Voucher	8048		20,239.68
Voucher	8049		89,957.46
Voucher	8050		691.29
Voucher	8051		235,445.63
Voucher	8054		236,477.94
Voucher	8055		15,113.29
Voucher	8056		251,421.24
TOTAL			<u>\$ 1,254,236.88</u>

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Donations

PURPOSE:

Administration seeks Governing Board acceptance of donations.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Various donations are presented to the Governing Board throughout the year for review and official acceptance.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Donations assist TUHSD in providing services and incentives to teachers and students.

BUDGET IMPACT AND COSTS:

Donations totaling \$16,776.60.

RECOMMENDATION:

It is recommended that the Governing Board accept the donations from the City of Tolleson and Copper Canyon High School Dance Club.

Submitted by: Tracy McLaughlin
Director, Financial Services Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham Date: November 2, 2015
Superintendent

DONATIONS

11-10-15

DONOR	SCHOOL/PROGRAM	DONATION	VALUE (\$)
City of Tolleson	TUHS / Schoolwide	Student class fees, extra academic support, and mentoring for student achievement	15,000.00
Copper Canyon High School Dance Club	CCHS / Dance	Dance costumes	1,776.60
TOTAL			16,776.60

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Fiscal Year 2015-2016 Establishment of Date for Public Hearing

PURPOSE:

Administration seeks Governing Board approval to establish a date and time for a public hearing to revise the Fiscal Year 2015-2016 Expenditure Budget and publish the notice on the District's website.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

In accordance with A.R.S. §15-905, a date must be established in which to hold a public hearing on the proposed revision to the current fiscal year's budget.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Publication of the proposed revision to the adopted budget and the date for a public hearing will ensure that the TUHSD community is aware of the budget process.


BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the publication of the proposed revision to the adopted 2015-2016 fiscal year budget on the Tolleson Union High School District website and establish December 8, 2015 at 6:00 p.m. as the date and time in which to hold a public hearing.

Submitted by: Tracy McLaughlin
Financial Services Director Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham Date: November 2, 2015
Superintendent

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Agreement for Transportation Services – Arts Academy of Estrella Mountain

PURPOSE:

Administration seeks Governing Board approval of the Agreement for Transportation Services with Arts Academy of Estrella Mountain for the 2015-2016 school year.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Under the terms of the Agreement, the District will provide transportation for Arts Academy of Estrella Mountain students for field and extracurricular trips.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Both the District and the Arts Academy of Estrella Mountain will benefit from the Agreement.

BUDGET IMPACT AND COSTS:

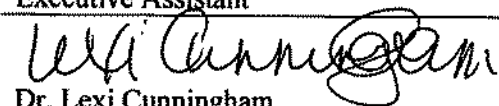
The Arts Academy will pay the District \$6.25 per mile for transportation services.

RECOMMENDATION:

It is recommended that the Governing Board approve the Agreement for Transportation Services with Arts Academy of Estrella Mountain for the 2015-2016 school year.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: November 2, 2015



ADMINISTRATIVE CENTER
9801 West Van Buren Street
Tolleson, Arizona 85353
(623) 478-4000
(623) 936-5048 Fax
Website: www.tuhsd.org

GOVERNING BOARD
Steven Chapman, President
Devin Del Palacio, Vice President
Corina Madruga, Member
Vincent Moreno, Member
Freddie Villalon, Member

SUPERINTENDENT
Lexi Cunningham, Ed.D.

AGREEMENT FOR TRANSPORTATION SERVICES

This Agreement for Transportation Services is entered into this 10th day of November, 2015, between Tolleson Union High School District No. 214 of Maricopa County, Arizona ("Tolleson") and Arts Academy of Estrella Mountain, a Maricopa County charter school (the "Academy") (collectively, the "Parties"). Tolleson is authorized to enter into the Agreement pursuant to A.R.S. §15-923(A). The parties hereby agree as follows.

1. Tolleson shall transport students of the Academy for field and extracurricular trips by mutual agreement of the Parties. To request transportation services, the Academy shall provide Tolleson with the information required at least two weeks prior to the field or extracurricular trip.
2. The Academy will pay Tolleson \$6.25 per mile for transportation services provided pursuant to this Agreement. Tolleson will submit invoices to the Academy on a monthly basis; payment is due within thirty (30) days.
3. The Academy agrees that its students shall adhere to Tolleson's code of conduct in connection with their transportation under this Agreement.
4. All transportation personnel providing services under this Agreement are employees of Tolleson and shall perform services only under the direction of Tolleson.
5. The Parties each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with state laws and shall name the other Party as an additional insured.
6. This Agreement shall expire on June 30, 2016, unless renewed or terminated earlier. Either Party may cancel the Agreement prior to its expiration by giving thirty (30) days' notice to the other party. Tolleson shall be entitled to payment for any services provided prior to any expiration or termination of this agreement.
7. To the extent permitted by law, each Party (as "Indemnitor" agrees to indemnify, defend, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims with result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, agents, employees, or volunteers.

8. As required by A.R.S. §38-511, the parties acknowledge and agree that either party may, within three years after its execution, cancel this contract, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of either Party is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

9. This Agreement contains the entire understanding of the Parties. All prior and contemporaneous agreements, representations, and understandings of the Parties with respect to the subject matter hereof, oral or written, are superseded by this Agreement. Any amendment or modification of this Agreement shall be made only in writing and signed by the Parties. This Agreement shall be construed and enforced under the laws of the State of Arizona without regard to its conflict of law provisions.

TOLLESON UNION HIGH SCHOOL DISTRICT NO. 214

ARTS ACADEMY OF ESTRELLA MOUNTAIN

By: _____

By: _____

Title: _____

Title: _____

Name: _____

Name: _____

Date: _____

Date: _____

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Agreement with Special Education Systems, Inc. for Provision of Transportation Services

PURPOSE:

Administration seeks Governing Board approval of the Agreement with Special Education Systems, Inc. for provision of transportation services for the 2015-2016 school year.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Special Education Systems, Inc. will provide transportation for TUHSD alternative to suspension students to and from Southwest Academy.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Special Education Systems, Inc. is able to provide transportation services to students attending Southwest Academy that would otherwise impact the ability of the Transportation Department. Currently, all buses are needed to run routes to all TUHSD schools.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the Agreement with Special Education Systems, Inc. for Provision of Transportation Services for the 215-2016 school year.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: November 2, 2015

**AGREEMENT
BETWEEN
SPECIAL EDUCATION SYSTEMS, INC. AND TOLLESON UNION HIGH
SCHOOL DISTRICT
FOR PROVISION OF TRANSPORTATION SERVICES FOR THE
SCHOOL YEAR 2015-2016**

THIS AGREEMENT FOR PROVISION OF TRANSPORTATION SERVICES (the "Agreement") is entered into this 12 day of October, 2015 (the "Effective Date"), between Special Education Systems, Inc. (herein referred to as "SYS"), and the Tolleson Union High School District (herein referred to as the "District"). SYS and District are sometimes referred to collectively as the "Parties", or individually as a "Party".

