



NOTICE OF PUBLIC MEETING

**TOLLESON UNION HIGH SCHOOL DISTRICT #214
GOVERNING BOARD AGENDA
FOR REGULAR MEETING AND EXECUTIVE SESSION**

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:** May 10, 2016
TIME: 6:00 p.m.
PLACE: District Administrative Center, Board Room, 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: May 5, 2016 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 _____.

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

2. Pledge of Allegiance

3. Approval of the Regular Agenda

Recommendation: It is recommended that the Governing Board approve the Regular Agenda.

Motion made by _____; seconded by _____

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

4. 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.

5. Celebrations

A. Employees of the Month

The following March 2016 Employees of the Month will be recognized for their contributions to the District.

Copper Canyon High School

Jeremy Goodsell, English Teacher/Department Chair

La Joya Community High School

Kylee Ingram, Biology/Pre-AP Biology Teacher

Tina Valenzuela, Guidance Advisor/Department Chair

Sierra Linda High School

Meggan Brooks, AP and Regular World History/Government Teacher

Sonia Saenz, Culinary Arts Teacher

Tolleson Union High School District

Freddie Jordan, JROTC Instructor

Renee Jordan, Registrar

B. 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 April 2016 Athletes of the Month will be recognized:

Copper Canyon High School

Candee Soto (Softball) and Isaiah Colbert (Track)

La Joya Community High School

Stephanie Lemus (Softball) and Carlos Rubio (Baseball)

Sierra Linda High School

Alexis Radcliff (Track) and Manuel Castaneda (Tennis)

Tolleson Union High School

Nadira Khan (Tennis) and Ramon Velasco-Guereque (Baseball)

Westview High School

Alexandra McCutcheon (Softball) and Jonathan Spann (Track)

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. 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

8. 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.

- *1. Human Resources**
- A. Personnel Items** **8-10**
Personnel items include recommendations and ratifications for various actions including employment, contract assignments and revisions, stipends, extra duty assignments, position changes, leaves of absence, retirements, resignations, and terminations.
- *2. Financial Services**
- A. Vouchers** **11-12**
Prior to ratification at each Governing Board meeting, Governing Board members review vouchers and/or journal entries. Vouchers represent orders for payment of material, equipment, salaries, and services.
- *3. Purchasing**
- A. Annual Contract Extension and Renewals for the 2016-2017 School Year: Job Ordering Contracting Services and Soft Drink Products** **13-14**
The multi-year contracts require approval in order to extend for an additional one-year period or portion thereof. A multi-term contract encourages effective competition and promotes economies in school district procurement.
- B. Authorization for Disposal #931, #933, #924, Technology Equipment; #932, Vibe Plate; and #935, Vehicles** **15-23**
Administration seeks to dispose of technology, equipment, and vehicles that are no longer needed by the District.
- *4. Teaching and Learning**
- A. Textbook Adoption – AP Human Geography** **24**
The Cultural Landscape: An Introduction to Human Geography, 12th AP Edition textbook is a resource that will support and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of students served. The course materials also provide suggestions for cross-curricular project based learning opportunities. In addition, the text has multiple online resources for both teachers and students that can be accessed online and in print.
- B. Textbook Adoption – AP US History** **25**
Give Me Liberty 3e AP Edition textbook was chosen for its readability and alignment with the AP US History Exam redesign. The supplemental materials provide learning opportunities that assess multiple depth of knowledge levels. The text offers numerous primary sources on a variety of topics.
- *5. Superintendent’s Office**
- A. Travel Requests** **26-27**
Requests have been received from the District Office, Copper Canyon High School, and La Joya Community High School.

- | | | |
|-----------|---|--------------|
| B. | Partnership with CGI Communications for Video on City of Tolleson’s Website | 28-29 |
| | The City of Tolleson is enhancing its website presence as a means to attract more families and business to the City of Tolleson. One enhancement is to add video to their website that will showcase the schools/school districts located within Tolleson. | |
| C. | Intergovernmental Agreement Amendment with the City of Glendale for School Resource Officer Services – Copper Canyon High School | 30-33 |
| | The amendment to the Intergovernmental Agreement with the City of Glendale to provide school resource officer services to Copper Canyon High School changes the ending date from June 30, 2016 to May 20, 2016. The Amendment removes the Summer Academy SRO services from Copper Canyon High School as the Summer Academy was relocated to Sierra Linda High School. | |
| D. | Agreement Amendment No. 3 with the City of Phoenix for School Resource Officer Services – Sierra Linda High School | 34-37 |
| | The amendment to the Agreement with the City of Phoenix to provide school resource officer services to Sierra Linda High School extends the ending date from May 20, 2016 to June 30, 2016. The extension is necessary to cover SRO services during Summer Academy. | |
| E. | Memorandum of Understanding – Teach for America Summer Education Program | 38-49 |
| | The Memorandum of Understanding with TFA provides the opportunity to offer summer instruction with reduced student-teacher ratios. In addition to improving academic outcomes, the partnership provides an opportunity for the District to engage in advanced mentor training. The Summer Institute runs for approximately four (4) weeks (June 6 – July 7, 2016) and will involve approximately 80-120 TFA corps members, 10-12 TFA staff members, and 25 District teachers. | |
| F. | Minutes – April 26, 2016 Regular Meeting | 50-56 |
| | All Governing Board members were present. | |

INFORMATION/DISCUSSION ITEMS

- | | | |
|-----------|---|-----------|
| 1. | Strategic Plan Update | 57 |
| | The strategic planning process which began in January 2016. Various surveys have been conducted, work sessions held, meetings scheduled, and a forum held for community input. Dr. Cunningham will provide an update on the strategic planning process. | |

CALL FOR EXECUTIVE SESSION

Pursuant to A.R.S. § 38-431.03.A.1, and A.3

A.1 – The Governing Board may convene an executive session to discuss the resignation of the Superintendent. The Superintendent has been provided the legally required notice of this Executive Session.

A.3 – The Governing Board may convene an executive session for discussion and consultation for legal advice with the Board’s attorney related to the search for a new superintendent.

Recommendation: It is recommended that the Governing Board approve a motion to move into Executive Session.

Motion made by _____; seconded by _____

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

RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

The Regular Meeting recessed at _____ p.m.

EXECUTIVE SESSION

1. Call to Order and Roll Call of Governing Board Members

The Executive Session was called to order by _____ at _____ p.m.

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

2. Reading of Confidentiality Statement

3. Discussion and Consideration of the Superintendent’s Resignation and Discussion and Consultation for Legal Advice with the Board’s Attorney Related to the Search for a New Superintendent

A.R.S. §38-431.03.A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee, or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee, or employee to determine whether the discussion or consideration should occur at a public meeting.

A.R.S. §38-431.03.A.3 – Discussion or consultation for legal advice with the attorney or attorneys of the public body.

4. Adjournment of Executive Session

Motion made by _____; seconded by _____

The Executive Session adjourned at _____ p.m.

RECONVENING OF REGULAR MEETING

The Regular Meeting reconvened at _____ p.m.

ACTION/DISCUSSION ITEMS

**PDF
PAGE #**

1. Superintendent Search

58-67

The Governing Board will have an opportunity, if desired, to discuss and possibly take action relative to the search for a new superintendent.

Recommendation: At the Governing Board’s discretion.

Motion made by _____; seconded by _____

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

2. Submission of Proposed Arizona School Boards Association (ASBA) Legislative and Organizational Action Agenda Items for FY2017; Appointment of Delegate and Alternate Delegate to Delegate Assembly

68-73

The Governing Board may consider and propose action agenda items for the Arizona School Board Association’s (ASBA) 2017 Political Agenda. In addition, the Governing Board is charged with appointing a Delegate and Alternate Delegate to the September 10, 2016 Delegate Assembly.

Recommendation: It is recommended that the Governing Board adopt specific proposals, if desired, for ASBA action. In addition, it is recommended that the Governing Board appoint _____ as Delegate and _____ as Alternate Delegate to the September 10, 2016 Delegate Assembly.

Motion made by _____; seconded by _____

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

AGENDA ITEMS FOR FUTURE MEETING(S)

- 1.
- 2.
- 3.

ADJOURNMENT

Motion made by _____; seconded by _____

The meeting was adjourned at _____.

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

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:

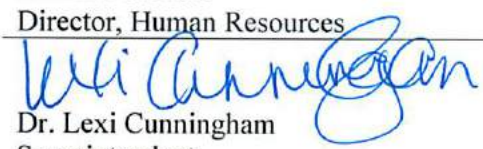
N/A

RECOMMENDATION:

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

Submitted by: Michael Stewart
Director, Human Resources

Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: April 28, 2016

TUHSD HUMAN RESOURCES

To: Karyn Eubanks, Executive Assistant to the Superintendent and Governing Board
From: Michael Stewart, Human Resources Director
Date: April 28, 2016
Re: Personnel Items, Governing Board Meeting, 5/10/2016

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

CERTIFIED STAFF

Re-employment of Certified Staff for the 2016-2017 School Year

Lamb, Justin	WHS	Social Studies – History
Van de Wille, Philip	WHS	Science – Anatomy

Employment of Personnel

Amaro, Fred	DO	Guest Teacher
Witt, Lindsay	DO	Guest Teacher

Employment of Personnel for the 2016-2017 School Year

Hernandez-Barron, Julia	CCHS	Foreign Language – Spanish
Stutzman, William	CCHS	Social Studies – History
Baker, James	LJCHS	Special Services – Co-Teacher
Fafrowicz, Jessica	LJCHS	Special Services – Co-Teacher
Franzen, Kristofer	LJCHS	Science – Biology
Kalkstein, Amanda	LJCHS	English
Rosenfeld, Sara	LJCHS	Science – Physics

Resignations

Lewis, Sara	CCHS	Guidance Counselor (5/24/16)
Alaniz, Kevin	LJCHS	Special Services Department Chair (5/20/16)
Kuipers, Jonathan	LJCHS	Science – Biology (5/20/16)
Wright, Alana	LJCHS	Special Services Life Skills (5/20/16)
Baldinelli, John	SLHS	Mathematics (5/20/16)
Frezquez, Lissa	SLHS	Media Specialist (5/20/16)
Jordan, Piper	SLHS	Art – Ceramics (5/20/16)
Lim, Michael	SLHS	Mathematics (5/20/16)
Quinonez Zanabria, Eduardo	SLHS	Science – Chemistry (5/20/16)
Reyes, Lai-Ching	SLHS	Mathematics (5/20/16)
Tillotson, Brenton	SLHS	English (5/20/16)
Young, Bleshea	SLHS	Science – Biology (5/20/16)
Alvarez, Francisco	TUHS	Foreign Language – Spanish (5/20/16)
Kindell, Brian	TUHS	Mathematics (5/20/16)
Pedro Vicente, Yesenia	TUHS	English (5/20/16)

Schweikert, Kathleen	TUHS	English (5/20/16)
Lawson, Sharon	UHS	Science – Physics (5/20/16)
Arenas, Steven	WHS	English (5/20/16)

CLASSIFIED STAFF

Employment of Personnel

Torres, Maria	CCHS	Cafeteria Cashier
Perez, Liliana	LJCHS	Clerical Support II – Attendance Clerk
Ochoa Quintero, Marisela	SLHS	Cafeteria Cashier
Wilson, Keila	SLHS	Cafeteria Cashier

Resignations

Soto, Daniela	CCHS	Cafeteria Cashier
Ayala, Miguel	TUHS	P/T Custodian II – Cafeteria

Summer Aquatics Program

Hannah, Jacob	DO	Lifeguard
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SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

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 Voucher: \$ 1,508,755.15 (#38)
Expense Vouchers: \$ 914,262.48 (#8131 – # 8138)

RECOMMENDATION:

It is recommended that the Governing Board ratify payroll voucher #38 and expense vouchers #8131 – #8138.

Submitted by: Tracy McLaughlin
Director, Financial Services Date: April 27, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: April 27, 2016

APPROVAL OF PAYROLL/EXPENSES VOUCHERS

RATIFY PAYROLL VOUCHERS:

Voucher	38	\$ 1,508,755.15
TOTAL		<u>\$ 1,508,755.15</u>

RATIFY EXPENSE VOUCHERS:

Voucher	8131	1,003.41
Voucher	8132	93,250.07
Voucher	8133	439,894.68
Voucher	8134	138,591.62
Voucher	8135	32,232.82
Voucher	8136	33,680.63
Voucher	8137	72,154.70
Voucher	8138	103,454.55
TOTAL		<u>\$ 914,262.48</u>

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Annual Contract Extension and Renewals for the 2016-2017 School Year:
Job Order Contracting Services and Soft Drink Products

PURPOSE:

Administration seeks approval of the annual contract extension and renewals for Job Ordering Contracting Services and Soft Drink Products.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The multi-year contracts require approval in order to extend for an additional one-year period or portion thereof. Since performance under these contracts has been satisfactory, extension of the contracts is recommended.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The estimated requirements cover the period of the contracts and are reasonable and continuing. A multi-term contract encourages effective competition and promotes economies in school district procurement.

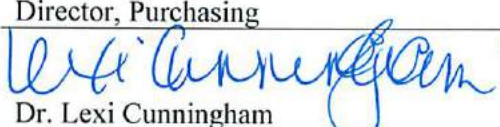
BUDGET IMPACT AND COSTS:

Estimated expenditures and funding source for each include:

Job Order Contracting Services	\$6,000,000	Capital Fund 610
Soft Drink Products	\$60,000	M&O Fund 001

RECOMMENDATION:

It is recommended that the Governing Board approve the annual contract extension and renewals for Job Ordering Contracting Services and Soft Drink Products.

Submitted by: Cheryl Burt
Director, Purchasing _____ Date: April 28, 2016


Reviewed by: Dr. Lexi Cunningham
Superintendent _____ Date: April 28, 2016

**Annual Contract Renewals for the 2016-2017 School Year
5/10/2016**

The following multi-term contracts are recommended for renewal:

CONTRACT TITLE	VENDOR NAME	IFB/RFP NUMBER	AWARD/ EXTENSION	NO. OF YRS. CONTRACT	ESTIMATED EXPENDITURES	FUNDING SOURCE
Job Order Contracting Services	Small Firm: GCON Sun Valley Builders Large Firm: Caliente Core	RFP 15-022-20	4/14/2015	5 years (4/13/2020)	\$6,000,000.00	Capital Fund 610 <i>Funding will be included in each project's budget</i>
Soft Drink Products	Pepsi	RFP 13-002-17	04/18/2013	5 years (4/17/18)	\$60,000.00	M&O Fund 001

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Authorization for Disposal #931, #933, #934, Technology Equipment; #932, Vibe Plate; and #935, Vehicles

PURPOSE:

Administration seeks Governing Board approval for disposal of obsolete technology and unrepairable equipment.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

All disposals arrangement will be made in accordance with USFR guidelines and the Arizona Administrative Code, Title 7, Education/Procurement, Section: Materials Management and Disposition.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Benefits to the District are derived from maintaining furniture and equipment that is safe to use and in good operating condition.

BUDGET IMPACT AND COSTS:

All disposals are processed during the normal course of the work day. There will be no out-of-pocket costs for the disposal of these items.

RECOMMENDATION:

It is recommended that the Governing Board approve Authorization for Disposal #931, #933, and #934, Technology Equipment; #932, Vibe Plate; and #935, Vehicles.

Submitted by: Cheryl Burt
Director, Purchasing
Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent
Date: April 28, 2016

TOLLESON UNION HIGH SCHOOL DISTRICT #214 REQUEST FOR AUTHORIZATION FOR DISPOSAL

931

- | | | |
|--|--|---|
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Non-Equipment | <input type="checkbox"/> Technology |
| <input type="checkbox"/> General Fixed Asset (GFA) | <input checked="" type="checkbox"/> Stewardship List | <input type="checkbox"/> Instructional Material |
| | | <input type="checkbox"/> Other (explain below) |

Part I – Disposal Site

School/Department Initiating Request La Joya Community High School	Phone No. 623 478 4400
Person to Contact (Name/Title) Bianca Lochner	E-Mail Address Bianca.lochner@tuhsd.org

Part II – Disposal Method

- | | | |
|--|--|--|
| <input type="checkbox"/> State Surplus | <input type="checkbox"/> Trade-In (Provide explanation below) | <input type="checkbox"/> Unusual Circumstance: |
| <input type="checkbox"/> Competitive Sealed Bid | <input type="checkbox"/> Posted Price | <input type="checkbox"/> Appraisal |
| <input checked="" type="checkbox"/> Public Auction | <input type="checkbox"/> Donation to non-profit (Instructional Materials only) | <input type="checkbox"/> Barter |
| <input type="checkbox"/> Established Market | <input type="checkbox"/> Loss (Explanation below) | <input type="checkbox"/> Salvage (List disposal costs below) |
| | | <input type="checkbox"/> Other (Explanation below) |
- Detailed Explanation:

Part III – Items for Disposal

Qty	Item Description (include Model #)	Serial #	Fixed Asset Tag #	Purchase Price	Current Estimated Value	Reason for Disposal
63	Projectors	See Attached				Cycle Refresh

Part IV – Requester Signature

 Requester	04105116 Date	 Site Administrator	04105116 Date
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Part V – Governing Board Approval

Submitted for Governing Board Meeting Date _____

_____ Governing Board Approval _____ Date _____

Part VI – Administrative Action

Disposal Date	Final method of disposal	Compensation/(expenditure)
_____	_____	_____
Disposal Performed By:	Date	Purchasing/GFA Administrator
_____	_____	_____
	Date	
	_____	_____

Projector Refresh LJCHS

ROOM	Old Proj Model	Old S/N	Tag#
1001	NEC NP410W	0300155FC	20110176
1002	NEC NP410W	0300159FC	20110177
1003	NEC NP410W	0300154FC	20110178
1004	NEC NP410W	0300150FC	2011001938
1005	NEC NP410W	0300160FC	20110180
1006	NEC NP410W	0300151FC	20110200
1007	NEC NP410W	0300170FC	20110199
1008	NEC NP410W	0300175FC	20110185
1023	NEC NP410W	0300166FC	20110183
1026	NEC NP410W	0300161FC	20110171
1027	NEC NP410W	0300164FC	
1101	NEC NP410W	0300208FC	20110190
1102	NEC NP410W	0300158FC	20110189
1103	NEC NP410W	0300174FC	20110188
1104	NEC NP410W	0300168FC	20110187
1106	NEC NP410W	0300178FC	20110186
1107	NEC NP410W	0300176FC	20110185
1108	NEC NP410W	0300234FC	20110184
1120	NEC NP410W	0300188FC	20110213
1121	NEC NP410W	0300209FC	20110158
1122	NEC NP410W	0300171FC	20110157
1123	NEC NP410W	0300163FC	20110156
1125	NEC NP410W	0300183FC	20110153
1126	NEC NP410W	0300153FC	20110181
1127	NEC NP410W	0300207FC	20110206
1128	NEC NP410W	0300206FC	20110209
1129	NEC NP410W	0300191FC	20110208
1204	NEC NP410W	0300179FC	20110154
1217	NEC NP410W	0300162FC	20110205
1221	NEC NP410W	0300173FC	20110155
1301	NEC NP410W	0300152FC	20110166
1302	NEC NP410W	0300165FC	20110170
1303	NEC NP410W	0300169FC	20110174
1304	NEC NP410W	0300167FC	20110175
1401	NEC NP410W	0300210FC	20110192
1402	NEC NP410W	0300180FC	20110203
1403	NEC NP410W	0300172FC	20110182
1404	NEC NP410W	0300157FC	20110162
1405	NEC NP410W	0300192FC	20110173
1406	NEC NP410W	0300177FC	20110172
1407	NEC NP410W	0300184FC	20110168
1408	NEC NP410W	0300186FC	20110167
1421	NEC NP410W		
1422	NEC NP410W	0300190FC	20110163
1423	NEC NP410W	0300149FC	20110161

1424	NEC NP410W	0300189FC	20110160
1429	NEC NP410W	0300187FC	20110211
1430	NEC NP410W	0300181FC	20110210
1431	NEC NP410W	0300185FC	20110212
1432	NEC NP410W	0300150FC	2011001938
620	Epson 83	JXJF760606L	
621	Epson 83	JXJF760696L	
105	NEC NP410W	0500212FD	20110194
141	NEC NP410W	0500218FD	20110207
208	Dell 12095		
214A	NEC NP410W	0500184FD	20110195
214B	NEC NP410W	0500191FD	20110193
216	NEC NP410W	0500162FD	20110191
301	NEC NP410W	0500192FD	20110152
302	NEC NP410W	0500208FD	20110196
303	NEC NP410W	0500182FD	20110198
307	NEC NP410W	0500187FD	
703	Epson 83	JXJF76602L	

TOLLESON UNION HIGH SCHOOL DISTRICT #214 REQUEST FOR AUTHORIZATION FOR DISPOSAL

932

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Equipment | <input type="checkbox"/> Non-Equipment | <input type="checkbox"/> Technology |
| <input type="checkbox"/> General Fixed Asset (GFA) | <input type="checkbox"/> Stewardship List | <input type="checkbox"/> Instructional Material |
| | | <input type="checkbox"/> Other (explain below) |

Part I – Disposal Site

School/Department Initiating Request La Joya Community	Phone No. Ext 4410
Person to Contact (Name/Title) Derek Fahleson	E-Mail Address derek.fahleson@tuhsd.org

Part II – Disposal Method

<input type="checkbox"/> State Surplus <input type="checkbox"/> Competitive Sealed Bid <input type="checkbox"/> Public Auction <input type="checkbox"/> Established Market	<input type="checkbox"/> Trade-In (Provide explanation below) <input type="checkbox"/> Posted Price <input type="checkbox"/> Donation to non-profit (Instructional Materials only) <input checked="" type="checkbox"/> Loss (Explanation below)	<input type="checkbox"/> Unusual Circumstance: <input type="checkbox"/> Appraisal <input type="checkbox"/> Barter <input type="checkbox"/> Salvage (List disposal costs below) <input type="checkbox"/> Other (Explanation below)
---	--	--

Detailed Explanation: **Apple MacBook Computer turned in 10/3/2014. Battery swelled in Laptop. Obsolete Technology**

Part III – Items for Disposal

Qty	Item Description (include Model #)	Serial #	Fixed Asset Tag #	Purchase Price	Current Estimated Value	Reason for Disposal
1	Vibe Plate Model #2424	PO # 103298	2010081	\$1295.00	Unknown	Location Unknown

Part IV – Requester Signature

Derek Fahleson	4/5/2016	Brandi Haskins	4/5/2016
Requester	Date	Site Administrator	Date

Part V – Governing Board Approval

Submitted for Governing Board Meeting Date _____

Governing Board Approval

Date

Part VI – Administrative Action

Disposal Date	Final method of disposal	Compensation/(expenditure)
_____	_____	_____
Disposal Performed By:	Date	Purchasing/GFA Administrator
_____	_____	_____
_____	_____	Date

TOLLESON UNION HIGH SCHOOL DISTRICT #214 REQUEST FOR AUTHORIZATION FOR DISPOSAL

933

- Equipment Non-Equipment Technology
 General Fixed Asset (GFA) Stewardship List Instructional Material Other (explain below)

Part I – Disposal Site

School/Department Initiating Request LJCHS	Phone No. 623 478 4055
Person to Contact (Name/Title) Bianca Lochner	E-Mail Address Bianca.lochner@tushd.org

Part II – Disposal Method

State Surplus Trade-In (Provide explanation below) Unusual Circumstance:
 Competitive Sealed Bid Posted Price Appraisal
 Public Auction Donation to non-profit (Instructional Materials only) Barter
 Established Market Loss (Explanation below) Salvage (List disposal costs below)
 Other (Explanation below)

Detailed Explanation:

Part III – Items for Disposal

Qty	Item Description (include Model #)	Serial #	Fixed Asset Tag #	Purchase Price	Current Estimated Value	Reason for Disposal
1	GX620	DZ810B1	14775			
1	GX620	70910B1	14776			
1	GX620	19JQCB1	14703			
1	GX620	2NQMXB1	15678			
1	GX620	58RCW91	14380			
1	GX620	59RCW91	14378			
1	GX620	GNQMXB1	15677			
1	GX620	H8RCW91	14379			
1	GX620	HJZRR91	13673			
1	Dell 745	7BBG4D1	20080635			
1	Dell 745	GF9F4D1	20080734			

Part IV – Requester Signature

Requester	Date	Site Administrator	Date
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Part V – Governing Board Approval

Submitted for Governing Board Meeting Date _____

Governing Board Approval

Date

Part VI – Administrative Action

Disposal Date	Final method of disposal	Compensation/(expenditure)
Disposal Performed By:	Date	Purchasing/GFA Administrator