WHEREAS, District and SYS wish to enter into an agreement for transportation of District alternative to suspension students by SYS to Southwest Academy located at 4418 N. 67th Avenue, Phoenix, AZ.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SYS shall provide transportation for Alternative to Suspension students for Tolleson Union High School District to and from Southwest Academy located at 4418 N. 67th Avenue, Phoenix, AZ by mutual agreement of the Parties.
2. All transportation personnel providing services under the agreement are employees of SYS and shall perform services under the direction of SYS.
3. Services provided by SYS to District pursuant to this Agreement shall commence on August 4, 2015 and shall terminate on July 31, 2016, unless renewed or terminated earlier. Either party may cancel the Agreement prior to its expiration by giving thirty (30) days' written notice to the other party.
4. Either party reserves the right to terminate this Agreement due to a violation of A.R.S. § 38-511 Cancellation of Political Subdivision and State Contracts.
5. SYS shall provide the following insurance coverage and District shall be named as an additional insured on the general liability, automobile liability and excess liability policies:

General Liability - Single Limit \$1,000,000

Excess Liability - Single Limit \$10,000,000 - must include umbrella over general, Employers Liability and automobile liability.

Workers' Compensation - Statutory requirements.

Business automobile liability coverage to include owned, hired and non-owned automobile liability insurance covering all use of all automobiles, trucks and other motor vehicles utilized

by SYS of a combined single limit for bodily injury and property damage of \$1,000,000 per accident.

A certificate of insurance shall be provided to District by SYS.

6. SYS hereby agrees to defend, indemnify and hold harmless District, District's board members, officers, employees and agents, their successors and assigns, from any and all claims or demands for loss of, or damage to, property or for injury or death to any person arising in connection with the operations to be carried on by SYS during the term of this Agreement, other than claims arising from the negligence of District, or the negligence of District's agents and employees, SYS shall pay all costs and expenses including attorney's fees, which may be incurred by or imposed on District. In the event either Party files suit to enforce the terms of this Agreement against the other, the losing Party shall pay the other Party's reasonable costs and attorney's fees.
7. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings and agreements, whether oral or written, between the parties with respect to the subject matter hereof. Any amendments or modifications of this Agreement shall be in writing and duly executed by each of the parties hereto.
8. The parties agree that should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect and shall be binding upon the parties.
9. This Agreement may be executed in counterparts, each of which shall be deemed to be an original instrument and all such counterparts shall constitute one instrument.
10. The Parties warrant compliance with A.R.S. § 41-4401, A.R.S § 23-214(A), the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations.
11. The Parties, their employees and their volunteers shall not discriminate against any employee, applicant for employment, student, parent or contractor based upon race, color, national origin, sex (including sexual preference/identity), age, religion, disability, genetic code, political affiliation, or veteran's status.
12. SYS shall retain, and shall contractually require each Subcontractor to retain, all books, accounts, reports, files and other records relating to the performance of the Agreement for a period of five (5) years after the completion of the Agreement and to make such documents open to inspection and audit at reasonable times.
13. SYS shall insure that its employees and subcontractors who are carrying out the terms of the Agreement while transporting District students from any District campus are in compliance with the fingerprinting requirements of A.R.S. §15-512 (H).
14. SYS agrees to keep all student records confidential in accordance with the Family Rights and Privacy Act (FERPA) and regulations adopted pursuant to that Act, the Individuals with Disabilities Education Act as Amended (IDEA) and regulations adopted thereunder, the

Health Insurance Portability and Accountability Act (HIPAA) and regulations adopted thereunder, and applicable school board policies as to the disclosure of personally identifiable information from students' education records. For purposes of this Agreement, District agrees that SYS shall be a necessary educational provider with the need to know information regarding the students it is transporting. Should SYS believe that a student's behavior requires discipline, it shall inform the District of the incident and provide its employee and any relevant bus video to the District to enable the District to carry out a manifestation hearing and any attendant discipline which may be deemed necessary.

15. The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

16. The persons executing this Agreement on behalf of the parties hereby represent and guarantee that they have been authorized to do so, on behalf of themselves and the entity they represent. Further representation is made that due diligence has occurred, and that all necessary internal procedures and processes, including compliance with the open meeting law where necessary, have been satisfied in order to legally bind the entity to the terms of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

SYS:

Special Education Systems, Inc.

By: 
Dr. Elizabeth Conran,

DISTRICT:

**Tolleson Union High School District, a
political subdivision of the State of Arizona**

By: _____
Dr. Lexi Cunningham, Superintendent

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Travel Requests

PURPOSE:

Administration seeks Governing Board approval of travel requests.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Staff and students travel throughout the school year for professional development (staff) and educational enrichment (students) opportunities.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

As described on the attachment.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the travel requests from Copper Canyon High School, La Joya Community High School, Sierra Linda High School, Tolleson Union High School, University High School, Westview High School and the District Office.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: November 3, 2015

Reviewed by: Dr. Lexi Cunningham
Superintendent

Date: November 3, 2015

TRAVEL REQUESTS

November 10, 2015

SCHOOL/DO	WHO	WHAT/WHEN/ WHERE	PURPOSE
CCHS	Basketball coaches Paul Murphy, Kenderick Felix, and Darren Hamilton Members of the boys basketball team	Southwest Rotary Classic Holiday Boys Basketball Tournament 12/03/15 – 12/05/15 Cibola High School Yuma, AZ	Participate in tournament.
SLHS	Basketball coaches Joshua Haagensen, Chase Boydston, and Andrew Encisco Members of the boys basketball team	Salpointe Catholic Tip-Off Classic 11/27/15 – 11/28/15 Tucson, AZ	Participate in tournament.
District Office CCHS LJCHS SLHS TUHS WHS	Debbie McKintosh, Director of CTE CTE Department Chairs: Kelly Matthews, CCHS Heather Eaton, LJCHS Sonia Saenz, SLHS Elena Sobampo, TUHS Ashley Fergus, WHS	ACOVA Midwinter Conference 02/03/16 – 02/05/16 Prescott, AZ	Attendance at and participation in a number of conference sessions including, but not limited to, funding and grant updates, ADE required reporting, AzCIS, CTE administrators meeting, career success, internship programs, legislative issues, and the ACOVA business meeting.
District Office CCHS LJCHS SLHS TUHS UHS WHS	Dr. Lexi Cunningham, Superintendent Tracy McLaughlin, Financial Services Director Michael Stewart, Human Resources Director Travis Johnson, Director of Alternative Education (tentative) Mindy Marsit, CCHS Principal Brandi Haskins, LJCHS Principal Tim Madrid, SLHS Principal Ernie Molina, TUHS Principal (tentative) Susan Thompson, UHS Academic Dean (tentative) Dr. Michele Wilson, WHS Principal	NAU/AZ Trust Summer 2016 Academy 06/15/16 – 06/17/16 Flagstaff, AZ	Interactive law conference that will assist attendees to develop leadership skills in administration, risk management, and governance through topics including personnel issues, student rights, responsibilities, protection, administrative practices, and liability.

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Minutes – October 27, 2015 Regular Meeting

PURPOSE:

Administration seeks Governing Board approval of the October 27, 2015 Governing Board Regular Meeting minutes.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Governing Board Policy BEDG states that the “Board will take action at a subsequent meeting to amend and/or approve ...” minutes.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

In accordance with open meeting laws, Governing Board meetings are recorded and transcribed for the benefit of the public who have an interest in the discussions and actions taken by Governing Board members at scheduled Governing Board meetings.