**TOLLESON UNION HIGH SCHOOL DISTRICT #214
REQUEST FOR AUTHORIZATION FOR DISPOSAL #**

934

- Equipment Non-Equipment Technology
 General Fixed Asset (GFA) Stewardship List Instructional Material Other (explain below)

Part I – Disposal Site

School/Department Initiating Request LJCHS	Phone No. 623 478 4055
Person to Contact (Name/Title) Bianca Lochner	E-Mail Address Bianca.lochner@tushd.org

Part II – Disposal Method

State Surplus Trade-In (Provide explanation below) Unusual Circumstance:
 Competitive Sealed Bid Posted Price Appraisal
 Public Auction Donation to non-profit (Instructional Materials only) Barter
 Established Market Loss (Explanation below) Salvage (List disposal costs below)
 Other (Explanation below)

Detailed Explanation:

Part III – Items for Disposal

Qty	Item Description (include Model #)	Serial #	Fixed Asset Tag #	Purchase Price	Current Estimated Value	Reason for Disposal
23	OPTIPLEX SX280	See Attached				Obsolete

Part IV – Requester Signature

_____ _____ _____ _____
 Requester Date Site Administrator Date

Part V – Governing Board Approval

Submitted for Governing Board Meeting Date _____

_____ _____
 Governing Board Approval Date

Part VI – Administrative Action

Disposal Date	Final method of disposal	Compensation/(expenditure)
_____	_____	_____
Disposal Performed By:	Date	Purchasing/GFA Administrator Date
_____	_____	_____ _____

DESCRIPTION	SERIAL #	COST	TAG#
OPTIPLEX SX280 COMPUTER	1WNGV71	\$1,080.27	14218
OPTIPLEX SX280 COMPUTER	1YNGV71	\$1,080.27	14204
OPTIPLEX SX280 COMPUTER	3YNGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	4LPGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	4VNGV71	\$1,080.27	14209
OPTIPLEX SX280 COMPUTER	5MPGV71	\$1,080.27	14222
OPTIPLEX SX280 COMPUTER	5TNGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	5YNGV71	\$1,080.27	14224
OPTIPLEX SX280 COMPUTER	6LPGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	7VNGV71	\$1,080.27	14208
OPTIPLEX SX280 COMPUTER	7YNGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	8VNGV71	\$1,080.27	14211
OPTIPLEX SX280 COMPUTER	9LPGV71	\$1,080.27	14206
OPTIPLEX SX280 COMPUTER	BLPGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	BYNGV71	\$1,080.27	14223
OPTIPLEX SX280 COMPUTER	CMPGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	DLPGV71	\$1,080.27	14215
OPTIPLEX SX280 COMPUTER	DTNGV71	\$1,080.27	14217
OPTIPLEX SX280 COMPUTER	FVNGV71	\$1,080.27	14219
OPTIPLEX SX280 COMPUTER	GLPGV71	\$1,080.27	
OPTIPLEX SX280 COMPUTER	HLPGV71	\$1,080.27	14207
OPTIPLEX SX280 COMPUTER	HXNGV71	\$1,080.27	14203
OPTIPLEX SX280 COMPUTER	JTNGV71	\$1,080.27	

TOLLESON UNION HIGH SCHOOL DISTRICT #214 REQUEST FOR AUTHORIZATION FOR DISPOSAL

935

- Equipment Non-Equipment Technology
 General Fixed Asset (GFA) Stewardship List Instructional Material Other (explain below)

Part I – Disposal Site

School/Department Initiating Request Transportation Department	Phone No. 623-478-4108
Person to Contact (Name/Title) Lu Reddin, Director of Transportation	E-Mail Address lu.reddin@tuhsd.org

Part II – Disposal Method

State Surplus Trade-In (Provide explanation below) Unusual Circumstance:
 Competitive Sealed Bid Posted Price Appraisal
 Public Auction Donation to non-profit (Instructional Materials only) Barter
 Established Market Loss (Explanation below) Salvage (List disposal costs below)
 Other (Explanation below)

Detailed Explanation:
Trade in for vehicle that will meet facilities maintenance needs – high mileage

Part III – Items for Disposal

Qty	Item Description (include Model #)	Serial #	Fixed Asset Tag #	Purchase Price	Current Estimated Value	Reason for Disposal
1	2005 Chevy EX1 12 Pass. Van #113	1GNFG15X851267106	13175	\$20,459.50	\$3000	No use to District
1	1998 Chevy EX3 1TVN #129	1GNHG35R5W1041323	788	\$23,676.68	\$800	No use to District
1	1998 Chevy EX3 1TVN #134	1GNHG35R2W1053199	10010	\$23,676.68	\$800	No use to District
1	2002 Ford WSD TVN #303	1FMN331L22HB62410	8265	\$28,073.53	\$1000	No use to District

Part IV – Requester Signature

Requester 4/11/16 Date Site Administrator 4/11/16 Date

Part V – Governing Board Approval

Submitted for Governing Board Meeting Date _____

_____ Governing Board Approval _____ Date _____

Part VI – Administrative Action

Disposal Date	Final method of disposal	Compensation/(expenditure)
_____	_____	_____
Disposal Performed By: _____		Purchasing/GFA Administrator _____
Date _____		Date _____

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Textbook Adoption – AP Human Geography

PURPOSE:

Administration seeks Governing Board approval to award RFP #16-012-2, Textbook Adoption – AP Human Geography, to Pearson Education Inc. for The Cultural Landscape: An Introduction to Human Geography, 12th AP Edition – Dr. James Rubenstein.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Governing Board Policy IJJ states, “The Board will approve and adopt all new textbooks and supplementary books. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, students, and community members. These procedures may provide for the establishment of textbook selection committees. Recommendations from textbook selection committees will be forwarded to the Superintendent.”

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The Cultural Landscape: An Introduction to Human Geography, 12th AP Edition textbook is a resource that will support and enrich the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of students served. The course materials also provide suggestions for cross-curricular project based learning opportunities. In addition, the text has multiple online resources for both teachers and students that can be accessed online and in print.

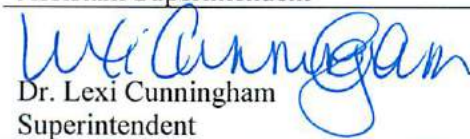
BUDGET IMPACT AND COSTS:

Adoption of this textbook will incur a total cost of \$27,696.17.

RECOMMENDATION:

It is recommended that the Governing Board award RFP #16-012-2, Textbook Adoption – AP Human Geography, for The Cultural Landscape: An Introduction to Human Geography, 12th AP Edition – Dr. James Rubenstein to Pearson Education Inc.

Submitted by: John Speer
Assistant Superintendent Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: April 28, 2016

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016
AGENDA SUBJECT: Textbook Adoption – AP US History

PURPOSE:

Administration seeks Governing Board approval to award RFP #16-011-22, Textbook Adoption – AP US History, to W.W. Norton and Company for Give Me Liberty 3e AP Edition – Eric Foner.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Governing Board Policy IJJ states, “The Board will approve and adopt all new textbooks and supplementary books. The Superintendent shall establish textbook selection procedures that shall provide for the appropriate involvement of staff members, students, and community members. These procedures may provide for the establishment of textbook selection committees. Recommendations from textbook selection committees will be forwarded to the Superintendent.”

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Give Me Liberty 3e AP Edition textbook was chosen for its readability and alignment with the AP US History Exam redesign. The supplemental materials provide learning opportunities that assess multiple DOK levels. The text offers numerous primary sources on a variety of topics.

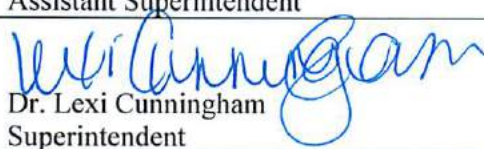
BUDGET IMPACT AND COSTS:

Adoption of this textbook will incur a total cost of \$69,908.00.

RECOMMENDATION:

It is recommended that the Governing Board award RFP #16-011-22, Textbook Adoption – AP US History, for Give Me Liberty 3e AP Edition – Eric Foner to W.W. Norton and Company.

Submitted by: John Speer
Assistant Superintendent Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: April 28, 2016

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

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:

Professional development opportunities for students and staff.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the travel requests from the District Office, Copper Canyon High School, and La Joya Community High School.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: April 28, 2016

TRAVEL REQUESTS

May 10, 2016

SCHOOL/DO	WHO	WHAT/WHEN/ WHERE	PURPOSE
DO	Kimberly Luvisi, Director of Food and Nutrition Lorre Vega, Cafeteria Manager (TUHS) Teri Winburn, Cafeteria Manager (WHS)	School Nutrition Association Conference 07/08/16 – 07/14/16 San Antonio, TX	Professional development; networking with school nutrition specialists across the nations; and receiving information on nutrition trends and regulations
CCHS	Six (6) members of Copper Canyon High School Student Government (AASC will provide chaperones)	Arizona Association of Student Councils (AASC) Summer Leadership Camp 06/12/16 – 06/16/16 Pine Summit Prescott, AZ	Student leadership training
LJCHS	Digital Photography and Journalism teacher Heather Eaton	Brooks Institute Photography and Digital Media Workshop 07/19/16 – 07/24/16 Brooks Institute Ventura, CA	Professional development

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016
AGENDA SUBJECT: Partnership with CGI Communications for Video on City of Tolleson's Website

PURPOSE:
Administration seeks Governing Board approval to partner with GCI Communications.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:
The City of Tolleson is enhancing its website presence as a means to attract more families and business to the City of Tolleson. One enhancement is to add video to their website that will showcase the schools/school districts located within Tolleson. Tolleson Elementary School District has already committed to being a part of this endeavor. Rather than produce an entire new video, the segment previously produced for the Larry King show can be utilized to showcase Tolleson Union High School.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:
The Tolleson Union High School District can greatly benefit from being a part of the City of Tolleson's endeavor in terms of increased enrollment (families relocating) and a larger tax base (increases in the number of businesses located in Tolleson).

BUDGET IMPACT AND COSTS:
\$3,995.00 (Gold package at \$5,495 minus a \$1,500 discount for providing the video).

RECOMMENDATION:
It is recommended that the Governing Board approve the partnership with CGI Communications.

Submitted by: Karyn Morse Eubanks
Executive Assistant Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: April 28, 2016

GOLD PACKAGE

\$5,495 / \$4,995 PIF

INCLUDES

- Premiere Chapter Logo
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SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Intergovernmental Agreement Amendment with the City of Glendale for School Resource Officer Services – Copper Canyon High School

PURPOSE:

Administration seeks Governing Board approval to amend the Intergovernmental Agreement with the City of Glendale to provide school resource officer services to Copper Canyon High School from August 1, 2015 through June 30, 2016. The Amendment will remove the Summer Academy SRO services from Copper Canyon High School as the Summer Academy was relocated to Sierra Linda High School.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The Governing Board has the legal responsibility for approving Intergovernmental Agreements. This agreement meets the District's standards for cost effectiveness and the District's goals for school safety education and reducing crime on the school campus. The Agreement also supports the Elementary and Secondary Education Act (ESEA) Continuous Improvement Plan Indicator of an effective LEA: "Manages the organization to provide a safe, efficient, and effective learning environment." The District has had continued successful participation in this intergovernmental agreement for several years.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The Intergovernmental Agreement Amendment approval recommendation is in the best interest of the District and those that it serves. The agreement allows for a police officer to work with and aid the school administration and student population in reducing crime on the school campus through activities that include education, positive police/student interactions and enforcement of criminal laws.

BUDGET IMPACT AND COSTS:

The School Resource Officer's (SRO) 11-month assignment will be reduced to ten (10) months as the District's Summer Academy will be held at Sierra Linda High School. Funding for the Copper Canyon High School SRO will be adjusted to support a 10-month assignment.

RECOMMENDATION:

It is recommended that the Governing Board approve Amendment No. 1 to the Intergovernmental Agreement with the City of Glendale.

Submitted by: John Speer
Assistant Superintendent
Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent
Date: April 28, 2016

**AMENDMENT NO. 1 TO THE INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE CITY OF GLENDALE
AND
TOLLESON UNION HIGH SCHOOL DISTRICT NO. 214
FOR
SERVICES OF SCHOOL RESOURCE OFFICERS**

This Amendment No. 1 to the Intergovernmental Agreement is entered into this _____ day of _____, 2016, by and between the City of Glendale, a municipal corporation (“City”), and Tolleson Union High School District No. 214 (“District”), a political subdivision of the State of Arizona (City and District are referred to herein individually as a “Party” and collectively as the “Parties”).