BUDGET IMPACT AND COSTS:


N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the October 27, 2015 Governing Board Regular Meeting minutes.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: October 28, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: October 28, 2015



TOLLESON UNION HIGH SCHOOL DISTRICT NO. 214

GOVERNING BOARD MINUTES

REGULAR MEETING

TUESDAY, OCTOBER 27, 2015

DISTRICT ADMINISTRATIVE CENTER

9801 W. VAN BUREN STREET

TOLLESON, ARIZONA

The Tolleson Union High School District No. 214 Governing Board Meeting was called to order at 6:00 p.m. by Governing Board President Mr. Steven Chapman with the following members present: Mr. Devin Del Palacio, Ms. Corina Madruga (telephonically until 6:20 p.m.), Mr. Vincent Moreno, and Mr. Freddie Villalon.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of the Regular Agenda

Mr. Del Palacio moved to approve the Regular Agenda; seconded by Mr. Moreno. In a roll call vote, the motion carried 5-0.

Celebrations

A. Athletes of the Month

The Athlete of the Month Program recognizes student athletes who exhibit exemplary sportsmanship, performance, leadership, and work ethic, both in the classroom and in a competitive environment. The following September 2015 Athletes of the Month were recognized:

Copper Canyon High School

Jessica Mora (Volleyball) and Javier Chavez (Golf)

La Joya Community High School

Elizabeth Leuck (Volleyball) and Hunter Older (Football)

Sierra Linda High School

Zyanne Baxter (Cross Country) and Adam Gutierrez (Cross Country)

Tolleson Union High School

Anastasia Hancock (Cross Country) and Andy Gutierrez Flores (Cross Country)

Westview High School

Amanda Flores (Stunt/Pom) and Fernando Cuevas (Football)

B. Employees of the Month

The Employee of the Month recognition is bestowed upon employees who have exemplified the mission, vision, and purpose of the Tolleson Union High School District. These employees serve as an inspiration to others by showing a commitment to providing excellent customer service and who have made a positive impact on student achievement. The following August 2015 Employees of the Month were recognized for their contributions to the District.

Tolleson Union High School
Vellia Morin, Special Education Instructional Aide

Westview High School
Joni Burd, Special Education Teacher
Christine Cassavant, Special Education Instructional Aide

Public Participation

There were no requests to address the Governing Board.

Summary of Current Events

Superintendent – Dr. Cunningham

- The PSAT will be administered to all sophomores and many juniors at all sites. Administrators and guidance advisors have met with students to prepare them for the test. Information has also been shared with parents. Students who do exceptionally well on the test could be named National Merit Scholars.
- Travis Johnson, Director of Alternative Education, and his teachers organized a mini college and career fair on October 22 at the Tolleson Recreation Center. Continuing Education Academy and Lighthouse Academy students had the opportunity to visit with college representatives and learn about careers available upon graduation.
- Information Technology staff continue to support the integration of Blackboard, a learning management system. More and more teachers are beginning to use Blackboard in their classes to engage students in the learning process in and out of the classroom.
- Sierra Linda High School art student Cristina Cano had a drawing recognized by the Paint Phoenix Purple Organization during their Domestic Violence Youth Art contest. Cristina donated her artwork to a local shelter.
- *slapstick - 1: a device made of two flat pieces of wood fastened at one end so as to make a loud noise when used by an actor to strike a person; OR 2: comedy stressing farce and horseplay; also: activity resembling slapstick* – Copper Canyon High School teachers are sharing a word of the day with students to prepare for the PSAT and ACT.
- Both Westview High School and Tolleson Union High School have a Questbridge match, a first for both schools.
- All University High School seniors have completed applications for at least one in-state university. Many students have completed multiple applications as they prepare to graduate.
- Congratulations to Dr. Wilson, Westview High School principal, for being selected as a Rodel Inspiring Principal semifinalist. Rodel staff will visit the school on November 23.
- Communication was sent to all staff and a letter was placed on the District website to update our community on the recent Arizona Board of Education vote to repeal Common Core, known in Arizona as Arizona College and Career Ready Standards.
- Updates on the proposed settlement of the funding lawsuit have been received. Additional information will continue to be released.

Governing Board

- Mr. Chapman acknowledged the Facilities Management and Information Technology departments for the Boardroom remodel.
- Mr. Chapman mentioned he had attended the CTE Advisory Committee meeting where he spent most of the evening participating in the Marketing group and expressed his appreciation to Debbie McKintosh, Director of CTE, for inviting him to be a part of the occasion and to Westview High School for hosting the event.
- Mr. Villalon expressed his appreciation to Dr. Cunningham, Mrs. Eubanks, and all staff for their support of students and the District.
- Mr. Moreno mentioned that while he was attending an American Dream Academy meeting at Copper Canyon High School, a film crew from Univision was interviewing the ASU coordinator for ADA. Mr. Moreno also stated that he will attend other ADA meetings at the various schools.

- Mr. Moreno reported on his annual visit to Sierra Linda High School’s reading program and stated that it is exciting to see the advancements being made by the students. Mr. Moreno also thanked the SLHS staff for accommodating his visit.
- With the upcoming feeder district elections taking place in November, Mr. Moreno encouraged parents to become familiar with the issues and exercise their right to vote.
- Mr. Moreno mentioned the College and Career Fair that taking place at Sierra Linda High School on November 5.

Approval of the Consent Agenda

Mr. Moreno moved to approve the Consent Agenda; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 4-0.

Discussion/Action of Item(s) Previously Removed from the Consent Agenda

No items were removed.

CONSENT AGENDA * ITEMS

Human Resources *

A. Personnel Items

CERTIFIED STAFF

Employment of Personnel

Brieske, Richard	CCHS	Mathematics
Cordova, Jesus	DO	Guest Teacher
Kellas, Kayla	DO	Guest Teacher
Lowenstein, David	DO	Guest Teacher
Shepard, Ladonna	DO	Guest Teacher
Stone, Marykate	DO	Guest Teacher
Tillman, Glenn	DO	Guest Teacher
Scott, Garfield	WHS	CTE – Sports Medicine

Fall Coaches

Mitchell, Jason	CCHS	Varsity Spiritline Coach
Mager, Jeremy	TUHS	Assistant Football Coach
Price, Angela	WHS	Varsity Swimming Coach

CLASSIFIED STAFF

Employment of Personnel

Parham, Zaquoya	CCHS	Instructional Assistant II
Soza II, Ramiro	CCHS	Part-time Custodian II – Cafeteria
Walters, McKinleigh	CCHS	Instructional Assistant I
Jimenez, Rosa	LJCHS	Cafeteria Cashier
Montesdeoca, Hortencia	LJCHS	Instructional Assistant II
Shriver, Brenda	LJCHS	Instructional Assistant II
Thomas, Irene	LJCHS	Cafeteria Cashier

Employment of Personnel (Continued)