RECITALS

- A. The Agreement was entered into on or about June 23, 2015 to provide one School Resource Officer for the Copper Canyon High School campus for the 2015-2016 school year and during 2016 summer school.
- B. The parties mutually desire to amend the Agreement to reflect that 2016 summer school will not be included in the scope of the Agreement because it will not be held at Copper Canyon High School.

AMENDMENT

The parties hereby agree as follows:

- 1. Paragraph 1(a) of the Agreement, “General Terms and Conditions-Term” is amended by replacing the termination date of “June 30, 2016” with “May 20, 2016.”
- 2. Paragraph 3(a)(i) of the Agreement, “Obligations of the District” is amended by deleting “The District will pay the City an amount not to exceed \$8,754.00 for the 2015-2016 summer school session.”
- 3. Except as otherwise amended herein, all other terms and conditions of the Agreement and any prior amendments not in conflict with this Amendment shall remain in full force and effect. If there is a conflict or ambiguity among amendments and the Agreement, the documents in the following order prevail and control: 1) the most recent amendment; 2) the original agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the City and the District have executed this Agreement as of the date of the last signature set forth below.

CITY OF GLENDALE, an Arizona
municipal corporation

Kevin R. Phelps, City Manager

ATTEST:

Pamela Hanna, City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey, City Attorney

By: _____
Tolleson Union High School District No. 214

Approved as to Form and within the powers and
authority of the District:

Legal Counsel for the District

IN WITNESS WHEREOF, the City and the District have executed this Agreement as of the date of the last signature set forth below.

CITY OF GLENDALE, an Arizona
municipal corporation

Kevin R. Phelps, City Manager

ATTEST:

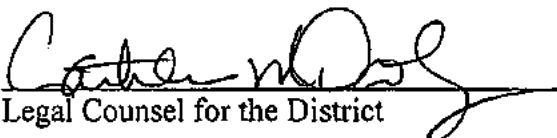
Pamela Hanna, City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey, City Attorney

By: _____
Tolleson Union High School District No. 214

Approved as to Form and within the powers and
authority of the District:



Legal Counsel for the District

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Agreement Amendment No. 3 with the City of Phoenix for School Resource Officer Services – Sierra Linda High School

PURPOSE:

Administration seeks Governing Board approval to amend the Agreement with the City of Phoenix to provide school resource officer services to Sierra Linda High School from August 1, 2015 through June 30, 2016.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The Governing Board has the legal responsibility for approving Intergovernmental Agreements. This agreement meets the District's standards for cost effectiveness and the District's goals for school safety education and reducing crime on the school campus. The Agreement also supports the Elementary and Secondary Education Act (ESEA) Continuous Improvement Plan Indicator of an effective LEA: "Manages the organization to provide a safe, efficient, and effective learning environment." The District has had continued successful participation in this intergovernmental agreement for several years.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The Intergovernmental Agreement Amendment approval recommendation is in the best interest of the District and those that it serves. The agreement allows for a police officer to work with and aid the school administration and student population in reducing crime on the school campus through activities that include education, positive police/student interactions and enforcement of criminal laws.

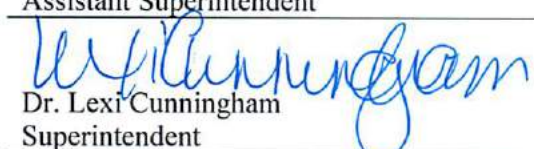
BUDGET IMPACT AND COSTS:

The School Resource Officer's (SRO) 10-month assignment will be increased to eleven (11) months as the District's Summer Academy will be held at Sierra Linda High School. Funding for the Sierra Linda High School SRO will be adjusted to support an 11-month assignment.

RECOMMENDATION:

It is recommended that the Governing Board approve Amendment No. 3 to Agreement No. 139916 with the City of Phoenix.

Submitted by: John Speer
Assistant Superintendent Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: April 28, 2016

**Amendment No. 3
to City of Phoenix
Agreement No. 139916**

This Amendment No. 3 to Agreement No. 139916 ("**Agreement**") is between the City of Phoenix, a municipal corporation of the State of Arizona (the "**City**"), and Tolleson Union High School District, a political subdivision of the State of Arizona, (the "**District**") and is made effective as of the last date below.

RECITALS

1. The Agreement was entered into on or about October 15, 2014, to provide one Officer for the Sierra Linda High School, School Safety Plan.
2. The Agreement was previously amended on or about December 29, 2015.
3. Paragraph 10, "Entire Agreement; Modification", states that the Agreement and its terms may not be modified or changed except in writing signed by both parties and approved as to form by the City of Phoenix Law Department and the District's legal counsel.
4. The parties mutually desire to amend the Agreement to change the scope of services and increase the payment amount.

AMENDMENT

The parties hereby agree as follows:

1. Paragraph 2, "Term and Termination", is amended by replacing the termination date of "May 20, 2016" with "June 30, 2016".
2. Paragraph 4.A, "Costs and Payment", is amended by replacing "\$97,438" with "\$107,181".

3. Except as otherwise amended herein, all other terms and conditions of the Agreement and any prior amendments not in conflict shall remain in full force and effect. If there is a conflict or ambiguity among amendments and the Agreement, the documents in the following order prevail and control: (1) the most recent amendment; (2) original Agreement.

CITY OF PHOENIX, a municipal corporation
ED ZUERCHER, City Manager

By: _____
Name: Joseph G. Yahner
Title: Police Chief
Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Acting City Attorney

Tolleson Union High School District

By: _____

Name: _____

Title: _____

Date: _____

*Approved as to form:
Catherine M. O'Leary
Attorney for District*

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Memorandum of Understanding – Teach for America Summer Education Program

PURPOSE:

Administration seeks Governing Board approval of the Memorandum of Understanding with Teach For America, Inc. to provide a summer 2016 education program for students.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Teach For America (TFA) is a national teacher corps of talented, dedicated individuals from all academic majors and cultural backgrounds who commit two (2) years to teach in urban and rural public schools. TFA conducts an annual summer training program for new corps members who are trained in pedagogy and teaching strategies and who have an opportunity to teach in actual classroom settings.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The benefit of partnering with TFA includes the opportunity to offer summer instruction with reduced student-teacher ratios. In addition to improving academic outcomes, the partnership provides an opportunity for the District to engage in advanced mentor training. The Summer Institute runs for approximately four (4) weeks (June 6 – July 7, 2016) and will involve approximately 80-120 TFA corps members, 10-12 TFA staff members, and 25 District teachers.

BUDGET IMPACT AND COSTS:

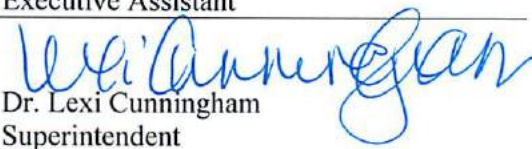
There is no cost to the District.

RECOMMENDATION:

It is recommended that the Governing Board approve the Memorandum of Understanding with Teach For America, Inc. to provide a summer 2016 education program for students.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: April 28, 2016

**MEMORANDUM OF UNDERSTANDING
BETWEEN
TOLLESON UNION HIGH SCHOOL DISTRICT
AND
TEACH FOR AMERICA, INC.**

This Agreement (this "Agreement"), dated as of _____, is made by and between Tolleson Union High School District ("School District"), a political subdivision of the State of Arizona with offices at 9801 West Van Buren Street, Tolleson, Arizona, 85353, and Teach For America, Inc., a non-profit corporation organized under the laws of the State of Connecticut ("Teach For America") with offices at 25 Broadway Street, New York, New York 10004 (individually each a "Party" and collectively, the "Parties").

WHEREAS, the School District offers an annual summer education program that is available to its students; and

WHEREAS, Teach For America is the national teacher corps of talented, dedicated individuals from all academic majors and cultural backgrounds who commit two years to teach in urban and rural public schools. Teach For America trains and assists in the placement of these teacher candidates ("Corps Members") in urban and rural school systems across America; and

WHEREAS, Teach For America conducts an annual summer training program for new corps members (the "Summer Institute"), where corps members are trained in pedagogy and teaching strategies and have the opportunity to teach in actual classroom settings; and

WHEREAS, the School District recognizes the benefits of partnering with Teach For America, including the opportunity to offer summer instruction with reduced student-teacher ratios thereby improving academic outcomes and the opportunity to provide advanced mentor training to participating School District faculty;

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

1. The Summer Institute Program

1.1 The School District agrees to provide Teach For America with certain facilities and services and otherwise cooperate with Teach For America, subject to the terms and conditions set forth in this Agreement, in order to permit Teach For America to conduct its Summer Institute for Corps Members in the Designated School from June 6th – July 7th, 2016. There will be no student attendance on Monday, July 4th. In addition, both parties will confirm the final institute calendar by May 27th. School District agrees that at least one school will be identified as

Designated School for purposes of this Agreement. During the above period, Teach For America will provide half day, innovative summer school instruction for approximately four weeks (June 13th – July 7th, 2016) at no fee to the School District to at minimum 500 School District Students at the Designated School.

1.2 The Summer Institute will involve approximately 80 - 120 Corps Members (new teachers) and approximately 10 - 12 Teach For America staff members, as well as approximately 25 faculty members hired from the ranks of current School District employees (called Faculty Advisors). The Faculty Advisor training component will be conducted on-line prior to the start of formal summer school instruction with corps members (Prior to June 9th, 2016) – with an in-person framing presentation to share background of TFA – and weekly on-going at the Designated School during the duration of summer school (June 13th – July 7th, 2016).

1.3 The Teach For America summer instructional program shall generally consist of classes emphasizing reading, writing, language arts, math, science, and social studies, following the agreed-upon Teach For America-School District created Institute Student Achievement Toolkit for each grade and/or content area, based on and fully aligned with state academic standards and School District standards and curriculum. “Institute Student Achievement Toolkit” means a plan for the curriculum that Corps Members will adapt and deliver to each student receiving instruction in the summer instructional program, which plan shall give reasonable and appropriate consideration of such student’s specific instructional and academic needs and constraints, including any existing Individualized Education Plan (“IEP”) or Section 504 for students with special needs.

2. Representations and Services Provided by School District

Facilities. The School District shall:

2.1 Permit students enrolled in the School District’s summer school program at the Designated School to participate in the Teach For America summer program. Students will be on campus and receiving instruction on a half-day basis for at least 5.5 instructional hours starting no earlier than 7:00 a.m. and ending no later than 2:00 p.m., Monday through Friday from June 13th through July 7th, 2016.

2.2 Make sufficient classroom space available at the Designated School (minimum of 20 instructional classrooms, plus appropriate meeting space as delineated below at the Designated School) to Corps Members and Teach For America staff for Staff and Corps Member orientation from Monday, June 6th, 2016 to Thursday, July 7th, 2016 from 6:30 a.m. to 5:00 p.m. each day. This obligation will include providing Teach For America staff with access to individual designated school buildings by June 4th of the previous week, at times agreed upon by Teach For America and the School District, for the purposes of preparing classroom space for students.

2.3 Ensure that the Designated School has at least eleven (11) vacant classrooms (in addition to the 20 classrooms noted above to be used for instructional purposes) that can be used by Teach For America for Corps Member training sessions during the five weeks of the Summer Institute from June 9th, 2016 to July 9th, 2016. At least two (2) of the classrooms must be rooms that can hold between 50-60 adults. The Designated School will ensure that the used space is air conditioned, that there is ample parking for Teach For America staff, and access to an internet connection.

Staffing. The School District shall:

2.4 Designate a point person to serve as a liaison for the Summer Institute (“Designated Site Point Person”) for the Designated School. This may be the Principal or another qualified administrator. The Designated Point Person is expected to engage in the same trainings as required of Faculty Advisors (as set forth below). Among other responsibilities, to be jointly agreed upon between the Parties, the Designated Site Point Person shall cooperate in a reasonable manner and to a reasonable extent with Teach For America on staff on site to implement applicable School District policies as enumerated in Section 2.16 of this Agreement.

2.5 Actively recruit and select, with the assistance of Teach For America, qualified School District teaching staff to serve as mentor teachers (“Faculty Advisors”) during the summer instructional program. Faculty Advisors will serve as the classroom teacher of record for licensure purposes; however, Faculty Advisors will not directly participate in student instruction except to support the administration of diagnostic assessments. All classroom instruction will be delivered by the Corps Members assigned to a particular classroom by Teach For America. Faculty Advisors will participate by observing Corps Members, delivering feedback on lesson plans and Corps Members’ teaching, guiding Corps Members in the implementation of the School District’s promotion policies and curriculum and assisting with other required student documentation. Faculty Advisors will also serve as the designated emergency management resource person for each classroom and will implement any and all School District student and non-student emergency policies and procedures.

2.6 Collaborate with Teach For America in developing a qualified pool of candidates for the position of Faculty Advisor. Faculty advisors may currently teach at the Designated School or at another school operated by the School District depending upon School District practice for hiring and assigning of staff for summer instructional positions. Faculty advisors shall serve for approximately 6 hours between the hours of 7:00 am and 1:30 pm during all days in which the Teach For America instructional program is in session, June 13th, 2016 to July 9th, 2016. Faculty Advisors will be required to participate in a training program to be held online prior to the start of summer school consisting of 2-4 hours of self guided

training (before June 9th, 2016), a 1-2 hour in person Teach For America framing training, and on-going weekly meetings for one hour a week June 13th – July 9th, 2016 . The total time, day, and content requirements of the training shall be determined by the Parties.

2.7 Recruit, select and compensate appropriate support personnel to assume responsibility for answering phones, handling school mail, cleaning of building, staffing library, etc, during the entire summer program from June 9th, 2016 to July 9th, 2016, in accordance with pre-existing School District budgets and staffing levels for such functions, as in effect during the term of this Agreement.

Resources. The District shall:

2.8 Provide all summer school curriculum materials applicable to the expected summer enrollment in the summer instructional program, including grade-appropriate curriculum handbooks, student resources and required assessments, no later than May 30, 2016. These materials will be provided to Teach For America at no charge.

2.9 Allow Teach For America staff and Corps Members use of library and library resources, audio-visual equipment, temporary office space for site-based Teach For America staff and two large meeting areas at each Designated School for the duration of the Summer Institute.

2.10 Make available existing computer facilities with internet access and printer capabilities for the use of Teach For America staff during the operating hours of the Summer Institute. Corps Members and Teach for America staff must comply with District policies for the use of the internet.

2.11 Provide photocopying privileges to Teach For America staff in amounts in an amount not less than 5000 copies for administrative use plus 500 copies per instructional classroom for instructional use. Policies pertaining to the use of the photocopier(s) at the Designated School will be determined by mutual agreement between Teach For America staff and the Designated Site Point Person.

2.12 Provide supplies for use by Teach For America staff on site at each Designated School.

Administrative. School District shall:

2.13 Use its best efforts to enroll and maintain throughout the summer instructional program a minimum of fifteen (15) students in a minimum of twenty (20) classrooms in each Designated School. School District hereby acknowledges that Teach For America may not be able to operate the Summer Institute with fewer than 300 students enrolled.

2.14 Notify the Managing Director of Institute Program, Design for Teach For America Phoenix Institute in the event that the School District has not confirmed enrollment for at least 300 students in its summer school program by May 27, 2016. In such an event, the Parties will meet to discuss implications and possible courses of action to increase enrollment.

2.15 Subject to any limitations set forth in this Agreement, including all applicable limitations set forth in any applicable law such as the Family Educational Rights and Privacy Act (“FERPA”) and the Individuals with Disabilities Education Act (“IDEA”) or Section 504, the School District shall make available to Teach For America Corps Members and staff such student records as shall be reasonably necessary to tailor instructional strategies to meet the educational needs of each student in the summer instructional program. These records may include, but are not necessarily limited to, all testing data, individual child reports (if applicable), and IEPs or Section 504 for students with special needs. Moreover, School District hereby agrees that as a teacher training/professional development organization under contract with the School District, Teach For America has a legitimate educational interest in acquiring student data, especially assessment data collected over the course of the summer.

2.16 Supply one copy of the following School District policies to the Managing Director of Institute Program, Design no later than April, 2016.

- Student and faculty dress code
- Student class schedule (if applicable) including student lunch schedule
- Student arrival and dismissal procedures
- School site emergency procedures
- School security procedures
- Student discipline procedures
- Hallway policies
- Lunchroom policies
- Health Services (including school nurse policies)
- Computer laboratory policies
- Visitor policies
- Student check-out
- Student attendance tracking
- Faculty attendance
- Testing dates and procedures
- Grading scales and procedures
- Parental contact policies
- Use of the public address system
- Restroom usage
- “Pull-out” programs (if applicable)

- Field Trips
- Textbook issuance and collection

2.17 Authorize the Designated Site Point Person to cooperate in a reasonable manner, subject to applicable law and School District policies, procedures and legally binding contractual obligations, to collaborate with on site Teach For America School Director to arrive at a mutually acceptable solution in the event that circumstances arise which require actions beyond the scope of this document.

2.18 Assume responsibility for all promotion/retention decisions for the student enrolled in the summer instructional program. The School District shall assume responsibility for submitting to appropriate School District personnel all documentation, including grades and attendance records, required by School District policies. Under the guidance of Faculty Advisors, Corps Members will complete any documentation appropriate for the teacher of record. Additional consultations by Corps Members by the Designated School (e.g. providing input to grade placement committees) shall be at the discretion of the Teach For America School Director assigned to the site.

2.19 Take reasonable precautions against the unauthorized use of Teach For America instructional or other materials by Faculty Advisors or other School District personnel. Specifically, School District shall cooperate and support Teach For America efforts to prevent the unauthorized use of items contained in the instructional materials supplied to Corps Members as many of these materials contain trademarked or copyrighted materials that Teach For America has licensed from third parties.

2.20 School District shall use reasonable efforts to provide Teach For America with copies of release forms permitting Teach For America to take photographs and video footage of children enrolled in the summer school program. The School District agrees to transmit blank release forms to each student and his or her parents as part of the summer school student registration process.

Financial Obligations. School District shall:

2.21 Assume responsibility for paying the salaries and associated costs such as benefits and Worker's Compensation insurance for all School District personnel participating directly in the Summer Institute, including Faculty Advisors and the Designated Site Point Person; this includes any costs of their time to be trained by Teach For America.

2.22 Assume responsibility for paying the salaries and associated costs such as benefits and Worker's Compensation insurance for all other district personnel assigned at each Designated School whose services are required to operate the Designated Schools as such during the Summer Institute.

2.23 Assume responsibility for any and all operational costs associated with the buildings of the Designated Schools being open during the Summer Institute. This includes, but is not limited to, student instructional supplies, utilities, food services, maintenance supplies, and general administrative costs such as the use of school copier and supplies. Except as expressly set forth herein, Teach For America shall not be liable for any charges pertaining to the operation of the summer instructional program.

3. Representations and Services Provided by Teach For America

General. Teach For America shall:

3.1 Prepare for and conduct the instructional program at each Designated School for approximately 5 instructional hours between the hours of 7:30 a.m. to 1:30 p.m., Monday through Friday, June 13th, 2016 to July 7th, 2016. Teach For America Corps Members and staff will be on the school grounds from 6:30 a.m. to 4:30 p.m., Monday through Friday, June 9th through July 9th, 2016.

3.2 Collaborate with School District staff at each Designated School site, to ensure that Teach For America Corps Members determine rigorous grade level and content area curricular goals for their students, in compliance with School District standards. These Teach For America Corps Members will design an instructional program that will meet those goals, constantly evaluate their students' progress, and adjust their instructional practice when necessary to increase student achievement. Teach For America Corps Members will regularly communicate with their students' parents about their children's progress, and provide opportunities for parents to support their children's work.

3.3 Maintain the confidentiality of all student records furnished by the School District to the fullest extent provided by applicable law and will return all such records at the conclusion of the summer term. Teach For America agrees to execute and deliver such additional instruments as may be deemed necessary by the School District to evidence their agreement to be bound by and comply with all applicable law concerning the confidentiality of student records, including FERPA and IDEA.

3.4 Provide the School District with a copy of the Fingerprint Clearance Card and National Sex Offender Public Registry Check for each TFA Corp Member prior to the start date of the summer program. If a TFA Corp Member's Fingerprint Clearance Card is pending when the summer program begins, Teach for America shall provide the District with verification of the TFA Corp Member's Fingerprint Clearance Check and National Sex Offender Check. Any TFA Corp Member who does not have a Fingerprint Clearance Card shall only be permitted to work under the direct supervision of a certified teacher. The TFA Corp Member's Fingerprint Clearance Card shall be provided to the District within five (5) working days of the date it is received by Teach for America or the TFA Corp Member.

Staffing. Teach For America shall:

3.5 Provide the necessary staff at each Designated School to facilitate classroom instruction, administrative assistance, and Corps Member training. Teach For America is solely responsible for recruiting, selecting, training and compensating said staff (including payment of benefits, if any, and Worker's Compensation insurance) which will include the following positions:

1. School Director – overall operational and instructional leader for the Designated School; school campus point person;
2. School Operations Manager – provides general administrative support to school-based Teach For America staff;
3. Corps Member Advisors - advise Corps Members on instructional strategies, observe Corps Member classroom performance and conduct training sessions on instructional strategies;
4. Academic Dean – conducts training sessions for Corps Members;
5. Literacy Specialist – conducts training sessions for Corps Members on literacy-related instructional strategies;
6. Corps Members – working in teams of 2-4, Corps Members are collectively responsible for delivering instruction for one class of 15 - 35 students

3.6 Collaborate with the School District in the recruiting and selection of qualified Faculty Advisors. Teach For America will supply the School District with information packets for any School District faculty interested in serving as Faculty Advisors.

3.7 Provide training for Faculty Advisors and Designated School Point Persons to familiarize them with the Teach For America training model, materials and approach to instruction. Teach For America will coordinate the Faculty Advisor training with the School District training for mentor teachers. The Faculty Advisor training sessions will include training on the Teaching As Leadership (TAL) framework. In addition, Teach For America will facilitate opportunities for meetings between designated Teach For America staff and School District staff persons that will be directly involved with the summer instructional program.

3.8 Provide School District with a Certificate of Insurance for its activities under this Agreement as requested.

Resources. Teach For America shall:

3.9 Supply Corps Members with instructional materials to use with their students that incorporate and are aligned with School District standards for each grade level and content area (“toolkits”). These toolkits will include, but are not limited to, a Unit Plan for the course, sample lesson plan templates, sample

assessments and the like. Corps Members will administer all pre and post tests, and other weekly end of unit assessments to those students required to take such tests because of promotional reasons on the days established by Teach For America staff on-site for the administration of such test or tests.

3.10 Compensate the School District for missing or damaged property or resources attributed to the acts or omissions of Corps Members or Teach For America staff. Each Designated School, with the cooperation of Teach For America staff, shall exercise due diligence in tracking resources during the summer and identifying and procuring lost resources prior to the conclusion of the Summer Institute.

Administrative. Teach For America shall:

3.11 Comply with all established School District policies and procedures that are made known to it and will ensure that all Teach For America staff and Corps Members are aware of these policies.

3.12 Provide legitimate assessment of students enrolled in the summer instructional program. Corps Members will assist Faculty Advisors with the administration and proctoring of any standardized assessments required by District policies.

3.13 Submit grades in compliance with the School District's grading policies during the course of the summer program and at the conclusion of the summer program with the guidance from Faculty Advisors.

3.14 Supply attendance records to the Designated School Site Point Person during the course of the summer instructional program and at the conclusion of the summer program for each enrolled student.

4. Other terms and Conditions

4.1 Term. The term of this Agreement shall be for a period of one (1) year from the date hereof, and shall cover the summer 2016. Either party may terminate this Agreement at any time upon 30 days' written notice to the other party. Notices required under this Agreement shall be delivered by a method that provides third party verification of delivery (e.g., certified mail, commercial express courier, etc.) to the signatories at their addresses below. If to Teach For America, copies of notices shall also be sent to Legal Affairs, Teach For America, 300 W Adams Street, Suite 1000, Chicago, IL 60606.

4.2 Relationship of the Parties. The Parties understand and agree that Teach For America is an independent contractor and is operating the Summer Institute as part of the School District's regular summer school program. Neither Teach For America nor any of its employees, agents, or subcontractors, including Corps Members, shall in any way or for any purpose whatsoever be deemed an employee

or agent of the School District. Neither Party nor its employees, agents, or subcontractors shall represent themselves in any way as agents or employees of the other Party.

4.3 No Joint Venture. Anything in this Agreement to the contrary notwithstanding, the Parties do not intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the Parties with respect to the Summer Institute. Subject to indemnification obligations set forth below, each Party assumes full responsibility for the acts and omissions of its personnel while performing any services incident to this Agreement, and such Party shall be solely responsible for their supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations.