Dent, Charles	SLHS	Security Guard
Dreher, Eric	SLHS	Groundskeeper
Messersmith, Eugene	SLHS	Clerical Support II – Guidance Clerk
Rico, Maria	SLHS	Student Cafeteria Worker
Mester, Alexander	TUHS	Student Cafeteria Worker
Orozco Rodriguez, Brenda	TUHS	Cafeteria Cashier
Ortiz, David	TUHS	Student Cafeteria Worker
Guzman, Maria	WHS	Cafeteria Cashier
Soumaro, Ahmad	WHS	Student Cafeteria Worker
Trenkamp, Cynthia	WHS	Cafeteria Cashier

Fall Coaches

Castillo, Hector	CCHS	Assistant Football Coach
Garritano, Patricia	CCHS	Assistant Spiritline Coach
Rangel, Robert	CCHS	Assistant Football Coach
Romanisin, Thomas	LJCHS	Assistant Football Coach
Wade, Robert	SLHS	Assistant Football Coach
De La Rosa, Monica	TUHS	Assistant Spiritline Coach
Araiza, Arthur	WHS	Assistant Football Coach
Wonner, Cassandra	WHS	Assistant Spiritline Coach

Resignations

Sosa, Julissa	CCHS	Administrative Assistant III
Jackson, Yolanda	DO	Bus Driver
Lockwood, Jimmy	DO	Bus Driver
Cooper, Lori	LJCHS	Cafeteria Cashier
Oden, Mary	LJCHS	Cafeteria Cashier
Montes, Estela	SLHS	Student Information Systems Manager
Guerrero, Anna	TUHS	Bookstore Manager
Stewart, Taunia	WHS	Instructional Assistant I
Trenkamp, Cynthia	WHS	Cafeteria Cashier

Terminations

Anderson, Eric	DO	Substitute Bus Driver
Martinez, Ramon	DO	Groundskeeper

Financial Services ***A. Vouchers**

Prior to ratification at the Governing Board meeting, Governing Board members reviewed vouchers. Vouchers represent orders for payment of material, equipment, salaries, and services.

- Payroll Vouchers – \$ 3,959,774.65
- Expense Vouchers – \$ 1,772,275.52

B. Donations

The following donations were received by the District.

- Thunderbirds Foundation donated \$500 to the La Joya Community High School Girls Golf Team.
- Thunderbirds Foundation donated \$500 to the La Joya Community High School Boys Golf Team.
- Target Store #0851 donated HVAC filters to the Tolleson Union High School Facilities Department.
- Walmart donated \$500 to the Tolleson Union High School FBLA Club.
- Bulldogs Football Booster Club donated \$2,202.90 to the Sierra Linda High School football program.

Purchasing *

A. Authorization for Disposal #907 – #912

The disposal of two (2) Gators, computers, buses, and miscellaneous technology will ensure that the District continues to maintain furniture and equipment that is safe to use and in good operating condition.

Superintendent's Office *

A. Revision of 2015-2016 Club, Class, and Extra Duty Salary Schedule

The 2015-2016 Club, Class, and Extra Duty Salary Schedule was approved by the Governing Board on March 24, 2015. Three (3) categories had been inadvertently left on the schedule. The University High School, District Technology Member, and Gifted and Talented listings have been removed.

B. Travel Requests

The following travel requests were approved:

- Culinary, Fashion, and Early Childhood Education teachers and FCCLA advisors Jeanette Neese and Melissa Tracy (CCHS); TBD (LJCHS); Sondra Brady, Sushyla Perez, and Sonia Saenz (SLHS); Niels Knudsen and Barb Saltzman (TUHS); Ashley Fergus-Beuthin, Nanette Ramirez, and Patti Lopez-Vejar (WHS); and students from all schools will attend the Annual Spring Arizona FCCLA Conference in Tucson, AZ on March 28-30, 2016.
- Sports Medicine teachers and HOSA advisors Kelly Matthews and David Lehman (CCHS); Vanessa Jacinto (LJCHS); Samantha Gordon (SLHS); Ashlee Castro and Shirleeah Fayson (TUHS); Trevor Rice (WHS); and students from any of the schools who qualify via state level competition will attend the Annual Spring Arizona HOSA Conference in Tucson, AZ on March 30-April 1, 2016.
- BOSAS, Software Development teachers, and FBLA advisors DeKenda Jimerson and Larry Thomas (CCHS); Debi Kuhlen (LJCHS); Judi Shelkin (SLHS); Elena Sobampo (TUHS); Shad Sluiter (WHS); and students from all schools will attend the Annual FBLA State Leadership Conference in Tucson, AZ on April 4-6, 2016.
- Marketing teachers and DECA advisors Larry Thomas (CCHS); TDB (LJCHS); and students from any of the schools who qualify via state level competition will attend the Annual DECA International Conference in Nashville, TN on April 23-26, 2016.
- Automotive Technologies, Carpentry, Digital Photography, Engineering Sciences, Journalism, and Welding Technologies teachers and SkillsUSA advisors Heather Eaton (LJCHS); Dennis Garry and Terry Young (TUHS); Michael Cassavant and Kevin Chaffee (WHS); and students from any of the schools who qualify via state level competition will attend the Annual SkillsUSA National Conference in Louisville, KY on June 20-25, 2016.
- Sports Medicine teachers and HOSA advisors Kelly Matthews and David Lehman (CCHS); Vanessa Jacinto (LJCHS); Samantha Gordon (SLHS); Ashlee Castro and Shirleeah Fayson (TUHS); Trevor Rice (WHS); and students from any of the schools who qualified via state level competition will attend the Annual HOSA National Conference in Nashville, TN on June 22-26, 2016.

- BOSAS, Software Development teachers, and FBLA advisors DeKenda Jimerson and Larry Thomas (CCHS); Debi Kuhen (LJCHS); Judi Shelkin (SLHS); Elena Sobampo (TUHS); Shad Sluiter (WHS); and students from all schools who qualify via state level competition will attend the Annual FBLA National Leadership Conference in Atlanta, GA on June 27-July 3, 2016.
- Culinary, Fashion, and Early Childhood Education teachers and FCCLA advisors Jeanette Neese and Melissa Tracy (CCHS); TBD (LJCHS); Sondra Brady, Sushyla Perez, and Sonia Saenz (SLHS); Niels Knudsen and Barb Saltzman (TUHS); Ashley Fergus-Beuthin, Nanette Ramirez, and Patti Lopez-Vejar (WHS); and students from all schools who qualify via state level competition will attend the Annual FCCLA National Conference in San Diego, CA on July 2-8, 2016.
- Copper Canyon High School basketball coaches Paul Murphy, Kenderick Felix, and Darren Hamilton and members of the boys basketball team will participate in the White Mountain Holiday Boys Basketball Clinic at Blue Ridge High School in Lakeside, AZ on December 31, 2015-January 2, 2016.
- Copper Canyon High School Media Specialist/STUGO sponsor Erin Conners, Social Studies teacher/STUGO sponsor Sean Lance, and members of Student Government will attend the AASC State Convention 2016 in Flagstaff, AZ on February 4-6, 2016.
- La Joya Community High School basketball coaches Roger Lefebvre, Mark Taylor, Jeff Steger, and Glen Ellis and members of the boys basketball team will participate in the Safeway Classic Basketball Tournament at Buena High School in Sierra Vista, AZ on November 27-28, 2015.
- Tolleson Union High School Math teacher Sara Meana will attend the National Board Workshop in Tucson, AZ on January 22-24, 2016.
- Dr. Lexi Cunningham, Superintendent, will attend the Literacy Leadership Summit in Boston, MA on March 13-16, 2016.
- Hilda Ortega-Rosales, Grants and Federal Programs Coordinator, will attend the 2015 Elementary and Secondary Education Act (ESEA) MEGA Conference in Tucson, AZ on November 16-19, 2015.