4.4 Cross-indemnification. To the extent permitted by applicable law, the School District shall indemnify, defend and hold harmless Teach For America, its directors, officers, employees, volunteers, agents, representatives, successors and permitted assigns from and against any and all Losses for or on account of loss of life, bodily injury, personal injury or damage to property to the extent arising out of the negligent act or omission of the School District, its officers, employees, agents, subcontractors, independent contractors or servants. Teach For America shall indemnify, defend and hold harmless the School District, its directors, officers, employees, agents, representatives, independent contractors and servants from and against any and all Losses for or on account of loss of life, bodily injury, personal injury or damage to property to the extent arising out of the negligent act or omission of Teach For America, its directors, officers, employees, volunteers, agents, representatives, successors and permitted assigns.

4.5 Amendment. No amendment or modification of this Agreement, and no waiver hereunder, shall be valid or binding unless set forth in writing and signed by the Parties.

4.6 No Assignment. Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by either party without the prior written consent of the other party, and any such assignment that is not consented to shall be null and void.

4.7 Counterparts Permitted. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original copy of this Agreement, and all of which, taken together, shall be deemed to constitute one agreement.

4.8 Cancellation for Conflict of Interest. Pursuant to A.R.S. §38-511, either party may cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision will be effective when either party receives written notice of the cancellation unless the notice specifies a later time.

4.9 Non-Discrimination. The parties shall not discriminate against any employee, student, parent, contractor, or other member of the public because of that person's gender, race, religion, color, national origin, age, disability, political affiliation, veteran's status or genetic information.

4.10 Iran and Sudan. Pursuant to A.R.S. §§ 35-391, *et seq.*, and 35-393, *et seq.*, the parties hereby warrant, and represent to each other that the parties and the parties' subcontractors do not have, and shall not have a scrutinized business operation in either Sudan or Iran during the term of this Agreement.

4.11 Severability Clause. In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

4.12 Rights/Obligations of the Parties Only. 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.

IN WITNESS WHEREOF, each of the Parties has caused its duly authorized representative to sign this Agreement in the space provided below. The parties have executed this Agreement effective as of the date first written below.

TOLLESON UNION HIGH SCHOOL DISTRICT

By: _____
Print Name: Dr. Lexi Cunningham
Title: Superintendent

Address: 9801 W. Van Buren Street

City, State, Zip: Tolleson, AZ 85353

Date: May 10, 2016

TEACH FOR AMERICA, INC.

By: _____
Print Name: _____
Title: _____
Address: _____

City, State, Zip: _____

Date: _____

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Minutes – April 26, 2016 Regular Meeting

PURPOSE:

Administration seeks Governing Board approval of the April 26, 2016 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:

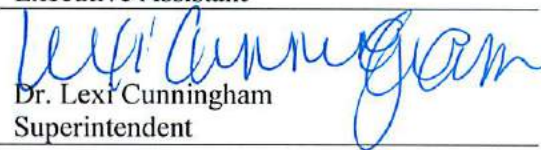
N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the April 26, 2016 Regular Meeting minutes.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: April 28, 2016



TOLLESON UNION HIGH SCHOOL DISTRICT NO. 214

GOVERNING BOARD MINUTES

REGULAR MEETING

TUESDAY, APRIL 26, 2016

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 6:01 p.m. by Governing Board President Mr. Steven Chapman with the following members present: Mr. Devin Del Palacio, Ms. Corina Madruga, Mr. Vincent Moreno, and Mr. Freddie Villalon.

Pledge of Allegiance

Mr. Chapman led the Pledge of Allegiance.

Approval of the Regular Agenda

Ms. Madruga moved to approve the Regular Agenda; seconded by Mr. Villalon. In a roll call vote, the motion carried 5-0.

Summary of Current Events

Superintendent – Dr. Cunningham

- The District's recruitment trips to the northern and eastern parts of the United States hold promise for hiring teachers. John Speer, Assistant Superintendent for Teaching and Learning, and Michael Stewart, Director of Human Resources, visited colleges/universities in Michigan, Western Pennsylvania, Northwest Virginia, Northeast Ohio, and Minnesota. Of 98 potential candidates, sixteen received a letter of intent and six have already completed the application process.
- The Great Arizona Teach-in was held on April 23. The schools were well represented and several possible candidates interviewed.
- The District will have ten Teach for America teachers next year with an additional five from this year returning for the 2016-2017 school year.
- Contracts and notices of wage have been issued to 879 current employees. So far, 485 have been returned with 229 of the total number returned from certified staff. Seventeen contracts to date have been rejected.

Governing Board

- Mr. Moreno and Ms. Madruga attended a recent forum hosted by the Arizona Latino School Board Association where David Garcia of Arizona State University spoke of inequities in Arizona funding to Latino communities. Mr. Moreno congratulated University High School for being named 36th in the nation and 6th in the state by U. S. News and World Report.
- Mr. Del Palacio attended Avondale's Mayor Marie Art Competition. La Joya Community High School senior Shyheim Harper won first place and a \$2,000 scholarship.
- As a Maricopa County Co-director of the Arizona School Boards Association, Mr. Chapman has attended a Governing Board meeting in approximately one-third of the Maricopa County school districts. Mr. Chapman stated that it has been interesting to see how the various meetings work and to observe how Governing Board members interact with each other.
- Mr. Madruga and Mr. Del Palacio have received scholarships to attend NALEO's Arizona Statewide Convening on Education on May 20, 2016 in Tempe, AZ.

Public Participation

No public participation requests were received.

Approval of the Consent Agenda

Mr. Moreno moved to approve the Consent Agenda, with the exception of Items 1.A, 4.A., and 4.B; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

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

1.A Human Resources, Personnel Items

Mr. Moreno believed that the names listed on the Certified Employment of Personnel for the 2016-2017 School Year section were a direct result of the District's recruiting efforts. However, the names of the individuals who join the District as a result of the recruitment trips will be listed on a future agenda.

Mr. Moreno moved to approve/ratify the personnel action recommendations; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

4.A Superintendent's Office, Intergovernmental Agreement with Western Maricopa Education Center (West-MEC)

Mr. Moreno recognized District staff for working diligently to ensure that the District's partnership with West-MEC is successful. Mr. Moreno also acknowledged previous Governing Board members for calling for the election to become a part of West-MEC and to District voters for approving the ballot measure.

Mr. Moreno moved to approve the Intergovernmental Agreement with the Western Maricopa Education Center; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

4.B Affiliation Agreement between Grand Canyon University and La Joya Community High School for Educational/Clinical Experience Program

Mr. Moreno stated that our students directly benefit from the agreements that the District has with Grand Canyon University.

Mr. Moreno moved to approve the Affiliation Agreement with Grand Canyon University for an Educational/Clinical Experience Program at La Joya Community High School; seconded by Ms. Madrugá. In a roll call vote, the motion carried 5-0.

CONSENT AGENDA * ITEMS

Human Resources *

A. Personnel Items

ADMINISTRATIVE STAFF

Retirement at End of Contract

McClendon, Paul

LJCHS

Assistant Principal – Curriculum and Instruction (06/07/16)

PROFESSIONAL SERVICES STAFF

Retirement/Return Under Phased Retirement Program

Morin, Ray

LJCHS

Plant Manager

Retirement at End of Contract

Eubanks, Karyn Morse	DO	Executive Assistant to the Superintendent and Governing Board (06/30/16)
Reddin, Lovinna	DO	Director of Transportation (06/30/16)

CERTIFIED STAFF**Employment of Personnel**

Horner, Angela	DO	Guest Teacher
Ransom, Michael	DO	Guest Teacher

Employment of Personnel for the 2016-2017 School Year

Littrell, Joseph	CCHS	Social Studies – History
Panzica, Cassandra	CCHS	Mathematics
Ruiz, Jordan	CCHS	Mathematics
Siemsen, Amanda	CCHS	Guidance Advisor
Thornberry, Rachel	CCHS	Mathematics
White, Austin	CCHS	Mathematics
Kopczak, Michael	LJCHS	English
English, Collin	TUHS	Social Studies – History
Lee, Mark	TUHS	Foreign Language – Spanish
Torres, Paula	TUHS	English
Cooper, Thomas	WHS	English

Spring Coach

Carlton, Eduardo	TUHS	Assistant Boys and Girls Track Coach
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Resignations at End of Contract

Johnson, Geoff	CCHS	Social Studies – Government (05/20/16)
Nicol, Cory	CCHS	Social Studies – History (05/20/16)
Vega, Guillermo	CCHS	English (05/20/16)
Mahal, Rikinder	LJCHS	Mathematics (05/20/16)
Puig, Nolly	WHS	Special Services – Life Skills (05/20/16)
Thornton, Janet	WHS	English – Literacy (05/20/16)

CLASSIFIED STAFF**Employment of Personnel**

Halfacre, Larry	CCHS	Part-time Custodian II – Cafeteria
Alatriste, Cesar	DO	Substitute Bus Driver
Salas, Sabrina	LJCHS	Part-time Custodian II – Cafeteria
Fowler, Kristen	SLHS	Instructional Assistant I – Special Services
Robles, Vanessa	WHS	Cafeteria Cashier

Spring Coach

Sepulveda, Steven	CCHS	Assistant Baseball Coach
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Student Worker

Castillo, Exciela LJCHS Audio/Visual Technician

Summer Aquatics Program

Colugna, Seth DO Lifeguard
Parker, Logan DO Assistant Pool Manager
Reynoso, Bryce DO Pool Manager

Resignations

Adame, Madeline DO Administrative Assistant IV – Food and Nutrition

Deh, Anthony LJCHS Part-time Custodian II – Cafeteria

B. Revised Salary Schedule for Department Chairs

When the salary schedules were approved on April 12, 2016, the explanation of how department chairs are paid was erroneous. The salary schedule has been corrected to read that department chairs earn $\$125 \times \text{the number of FTEs in the department} \div \text{the total instructional days for the year} \times \text{the total instructional days for the semester}$.

Financial Services *

A. Vouchers

Prior to ratification at the Governing Board meeting, Governing Board President, or his designee, reviews and signs vouchers. Vouchers represent orders for payment of material, equipment, salaries, and services.

- Payroll Vouchers – \$ 5,645,584.96 (#35 - #37)
- Expense Vouchers – \$ 932,935.95 (#8121 - #8130)

B. Donations

The following donations were received by the District.

- Tolleson Dance donated \$1,037.83 to the Tolleson Union High School dance program. Money will be used to purchase dance costumes.
- The University of Arizona donated \$2,500.00 to the Tolleson Union High School PBIS program. Money will be used to purchase supplies.

Purchasing *

A. Award of Contract – RFP #16-006-21, Online Learning Program, to Edgenuity, Inc.

On December 3, 2015, the District issued RFP #16-006-21, Online Learning Program, to purchase subscription licenses for courses that could be utilized by Special Education, English Language Learner, and Career and Technical Education students, as well as general education students for blended learning, credit retrieval, alternative education, and summer school.

Superintendent's Office *

A. Intergovernmental Agreement with Western Maricopa Education Center (West-MEC)

In November 2012, District voters approved the District's affiliation with West-MEC. The Intergovernmental Agreement will be effective on July 1, 2016 and will be for a period of three (3) years.

B. Affiliation Agreement between Grand Canyon University and La Joya Community High School for Educational/Clinical Experience Program

The Grand Canyon University Educational/Clinical Experience Program will allow GCU students who are interested in athletic training to receive high quality learning experiences under the guidance of the District's athletic trainers.

C. Travel

The following travel requests were approved:

- Copper Canyon High School coaches Henderika Tenuyl, Marcus Bruce, and Andre Heytens will participate in the 2016 Spring Nike Championship Basketball Clinics in Las Vegas, NV on April 28-May 1, 2016.
- La Joya Community High School football coaches Josh Mitchell, Jon Fontes, Larry Marrs, Ches Gessner, Bill Schwyhart, Devin Dourisseau, Marcus Jones, Zeke Abel, Zachary Martiny, and Carlos Rodrigues, along with football student athletes, will participate in the 2016 Summer La Joya Community Football Camp in Winslow, AZ on July 18-21, 2016.
- La Joya Community High School Dance Director Natalie Quinonez and students enrolled in advanced dance classes will participate in the 2016 Universal Dance Association Summer Camp at Northern Arizona University in Flagstaff, AZ on June 20-23, 2016.
- Sierra Linda High School Principal Tim Madrid will chaperone at the Annual FCCLA National Conference in San Diego, CA on July 2-8, 2016.
- Tolleson Union High School coaches Jason Wilke, Dan Hopper, Joe Lee, Jeremy Mager, Josh Chavez, and John Alessi, along with sixty (60) 10th-12th grade football players, will attend Camp of Champions in Winslow, AZ on July 14-18, 2016.
- Tolleson Union High School JROTC instructors Freddie Jordan and Brian Yarolem and seven (7) cadets will attend AZ Senior Leadership Course Competition Summer Camp 2016 in Prescott, AZ on May 31-June 4, 2016.
- Westview High School Special Services teacher Jesse Delgado will chaperone at the Annual FBLA National Conference in Atlanta, GA on June 27-July 3, 2016.
- Westview High School JROTC cadets Daniel Ramirez, Athena Ruvalcaba, and Alyssa Tamaray will attend the Summer Leadership and Character Development Academy in Quantico, VA on July 17-23, 2016.
- Westview High School JROTC instructors Francisco Cardoza and Peter Washington, Senior Leadership Camp Instructor Kathy Henry, and eight (8) cadets will attend AZ Senior Leadership Course Competition Summer Camp 2016 in Prescott, AZ on May 31-June 4, 2016.

D. Second – Multiple Policies (BEC, BEDA, BEHD, FCB, GBI, GCCA, GCCH, GCQF, GDQA, IKE, IKF, JFAB, JFABC, JK, and JLIA)

The multiple policy revisions are based upon changes to law and/or District recommendation.

INFORMATION/DISCUSSION ITEMS

1. E-Learning Program Overview

Director of Alternative Education Travis Johnson and Westview High School Assistant Principal for Curriculum and Instruction Thomas Junk provided an overview of the District's new e-learning program, including the purpose of an e-learning program, the solicitation and evaluation process, an overview of the program, and the next steps to implementation.

2. National School Boards Association's National Conference Report

All Governing Board members attended the National School Boards Association's 2016 National Conference held April 9-11, 2016 in Boston, MA. Governing Board members reported on the following:

- Mr. Villalon attended a session on the importance of using modern technology, like video games, for learning. Mr. Villalon also mentioned that he visited Paul Revere's home.
- Mr. Moreno stated that he attended a Hispanic Caucus breakfast meeting where a superintendent from Miami-Dade schools spoke.

- Mr. Del Palacio mentioned he hosted a breakout session on police officers in schools and, as the Pacific Regional Director, he attended numerous Black Caucus meetings.
- Ms. Madruga attended Mr. Del Palacio's session on policing and student safety, attended a National Hispanic Council meeting, as well as a session on deferred action for childhood arrivals. Ms. Madruga also mentioned that a former TUHS graduate graduating from Harvard this year provided a tour of the university.
- Mr. Chapman stated that although he was not able to attend, there was a pre-session on equity presented by the Arizona School Boards Association. Mr. Chapman also stated that he attended a session on who controls the conversations on education and the importance of the voice of Governing Boards.

ACTION/DISCUSSION ITEMS

1. Minutes – April 5, 2016 Special Meeting and Executive Session and April 12, 2016 Regular Meeting

Mr. Villalon was excused from both meetings.

Mr. Moreno moved to approve the April 5, 2016 Special Meeting and Executive Session and April 12, 2016 Regular Meeting minutes; seconded by Ms. Madruga. In a roll call vote, the motion carried 4-0.

AGENDA ITEMS FOR FUTURE MEETINGS

Copper Canyon High school student who was unable to give his speech at a Teach for America dinner deliver his speech to the Governing Board (originally requested by Mr. Del Palacio)

FORMAL ADJOURNMENT OF REGULAR MEETING

Ms. Madruga moved to adjourn the Regular Meeting; seconded by Mr. Villalon. Mr. Chapman called the Regular Meeting of the Tolleson Union High School District Governing Board adjourned at 7:10 p.m.

Steven Chapman, Governing Board President

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016
AGENDA SUBJECT: Strategic Plan Update

PURPOSE:

Dr. Cunningham will provide an update on the strategic planning process.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The strategic planning process began in January 2016. Various surveys have been conducted, work sessions held, meetings scheduled, and a forum held for community input.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

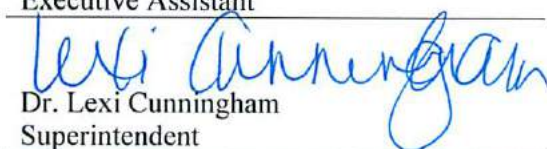
Once finalized, the strategic plan will identify the District's mission and vision statements, its beliefs and values, strategic areas, and Habits of Success.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

Information only. Governing Board action is not required.

Submitted by: Karyn Morse Eubanks
Executive Assistant Date: April 28, 2016

Reviewed by: Dr. Lexi Cunningham
Superintendent Date: April 28, 2016

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016
AGENDA SUBJECT: Superintendent Search

PURPOSE:

The Governing Board will have an opportunity, if desired, to discuss and possibly take action relative to the search for a new superintendent.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The Governing Board has ultimate responsibility for hiring a superintendent to lead TUHSD.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

A search can be conducted by a professional organization, such as the Arizona School Boards Association, that has experience in locating potential candidates, whether an interim and/or permanent superintendent. Governing Boards also have the right to conduct such a search without the assistance from a professional organization.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

At the Governing Board's discretion.

Submitted by: Karyn Morse Eubanks
Executive Assistant Date: April 28, 2016

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: April 28, 2016



Tolleson Union High School District Superintendent Search Informal Proposal

WHY CHOOSE ASBA?

ASBA offers a wide range of search services, from full searches for a new superintendent to advertising for an interim superintendent. ASBA's goal is to help the board determine the best possible leader for its district. ASBA believes that:

- each school district is unique
- boards know their communities better than the search consultant
- finding the right leadership match is critical
- the superintendent selection process should provide opportunities to strengthen the relationship between the school district and the community

1

WHAT ASBA UNIQUELY PROVIDES:

- ✓ Flexibility in creating a Search process that fits your district's culture – not a cookie cutter model the vendor requires
- ✓ Knowing Arizona, its politics and issues that affect education by working daily with school boards across Arizona
- ✓ Our knowledge of, and support to you in, creating appropriate Governing Board Meeting Notices, in compliance with OML
- ✓ A track record of successful Arizona public school searches
- ✓ Working first and foremost for the governing board
- ✓ Our participation in a national network of school board association searchers
- ✓ You, not the vendor, deciding who you should interview
- ✓ Comparative Salary and Benefit survey information, gathered annually by ASBA from Arizona Superintendent's
- ✓ A very reasonable pricing model, based on ADM, that affords our members exceptional value and attentive service
- ✓ Facilitation support including an onboarding training session, post-hire with your new Superintendent and Governing Board that's congruent with the Roles and Responsibilities ASBA has always championed
- ✓ Being committed to the long term success of your team – ASBA will work with you and your district after the search is done


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SEARCH PROCESS SERVICE SUMMARY

In a typical superintendent search project, ASBA will:

- Engage the board to identify and prioritize the district's needs and challenges for the next district superintendent (if determined by the board, community and staff input can be part of this process).
- Advertise the position through national networks, distributing a Job Posting describing the district and the desired characteristics of your new superintendent.
- Manage an online application process that collects detailed information and ensures strict confidentiality.
- Address communications with the Board and the applicants, as well as questions from staff, community members and the media.
- Provide a professional, thorough and legal interview procedure developed to address the board's priorities and goals.

ASBA consultants guide the board through each step of the process. The ultimate decision of who to interview and hire as the superintendent will be made by the board. While a typical superintendent search takes three months to complete, it can be modified to meet the needs of the TUHSD.



PROFILE CRITERIA and JOB POSTING

At the Board's request, ASBA can conduct focus group meetings with representatives of staff and the community in order to determine their thoughts related to the qualifications of the new superintendent. Alternatively, you can also post an online survey to gain similar information. Following the forums and/or survey, ASBA will work with the board to develop ensure interview questions showcase the board, district and community interests.

The board will be given a summary of the results of the online survey, along with recommended interview themes and/or questions. Should the board elect to utilize either of these processes an additional 2-4 weeks may well be necessary to complete the search.

ADVERTISING and RECRUITING

ASBA will advertise and recruit candidates nationwide. This usually takes 4-6 weeks; and includes advertising in national publications as well as online job sites. ASBA will collect and organize the online applications, answer all questions from applicants, board members, the public and the media and conduct initial reference checking. ASBA will also review each file, and summarize applicant information for the board at the screening meeting.

INTERVIEW PREPARATION (public) and SCREENING (executive session)

During a public meeting, ASBA will review the screening criteria and forms, discuss the interview process, and provide examples of recommended interview schedules for board consideration and approval. The Board will also finalize the questions that will be presented to ask each candidate.

The Board will move into Executive Session to screen applications using their Profile criteria. ASBA will briefly summarize the applicants' information compared to the board's profile criteria; and the board will then review each applicant's file with ASBA forms and assistance. After the screening process is completed, ASBA will notify all applicants of their status in the process.

At this point, ASBA will also conduct reference/background checks on each of the finalists selected for interviews, and will provide the results to the board. Final arrangements for the interview day will be completed by the district, with ASBA's assistance.

3

CANDIDATE INTERVIEWS (executive session) and PUBLIC COMMUNITY FORUMS

The board will conduct individual interviews with each candidate in executive session. If the board has included staff and community forums to introduce the candidates, the forums will be held in public; and each participant will be able to provide feedback on the candidates for board review. Following the individual interviews and forums (if included), the board will meet in executive session to determine their final selection.

BOARD/SUPERINTENDENT TRANSITION WORKSHOP

This meeting offered to the board and new superintendent is for the purpose of team-building, discussing roles/responsibilities, establishing communication guidelines and board protocols. This has proven to be a very effective way to get the district's leadership team off to an excellent start, and is best scheduled in the first 2-3 months of hire.

TYPICAL TIMEFRAMES (timeframes differ depending on the search program established with the board)

Interim Supt.	2-4 weeks	Advertise and collect applications for Board review
Advertise Only	4-8 weeks	Advertise on ASBA website
Advertise/Apps	4-8 weeks	Advertise, collect/organize applications
Modified - Online	6-10 weeks	Online assistance for job posting/applications
Full Search	10-12 weeks	Develop job posting, advertise, collect/review/screen applications, conduct interviews

Pricing also includes:

- An online survey, created by ASBA with the link handed off to the district for dispersal to staff/community members/ parents etc. ASBA will consolidate the information and return it to the Board for their consideration/use.

** Our background search process includes (\$125/finalist):

- Motor Vehicle Report
- Education Verification
- Employment Verification
- SS# / Alias Trace
- Federal & County Crime History (7 years)
- USA CriminalSearch Plus

A Successful Track Record of Superintendent Searches

For SY 2015|16, ASBA currently has been awarded retained superintendent searches for:

- Bisbee USD ●Cedar USD ●Ganado USD ●Littlefield USD ●Peoria USD ●Red Mesa USD
- Saddle Mountain USD ●Show Low USD ●Yuma ESD

ASBA's SUCCESSFUL TRACK RECORD – 75 + SEARCHES IN 6 YEARS

2014-15	2013-14	2012-13	2011-12
Alhambra ESD	Altar Valley ESD	Buckeye UHSD	Amphitheater USD
Camp Verde USD	Bowie USD	Coolidge USD	Antelope UHSD
Concho ESD	Palominas ESD	Fort Thomas USD	Casa Grande UHSD
Continental ESD	Payson USD	Ganado USD	Chino Valley USD
Creighton ESD	Santa Cruz Valley USD	Nadaburg USD	Crane ESD
Douglas USD	Sierra Vista USD	Pine-Strawberry ESD	Fountain Hills USD
Gila Bend USD	Somerton ESD	Pomerene ESD	Ganado USD
Kayenta USD	Sonoita ESD	Sanders USD	Globe USD
Peach Springs USD	St. Johns USD	Superior USD	Morenci USD
Queen Creek USD		Vernon ESD	Payson USD
STEDY JTED	2009-10		Peach Springs USD
Superior USD	Ash Fork Joint USD	2009-10 (continued)	Sonoita ESD
Valley Union HSD	Baboquivari USD	Joseph City USD	Stanfield ESD
Washington ESD	Bicentennial UHSD	Littlefield USD	
WAVE JTED	Buckeye ESD	Mayer USD	
Window Rock USD	Casa Grande UHSD	Mohawk Valley ESD	
	Clifton USD	Mountain Institute JTED	
2010-11	Continental ESD	Naco ESD	
Concho ESD	Coolidge USD	Palominas ESD	
Educare Arizona	Douglas USD	Peach Springs USD	
Gila Bend USD	Flagstaff USD	Prescott USD	
Queen Creek USD	Ganado USD	Sanders USD	
Seligman USD	Hackberry ESD	Snowflake USD	
Tonto Basin ESD			

While this isn't a final quote, based on your district size of 10,959 students and what I know thus far of your district's needs, for a full-search, ASBA would charge \$13,459 plus expenses.