INFORMATION/DISCUSSION ITEMS

1. Emergency Management System

John Speer, Assistant Superintendent for Teaching and Learning, provided an overview of the District's emergency management system, which included information on:

- Positive Behavior Intervention Systems program, including advisory classes;
- School Resources Officers;
- Site inspections by police departments and the Office of Homeland Security;
- Security equipment;
- Safety professional development;
- Classroom emergency handbooks;
- Emergency drills;
- Crisis chain of command; and
- Media relations

2. **National School Boards Association's Council of Urban Boards of Education's Annual Conference Report**
In accordance with Governing Board Policy BIBA; Board Member Conference, Conventions and Workshops, Mr. Del Palacio and Mr. Chapman provided an update on the National School Boards Association's Council of Urban Boards of Education's Annual Conference they attended in Phoenix, AZ on October 1-3, 2015.
3. **The New American Leaders Project's Power and Policy Conference Report**
In accordance with Governing Board Policy BIBA; Board Member Conference, Conventions and Workshops, Mr. Del Palacio provided an update on The New American Leaders Project's Power and Policy Conference he attended in Washington, DC on October 16, 2015.
4. **Arizona School Boards Association's Maricopa County Meeting Report**
In accordance with Governing Board Policy BIBA; Board Member Conference, Conventions and Workshops, Mr. Chapman provided an update on the Arizona School Boards Association's Maricopa County Meeting he and Ms. Madruga attended on October 19. Mrs. Madruga was not present to provide a report.

ACTION/DISCUSSION ITEMS

1. **Second Reading – Policy HA; Meet and Confer Goals/Priority Objectives**
The first reading was approved at the September 22, 2015 Governing Board meeting.

Mr. Chapman moved to approve the second reading of Policy HA; Meet and Confer Goals/Priority Objectives; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 4-0.
2. **Minutes – September 22, 2015 Regular Meeting**
Mr. Villalon was excused from the meeting.

Mr. Moreno moved to approve the September 22, 2015 Regular Meeting minutes; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 3-0.

AGENDA ITEMS FOR FUTURE MEETINGS

- November 10 – Nothing added
- November 24 – Meeting cancelled
- December 8 – American Dream Academy (already scheduled)
- January 12 – Nothing added

Mr. Moreno stated that he would like to add the Helios Foundation to a future meeting.

FORMAL ADJOURNMENT OF REGULAR MEETING

Mr. Villalon moved to adjourn the Regular Meeting; seconded by Mr. Moreno. Mr. Chapman called the Regular Meeting of the Tolleson Union High School District Governing Board adjourned at 7:22 p.m.

Mr. Steven Chapman, Governing Board President

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Resolution in Support of High School Voter Registration and Civic Engagement

PURPOSE:

Governing Board Member Corina Madruga requests the Governing Board members discuss the Resolution in Support of High School Voter Registration and Civic Engagement.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

As stated by Ms. Madruga in an email to Dr. Cunningham dated October 8, 2015, "This is in line with our board goals of ensuring higher education and establishing community partnerships."

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Ms. Madruga further states in the email "This resolution authorizes nonprofit, nonpartisan groups ... to partner with our district to increase voter and civic engagement among our students."


BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

Discussion only. Governing Board action is not required.

Submitted by: Corina Madruga
Governing Board Member Date: November 3, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: November 3, 2015

**RESOLUTION
IN SUPPORT OF HIGH SCHOOL VOTER REGISTRATION
AND CIVIC ENGAGEMENT
IN THE TOLLESON UNION HIGH SCHOOL DISTRICT**

WHEREAS, the goals of the Tolleson Union High School District are to ensure high academic achievement and engage families and community partners; and

WHEREAS, to celebrate the 50th anniversary of the Voter Registration Act of 1965; and

WHEREAS, youth persistently lag behind the electorate in voter participation and voter registration; and

WHEREAS, national voter turnout among 18-25 year olds was estimated to be less than 22% in 2014; and

WHEREAS, providing youth an opportunity to learn and participate in the democratic process is a core function of public education; and

WHEREAS, building a comprehensive program that integrates an annual voter registration drive will implement a community partnership with nonprofit, nonpartisan, public interest community organizations.

BE IT RESOLVED, that the Tolleson Union High School District pledges to better serve the community and student population by providing pathways for civic engagement opportunities and voter registration; and

That the Tolleson Union High School District will continue to implement promising approaches to educate students on civic engagement and voter participation; and

That the Tolleson Union High School District will authorize district staff to work with nonprofit, nonpartisan, public interest community organizations to plan a timeline and coordinate activities in accordance with district and school guidelines.

Dated: _____

Steven Chapman, Governing Board President

Devin Del Palacio, Governing Board Vice President

Corina Madruga, Governing Board Member

Vincent Moreno, Governing Board Member

Freddie Villalon, Governing Board Member

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Proposed Changes to Policies AC (Nondiscrimination/Equal Opportunity), GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities)

PURPOSE:

Governing Board Vice President Devin Del Palacio requests the Governing Board members discuss proposed changes to Policies AC (Nondiscrimination/Equal Opportunity), GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities).

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

As stated by Mr. Del Palacio in an email to Dr. Cunningham dated September 22, 2015, he would like to update the three Governing Board policies to include “gender identity” and “gender expression” as protected classes.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Mr. Del Palacio further states in the email “Updating these policies would allow the District to protect more of the diversity of our schools and community. Specifically, many of our students identify as transgender. Transgender students have significantly higher rates of dropout, drug abuse, homelessness, and suicide. This is because they often become isolated from their family, friends, and community. Making sure that our district is as open and welcoming as possible will help make sure these students have a successful student career and are prepared for college, career, and life.”

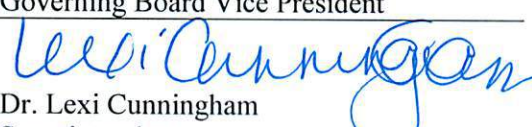
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

Discussion only. Governing Board action is not required.

Submitted by: Devin Del Palacio
Governing Board Vice President Date: November 3, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: November 3, 2015

NONDISCRIMINATION / EQUAL OPPORTUNITY

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, ~~and~~ disability, sexual orientation, gender identity, or gender expression. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Interpreter and Translator Support Services for Students and Parents/Guardians

Tolleson Union High School District ("TUHSD") will take reasonable steps to ensure that applicants, students and parents/guardians with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in TUHSD's educational programs, services, activities and other benefits of the District. TUHSD will make interpreters available to provide oral interpreting and/or written translation of documents as provided herein.

All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and applicants, parents, students and others will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

TUHSD will conduct periodic review of the language access needs of its student and parent/guardian population, as well as update and monitor the implementation of this policy and related procedures.

Definitions:

- *Interpreter* is a person who is fluent in at least two (2) languages and can facilitate accurate communication between two (2) or more individuals who do not speak in the same language.

- *Translator* is a person who provides a written communication in a second language having the same meaning as the written communication in a first language.
- *LEP (Limited English Proficient)* is a person who, as a result of national origin, is limited in his or her English proficiency.
- *Predominant language* is any language other than English or Spanish where one hundred (100) or more speakers of that language are currently enrolled in TUHSD. The number of speakers is determined by a review and response to completed Primary Home Language Other Than English (PHLOTE) home language survey forms.
- *Support services* is any service not related to regular classroom instruction, i.e., lockers, individualized education program (IEP), Section 504, parent/teacher conferences, student discipline, free and reduced lunch, health/medical services, etc.
- *LEP list* is a list that TUHSD maintains and continuously updates on a database that contains the names of all currently enrolled LEP students or their parents/guardians. This list is used to identify individuals in need of reasonable interpreter/translation services necessary to gain access to support services.
- *Bilingual/English Language Learner (ELL) Director.* This position is presently held by Lisette Widmaier. She can be contacted by telephone at (623) 478-4025 or e-mail at lisette.widmaier@tuhsd.org. The Bilingual/ELL Director coordinates and ensures program effectiveness through state and federal ELL regulations and TUHSD's policies to achieve identified needs of TUHSD's LEP population.

Identifying Limited English Proficient (LEP) Parents

Individuals are identified as LEP in TUHSD by:

- TUHSD identifies parents/guardians with LEP through its PHLOTE home language survey form. A completed PHLOTE home language survey form is obtained from each parent or guardian who enrolls a new student in TUHSD. The PHLOTE home language survey form can be requested from a parent or guardian by the Bilingual/ELL Director, a teacher or other school personnel.
- *Self-identification.* Each parent/guardian who enrolls a new student in TUHSD will be asked; 1) what primary language is used in the home regardless of the language spoken by the student; 2) what language is most often spoken by the student; and 3) what language the student first acquired.

- *School Personnel Identification.* As school personnel meet and work with parents/guardians they may identify them as LEP and request that a parent or guardian complete a PHLOTE form or ask a principal to place the student or parents/guardians on the LEP list.
- The completed PHLOTE home language survey forms will be maintained in the relevant student's records. School personnel are responsible for creating and maintaining an LEP list in a central database. The language information obtained through the PHLOTE home language survey form will be available to relevant staff, including teachers, counselors, administrators, registrars, and office staff, who all have access to student records.

Notice to Parents/Guardians

All schools and departments which provide or may provide services to LEP parents/guardians must:

- Provide notice to all LEP students and parents/guardians that interpreter services are available to them at no cost. The notice will include TUHSD's point of contact for answering any questions regarding this policy.
- Offer an initial interview opportunity to all identified LEP families to inform them of all support services available pursuant to this policy.
- Post and maintain, in a prominent public place, a multi-lingual sign informing students, parents/guardians and family members that interpreter services are available to them at no cost. These signs will provide the required notice in all predominate languages. All parents/guardians who are speakers of non-predominate languages will be notified of the availability of interpreter services by phone, written notices or other means deemed to provide reasonable notice to such parents/guardians. The form of notice provided to speakers of non-predominate languages will be documented.
- Have available during registration and at all other times a multi-lingual sheet that allows individuals to identify themselves as a speaker of a language other than English.

Request for Interpreter/Translator Services

Requests for a Predominant Language Interpreter must be made so as to give TUHSD reasonably adequate time to provide the Interpreter. What is reasonably adequate is dependent on the circumstances of the request. Requests for a Non-Predominant Language Interpreter must be made to a teacher or staff person at least seventy-two (72) hours before the event for which the Interpreter is requested.

Requests for translation of documents into non-predominant languages must be made in writing by downloading the Translation Request Form from the TUHSD website. The requester must complete the request form and attach an electronic copy of the document to be translated. The request must be submitted to the Bilingual/ELL Director. The requested translation will be completed within ten (10) working days.

Provision of Interpreter/Translator Services

Interpreter Services. TUHSD will provide interpreters for LEP parents/guardians who are speakers of predominant languages. TUHSD will provide interpreters for LEP parents/guardians who are speakers of non-predominant languages where one is available, and where it is reasonable to do so. Reasonableness, for purpose of this policy, include consideration of: 1) the number or proportion of LEP individuals likely to encounter the program; 2) the frequency with which LEP individuals come in contact with the program; 3) the nature and importance of the services provided by the program; and 4) District resources. An LEP parent/guardian may elect to provide his or her own adult translator, other than the student at issue, as long as the parent/guardian confirms in writing with TUHSD staff that he or she has been notified that TUHSD will attempt to obtain an interpreter on his or her behalf and that the parent/guardian declined such service. If LEP parent/guardian chooses to use his or her own adult interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the adult interpreter is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP parent/guardian. If the LEP parent/guardian does not provide a translator, teachers and other staff who communicate with LEP parents/guardians are responsible for securing an interpreter.

Interpreter Services may include, but are not limited to, the following events.

Academic	Administrative	Legal
Teacher Conferences	Attendance Issues	IEP Team Meetings/ Assessment
Counselor Meetings	Registration	504 Assessment
GATES Assessment	Extracurricular Activities	Student Discipline Hearings
Advanced Placement	Public Meetings	Law Enforcement/ Child Protective Services
Tutoring and Supplemental Services	Social Service Programs	Free and Reduced Meals
Summer School	Policies and Procedures	Alternative Language Education Placement

Any Transportation Events	Grades and Report Cards	Health or Medical Emergency
		Discrimination Complaints
		Student Manifestation Hearing

- *Translation Services for Predominant Languages.* TUHSD will translate, to the extent reasonable, those TUHSD-wide communications that are routinely sent to parents/guardians in English into the predominant foreign language(s) in the District. Translation requests from parents/guardians will be granted for other documents that relate to discipline, educational programs or extracurricular programs or activities.
- *Translation Services for Non-Predominant Languages.* TUHSD will provide translated documents in non-predominant languages to parents or guardians in cases involving special education, Section 504, and disciplinary proceedings.
- *Documentation of Interpreter/Translator Services.* TUHSD will record all interpreter/translation services provided to students and their families in a central database.
 - Interpreters/translators shall record every TUHSD interpreter/translation event on a Record of Event Form.
 - The school office manager or department support staff is responsible for ensuring that TUHSD interpreter/translation events are entered into the central database.

Obtaining a Qualified Interpreter

The Bilingual/ELL Director is responsible for:

- Developing and maintaining an interpreter resource list of persons who are proficient in English, Spanish and other languages if necessary. The list will include the interpreter's contact information and availability and the procedure for obtaining interpreter services.
- Coordinating with an appropriate bilingual staff member to interpret, in the event that an interpreter is needed.
- Obtaining an outside interpreter if an appropriate bilingual staff member is not available to interpret.

All inquiries concerning interpreting and translating services shall be directed to:

Lisette Widmaier
English Acquisition Program Coordinator
Tolleson Union High School District No. 214
Telephone: (623) 478-4025
E-mail: lisette.widmaier@tuhsd.org

District Staff Training

- All relevant administrative, certificated, and support staff employees will be trained at least every other year regarding their responsibilities to identify, notify, provide and document services to LEP parents/guardians.
- TUHSD will approve interpreters/translators through testing, training or evaluation.

Monitoring Language Needs and Implementation

- TUHSD will periodically assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures.
- TUHSD will periodically assess the efficacy of these procedures.
- TUHSD will develop a record keeping system of translator and interpreter services requested by LEP parents/guardians. The system will include information on the translator and interpreter services requested, the primary language of the parent/guardian, the parent's/guardian's name, the date of the request, the date services were provided, the source and name of the translator or interpreter used and the reason for the request.

Complaint/Dispute Resolution

Parents/legal guardians who believe they are not receiving interpreter/translation services as provided for by this policy may request a meeting with a school principal or appropriate staff person to present their concerns. An interpreter will be provided for this meeting. Every attempt will be made by TUHSD to resolve the parent's/legal guardian's concern.

If the issues/concerns are not resolved through this conference, parents/legal guardians may request a meeting with a designated representative of the Superintendent for further review.

The designated representative of the Superintendent will make the final decision and notify the parents/legal guardians of that decision.

All LEP parents/guardians will be notified of this complaint resolution procedure at the beginning of every school year.

Service Contract

For translations and interpretations for non-predominant languages, TUHSD will contract with a third party contractor to obtain translators and interpreters as needed. Interpretation and translation services for non-predominant languages will be provided when reasonable.

Multilingual Notices

Multilingual notices are available in the following languages:

Albanian	Persian
Arabic	Polish
Bosnian	Russian
Chinese	Samoan
Croatian	Serbian
English	Somali
Filipino	Spanish
Greek	Tamil
Italian	Tongan
Khmer	Turkish
Macedonian	Vietnamese

Contact

Please direct all queries concerning interpreting and translating services to:

Lisette Widmaier
Bilingual/ELL Director
Tolleson Union High School District No. 214
Telephone: (623) 478-4025
E-mail: lisette.widmaier@tuhsd.org

Adopted: June 25, 2013

LEGAL REF.: A.R.S. 23-341
41-1463
20 U.S.C. 1400 *et seq.*, Individuals with Disabilities
Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX
20 U.S.C. 1703, Equal Employment Opportunity Act of 1972
29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)
42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII
42 U.S.C. 12101 *et seq.*, Americans with Disabilities Act
Arizona Constitution, Ordinance Art. XX, Par. Seventh

CROSS REF.: ACA - Sexual Harassment
GBA - Equal Employment Opportunity
IHBA - Special Instructional Programs and
Accommodations for Disabled Students
JB - Equal Educational Opportunities
KED - Public Concerns/Complaints about Facilities or
Services

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, ~~or~~ national origin, **sexual orientation, gender identity, or gender expression** is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

Adopted: date of manual adoption

LEGAL REF.: A.R.S.13-904
41-1461
41-1463
41-1465

CROSS REF.: AC – Nondiscrimination
ACA – Sexual Harassment
IHBA – Special Instructional Programs and Accommodations for
Disabled Students
JB – Equal Educational Opportunities
KED – Public Concerns/Complaints about Facilities or Services

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, **and** disability, **sexual orientation, gender identity, gender expression** or **any** other reasons **s** not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

Adopted: date of manual adoption

LEGAL REF.: 20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Educational Opportunities Act

29 U.S.C. 794, Rehabilitation Act of 1973 (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, as amended in 1972,
Title VI, Title VII

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of
2001

Arizona Constitution, Act XI, Sec. 6

CROSS REF.: AC – Nondiscrimination

ACA – Sexual Harassment

GBA – Equal Employment Opportunity

IHBA – Special Instructional Programs and Accommodations for
Disabled Students

KED – Public Concerns/Complaints about Facilities or Services

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015
AGENDA SUBJECT: Governing Board Delegation of Authority

PURPOSE:

Governing Board members will have an opportunity to discuss how delegation of authority should be granted to a Governing Board member who is acting on behalf of the entire Board.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

There are times when a Governing Board member is attending a meeting; i.e., ASBA's Delegate Assembly or Maricopa County Meeting, when a vote or direction on behalf of the entire Board is warranted.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Governing Board delegation of authority, where such action is made in a duly noticed Governing Board meeting, will ensure that the Governing Board member who is casting a vote or providing direction on behalf of the entire Governing Board has the authority to represent the desires of the entire Board.

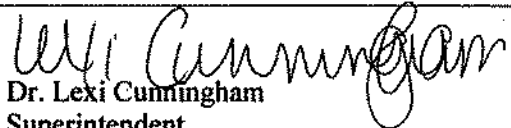
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

Discussion only. Governing Board action is not required.

Submitted by: Karyn Morse Eubanks
Executive Assistant
Date: November 3, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent
Date: November 3, 2015

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015

AGENDA SUBJECT: Formal Recognition of Administrators and Certified Staff for the Meet and Confer Process

PURPOSE:

Formal Governing Board recognition of administrators and certified staff for the meet and confer process is requested.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

On October 27, 2015, the Governing Board approved the changes to Policy HA (Meet and Confer Goals / Priority Objectives).

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Policy HA states, "The Governing Board may recognize an employee group association for purposes of the meet and confer process. In order to be recognized, the employee group must provide documentation that 30%, or more, of the employees in the group want to be represented by the organization seeking recognition." Pledges gathered subsequent to adoption of Policy HA has resulted in 80% of administrators authorizing the Tolleson Administrators Association and 53% of certified staff supporting the Tolleson Education Association to negotiate on their behalf in the meet and confer process.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board formally recognize the Tolleson Administrators Association and Tolleson Education Association for purposes of the meet and confer process.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: November 3, 2015

Reviewed by: Dr. Lexi Cunningham
Superintendent

Date: November 3, 2015

Policy HA

MEET AND CONFER GOALS / PRIORITY OBJECTIVES

Providing a quality education for all students is the goal of the Tolleson Union High School District (TUHSD) and working collaboratively with all staff helps ensure that this goal can be met. To that end, the Governing Board authorizes the establishment of an orderly process for discussing employee salaries and benefits in the context of the needs of the educational program.

The meet and confer process is intended to foster trust and a sense of goodwill in knowing that all employee groups are represented and have input into the recommendations regarding salaries and benefits that go to the Governing Board. All persons involved in the meet and confer process are expected to act in good faith.

Nothing in this Policy is intended to restrict the right of individual employees or representatives of other employee groups to remain free to communicate with the Governing Board on matters falling within the scope of the meet and confer process.

Establishment and Responsibilities of Meet and Confer Committee

The Governing Board authorizes the establishment of a Meet and Confer Committee from a broad base of TUHSD employees. The Meet and Confer Committee shall work collaboratively with the Superintendent, the Director of Financial Services, and the Director of Human Resources.

The Meet and Confer Committee shall meet to discuss salary and benefits for all employees, which may include:

- Personal Leave Time
- Longevity Incentives
- Credits for Professional Growth
- Extra Duty Compensation
- Work Place Conditions

The Meet and Confer Committee is authorized to forward its recommendations to the Governing Board for the Governing Board's review and consideration prior to the Governing Board's vote on salary and benefits.

Composition of Meet and Confer Committee

The Meet and Confer Committee will include one team of representatives from each of the following employee groups:

- Administrators
- Certified staff
- Classified staff

Each team will consist of five team members. Team members must be current TUHSD employees and may come from any TUHSD school or department.

If there is no employee group association for an employee group, individual employees may submit an application to become a Meet and Confer Committee member. Applications shall be forwarded to the Office of the Superintendent. Team members will be selected through a lottery process.

Employee Group Associations

The Governing Board may recognize an employee group association for purposes of the meet and confer process. **In order to be recognized, the employee group must provide documentation that 30%, or more, of the employees in the group want to be represented by the organization seeking recognition.** Recognition of the group will continue until the Governing Board votes to remove recognition. If an employee group is represented by an association, the president of the employee group association shall be a member of the Meet and Confer Committee. Other members of the employee group may be chosen/elected by association members per their bylaws or other established operating procedures.

If more than one association exists for any of the three employee groups, the associations, within the employee group, and prior to the start of the annual meet and confer process, may submit a request for recognition to the Governing Board. If more than one association exists for any of the three employee groups, the associations, within the employee group, will reach an agreement on the composition of the five member team to represent the group.

No TUHSD employee is obligated to join an employee group association or provide such an association with the employee's consent to have the association represent the employee.

Establishment of Meet and Confer Procedures

The Meet and Confer Committee will establish procedures which may include, but are not limited to, the following:

- Time and place of meetings.
- Protocols for meetings.
- Responsibilities of Meet and Confer Committee members.
- Any other procedures that will promote respectful and productive discussions among Meet and Confer Committee members.

SUMMARY OF AGENDA ITEM

MEETING DATE: November 10, 2015
AGENDA SUBJECT: Proposed ASBA Bylaw Changes

PURPOSE:

Administration seeks Governing Board direction on how the vote should be cast for proposed changes to Arizona School Board Association (ASBA) bylaws.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

On October 1, 2015, ASBA sent two (2) bylaw change proposals to all ASBA district member governing boards.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

As discussed during the October ASBA Maricopa County meeting, voting on the proposed bylaw changes is to take place by electronic vote per the new procedure adopted by ASBA membership in December 2014. Following discussion by the Governing Board of the proposed changes, the Governing Board is to determine who is to cast the votes on behalf of the Governing Board.

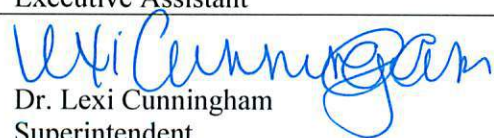
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board discuss the bylaw proposals, determine how the votes are to be cast and determine who is to cast the votes on behalf of the Governing Board.

Submitted by: Karyn Morse Eubanks
Executive Assistant
Date: November 2, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent
Date: November 2, 2015

PROPOSED ASBA BYLAW CHANGE

Rationale: The ASBA Governance Committee has recommended the proposed bylaw change to facilitate fairness in the voting process.

Changes are reflected by underlined text.

Current language:	Proposed change:
<p style="text-align: center;">Article V - Officers and Board of Directors and Executive Committee</p> <p>Section 5. Nominations and Elections A nominating committee shall be constituted and selected as follows: the immediate past president of the Association shall serve as chairman of the committee and the remaining members shall be appointed by the president in consultation with the directors from those counties in which a county representative to the Board of Directors is elected for a two-year term. No two (2) members of the nominating committee shall be from the same county, and no more than three (3) members, in addition to the past president, shall be members of the Board of Directors. The committee shall submit a slate of officers consisting of one or more nominees for each office to the general membership at an annual membership meeting. Additional nominations may be made from the floor provided the consent of the nominee has been obtained.</p>	<p style="text-align: center;">Article V - Officers and Board of Directors and Executive Committee</p> <p>Section 5. Nominations and Elections A nominating committee shall be constituted and selected as follows: the immediate past president of the Association shall serve as chairman of the committee and the remaining members shall be appointed by the president in consultation with the directors from those counties in which a county representative to the Board of Directors is elected for a two-year term. No two (2) members of the nominating committee shall be from the same county, and no more than three (3) members, in addition to the past president, shall be members of the Board of Directors. The committee shall submit a slate of officers consisting of one or more nominees for each office to the general membership at an annual membership meeting. Additional nominations may be made from the floor provided the consent of the nominee has been obtained <u>and written notification was made to the Nominating Committee Chair and Executive Director one week prior to annual membership business meeting.</u></p>

PROPOSED ASBA BYLAW CHANGE

Rationale: Current ASBA Bylaws include a Board seat for the HNAIC President. HNAIC Bylaws dictate the president's seat alternate between a Native American and a Hispanic member annually. As a result, each year the president and the immediate past-president will represent each of the two distinct groups of board members. This proposal allows for the Caucus to have each group represented by individuals in their respective roles of president and immediate past-president to serve on the ASBA Board.

Changes are reflected by underlined text.

Current language:	Proposed change:
<p style="text-align: center;">Article V - Officers and Board of Directors and Executive Committee</p> <p>Section 2. Board of Directors The governing body of the Association shall be a Board of Directors consisting of the officers, one representative from each of the counties of the state, except Maricopa and Pima counties which are allotted two (2) representatives. County representatives shall serve for a period of two (2) years with no member serving more than three (3) consecutive two (2) year terms. However, at the first meeting of the Board of Directors after the adoption of the bylaws, county representatives shall determine by lot the one-half of their number who will serve for one (1) year and the one-half who will serve for two (2) years. Thereafter, members of the Board of Directors shall be elected by member boards of their counties at their annual County Workshop meetings. Ex-officio members of the Arizona School Boards Association Board of Directors shall be:</p> <ul style="list-style-type: none">(a) Any person residing in Arizona who is either an officer or director of the National School Boards Association during his/her term of office in the national body, and(b) Any member of an ASBA active member Governing Board serving as President of the Arizona Hispanic Native American Indian Caucus and Black Caucus during his/her term of office in the Caucus.	<p style="text-align: center;">Article V - Officers and Board of Directors and Executive Committee</p> <p>Section 2. Board of Directors The governing body of the Association shall be a Board of Directors consisting of the officers, one representative from each of the counties of the state, except Maricopa and Pima counties which are allotted two (2) representatives. County representatives shall serve for a period of two (2) years with no member serving more than three (3) consecutive two (2) year terms. However, at the first meeting of the Board of Directors after the adoption of the bylaws, county representatives shall determine by lot the one-half of their number who will serve for one (1) year and the one-half who will serve for two (2) years. Thereafter, members of the Board of Directors shall be elected by member boards of their counties at their annual County Workshop meetings. Ex-officio members of the Arizona School Boards Association Board of Directors shall be:</p> <ul style="list-style-type: none">(a) Any person residing in Arizona who is either an officer or director of the National School Boards Association during his/her term of office in the national body, and(b) Any member of an ASBA active member Governing Board serving as <u>President and Past President</u> of the Arizona Hispanic Native American Indian Caucus and <u>the President of the Black Caucus</u> during his/her term of office in the Caucus.