Plus \$500/day for additional onsite meetings.



Karen Loftus, MBA, SPHR, SHRM-SCP
Director of Leadership Development
Arizona School Boards Association
kloftus@azsba.org | 800-238-4701

FULL SEARCH sample

Meeting Day #1

ASBA consultant meets with Board

- Discusses needs of the district (position requirements/preferences for Job Posting)
- Shares AZ superintendent salary/benefit data
- Creates timeline for the search process
- Finalizes materials to send ASBA for the Job Posting

ASBA creates Job Posting & Board President finalizes content

ASBA posts opening & brochure on our [website](#).

ASBA provides district the Job Posting link & PDF document for their internal use

ASBA shares opening with other state-educational associations, nationally via National Affiliation of Superintendent Searchers ([NASS](#)), our ASBA LinkedIn & Facebook profiles, the ADE job board, and our ASBAconnect email list

ASBA can also post opening on District Administrator magazine website, Education Week and/or local publications (*optional: chargeback rates differ based on need/duration*)

ASBA communicates with all applicants and collects/reviews all applications

Meeting Day #2

- ASBA consultant presents participants packets to board/committee for their review
- Board/Committee decides which applicants to interview
- ASBA consultant facilitates conversation so that Board/Committee determines appropriate interview questions

ASBA contacts and schedules all finalist interviews

ASBA initiates on-line background search** process for all finalists & hands off information to district

ASBA contacts remaining non-selected applicants

Meeting Day #3

- In one day, ASBA Consultant and Board interview finalists
- Board decides with whom they would like to enter into negotiations
- Board President/District HR/Legal Counsel negotiate contract
- ASBA notifies remaining unsuccessful finalists

Meeting Day #4

- ASBA facilitates 2-3 hour training session with new Superintendent & Governing Board



Basic Advertising Recommendations

ORGANIZATION	TYPE AND MANNER	COST
Arizona School Boards Association *	<u>eNewsletter</u> and website	Free
ASBA's LinkedIn Recruitment profile *	Website	Free
ASBA's Recruiting Facebook profile*	Website	Free
Arizona Association of School Administrators *	Website	Free
Arizona Association of School Business Officials *	Website	Free
National Affiliation of Superintendent Searchers *	Listserv	Free
Other state school board Associations *	Listserv	Free
Arizona Department of Education job board *	Website	Free
Arizona Rural Schools Association *	Website	Free
Arizona State Universities job boards * (including ASU, U of A, NAU & Grand Canyon)	Website	Free
Association For Career Technical Education of AZ (ACTEAZ) *	Listserv	Free
Your Local Community Newspapers	Newspapers	TBD

NOTE: * routinely provided by ASBA to retained district clients



Additional Advertising Recommendations

ORGANIZATION	TYPE AND MANNER	COST
American Association of School Administrators	Website	30 days: \$410+ 60 days: \$690+
Education Week's "TopSchoolJobs.org"	Website	30 days: \$395
American Association of School Personnel Administrators	Website and Social Media	30 days: \$200
Chronicle of Higher Education	Website	60 days: \$320
National Alliance of Black School Educators	Website	30 days: \$250
Council of Urban Boards of Education (CUBE)	Newsletter and Listserv	Free
Association of Latino Administrators and Superintendents (ALAS)	Website	6 weeks: \$150
SchoolSpring.com	Website	60 days: \$250
CareerBuilder.com	Website	30 days: \$419
Jobing.com	Website	30 days: \$389

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Revised JAN 2016

SUMMARY OF AGENDA ITEM

MEETING DATE: May 10, 2016

AGENDA SUBJECT: Submission of Proposed Arizona School Boards Association (ASBA) Legislative and Organizational Action Agenda Items for FY2017; Appointment of Delegate and Alternate Delegate to Delegate Assembly

PURPOSE:

Administration seeks Governing Board consideration of proposed action agenda items for the Arizona School Board Association's (ASBA) 2017 Political Agenda. Additionally, the Governing Board is asked to appoint a Delegate and Alternate Delegate to the September 10, 2016 Delegate Assembly.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Each year, governing boards are asked to submit action agenda items to the ASBA Legislative Committee for consideration at the Delegate Assembly.

Proposed items are due to ASBA by Friday, May 20. The ASBA Legislative Committee will meet on Friday, June 3, and recommendations will be sent to Governing Board members and the District during the week of June 20. On Saturday, September 10, the Delegate Assembly will meet.

Proposed Political Agenda items fall into three (3) categories – long-term, short-term, and 2017 Session-specific legislation. Once submitted, the proposals will be compiled by ASBA staff and provided to the ASBA Legislative Committee for consideration. The Committee will then create a draft document that will be circulated to all Governing Boards and Superintendents. The draft document will be the basis for discussion at the official Delegate Assembly.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The ASBA Delegate Assembly determines the positions of the Arizona School Boards Association for any future Special Sessions of the current legislature and for the Second Regular Session of the Fifty-second Legislature. In addition, the appointed Delegate (or Alternate Delegate should the Delegate be unable to fulfill his/her duties) will represent the District at the Delegate Assembly, a critical policy-determining meeting where the views of the District can be represented and discussed.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board adopt specific proposals, if desired, for ASBA action. In addition, it is recommended that the Governing Board appoint _____ as Delegate and _____ as Alternate Delegate to the September 10, 2016 Delegate Assembly.

Submitted by: Karyn Morse Eubanks
Executive Assistant Date: May 3, 2016

Reviewed by: 
Dr. Lexi Cunningham Date: May 3, 2016
Superintendent



MEMORANDUM

MEMO TO: GOVERNING BOARD MEMBERS AND SUPERINTENDENTS
FROM: PAUL KULPINSKI, Legislative Committee Chair
DATE: April 15, 2016
SUBJECT: SUBMISSION OF PROPOSED ISSUES FOR CONSIDERATION FOR THE
2017 POLITICAL AGENDA

I look forward to serving as your Legislative Committee Chair as we prepare for the Delegate Assembly and work to create a Political Agenda for the upcoming legislative session. I'm honored to be a part of this important process and look forward to hearing your proposals.

As you know, your input to the Legislative Committee is critical. This year we ask that you take a moment to review the current [2016 Political Agenda](#) and reaffirm your top five priorities. Furthermore, please indicate two additional priorities you would like the Legislative Committee to consider. [Click here](#) to submit the form online or [here](#) to download the pdf version. Once submitted, these proposals will be compiled by staff and provided to the ASBA Legislative Committee for consideration. The Committee will then create a draft document that will be circulated to all governing boards and superintendents. This draft agenda will be the basis for discussion and final approval at the official Delegate Assembly on Saturday, September 10th. The timeline is as follows:

- Friday, May 20th – Proposed Items Due
- Friday June 3rd – Legislative Committee meets
- Week of June 20th– Legislative Committee recommendations sent to all governing board members and superintendents
- Saturday, September 10th – Delegate Assembly (Saturday morning following the Law Conference)
- November 2016 (TBD) – ASBA/AASBO/ASA Legislative Workshop

As a reminder, you should schedule this item on an upcoming Board agenda for discussion. Please remember, only one submission per District and it must reflect the collective will of the Board. These proposals are due by the close of business on Friday, May 20, 2016.

As you are aware, the 2016 Delegate Assembly will determine the positions of the Arizona School Boards Association for any future Special Sessions of the current legislature and for the First Regular Session of the Fifty-Third Legislature. In addition to submitting proposals, your board has the opportunity to help craft ASBA's advocacy stances by [registering](#) your district's delegate. Your delegate will represent your district at the Delegate Assembly, a critical meeting where the views of your district can be represented and discussed. The Delegate Assembly will be held on Saturday, September 10th at The Camelback Inn.

Thank you for your active participation in ASBA. If you have any questions, please call Darbi Jenkins, Governmental Relations Analyst at 602-254-1100 or 800-238-4701. You can also reach her by email at djenkins@azsba.org; she is happy to help answer any questions you may have. **Once again, all proposals are due by May 20, 2016.**

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ISSUES FOR LEGISLATIVE COMMITTEE CONSIDERATION –

2017 POLITICAL AGENDA

The Governing Board of _____ School District presents the following issue(s) to the ASBA Legislative Committee as adopted by the Governing Board on _____.

Top Five Priorities

1. _____
2. _____
3. _____
4. _____
5. _____

Additional items for consideration

1. _____
2. _____

PLEASE RETURN BY: MAY 20, 2016

ASBA FAX #: 602.254.1177 OR EMAIL: esanchez@azsba.org

Prefer to complete this form online? [Click here.](#)

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ASBA Delegate Assembly Special Notice

In accordance with the provisions of Article IV, Section 2(a) of the association bylaws, a governing board that is an active member of the association shall be deemed to be present at a membership meeting if one or more members of such governing board are in attendance. On each matter presented to the membership for vote, each governing board that is an active member shall be entitled to one vote, provided such governing board of a school district has paid dues as established and assessed as in Section 3(a) hereafter. The right to the floor for the purpose of discussion shall, however, be open to any and all members of a governing board that is an active member.

Section 3. Dues of membership

(a) Active - The dues of each school district shall be as established by the association at its annual membership meeting or as established by the law.

ASBA Official Delegate Form

To ensure an orderly process with which to conduct the meeting of the ASBA Delegate Assembly on Saturday, Sept. 10, 2016, please send us the names of the delegate and alternate who will represent your board at the meeting.

Name of Delegate: _____
(Please print)

Name of Alternate Delegate: _____
(Please print)

School District: _____
(Please print)

County: _____
(Please print)

I am a first-time delegate (please check here).

Please submit your official delegate form to ASBA by August 26, 2016.

- Complete delegate forms may be faxed to 602.254.1177.
- To complete this form online, go [here](#).

Event Registration Is Also Required

All delegates must also register for the ASBA Delegate Assembly. The registration fee for this year's Delegate Assembly is \$55/person. Registration begins online on July 5, 2016, and must be completed no later than August 26, 2016. Register [here](#).

Long-Term Focus

These overarching issues must be addressed for public schools to excel and provide an opportunity for every child to succeed. Providing high quality public education is the best investment to grow Arizona's economy. The items below reflect those key issues on which we will concentrate over the next 5-10 years.

1. Strengthen the school finance formula to equitably and adequately fund public schools to:
 - a. Assure a more stable and reliable source.
 - b. Maximize local school district flexibility in managing these funds.
 - c. Require the same financial accountability and transparency measures of all schools and individuals that receive public funds.
 - d. Repeal any program that gives public monies for private schooling.
2. Uphold, preserve, and strengthen local control to reinforce the connection between the community and its elected governing board members.
3. Meet the unique educational needs of every student so that all students have the opportunity to reach their full potential.

Short-Term Focus

Building toward our long-term areas of success, the following items represent critical needs to put us on that path, and will engage our energies up to the next 3-5 years.

1. Reinstate and fund formulas to comply with at least state school building minimum standards.
2. Provide greater equity in funding and access for special education students within the public school system.
3. Allow public school tax credits to be used as determined by local districts.
4. Establish financial transparency and academic accountability for Empowerment Scholarship Accounts.
5. Maximize income opportunities for teachers' salaries and student support.
6. Fully restore 9th grade CTE/JTED eligibility and funding so students have the opportunity to explore career fields and/or certification completion.
7. Require comparative and consistent Auditor General Reports for public (district and charter) schools.

2016 Legislative Session-Specific

Building toward our long-term areas of success, the following items reflect issues that will not only move us forward, but we believe can be accomplished next year given the legislative atmosphere and current public trends.

1. Fully fund full-day kindergarten and include kindergarten students in the override calculation.
2. Fund Inflation fully in the manner prescribed by statute mandated by Arizona voters.
3. Repeal CTE and JTED cuts slated to take effect in Fiscal Year 2017.
4. Change "override/budget increase" language to "locally controlled funding" to better reflect what voters are being asked to support.
5. Fund the implementation costs of Arizona's standards, assessments, and technology.
6. Restore Building Renewal funding to ensure school facilities are adequately maintained.
7. Allow districts the option to operate individual schools for 200-day school years and increase accompanying funding to 8% from 5% to improve student achievement.
8. Increase the compulsory attendance age from 16 to 18 years.
9. Eliminate the change to current year funding.
10. Advocate to lessen unfunded mandates and administrative burdens.
11. Allow school districts greater flexibility in the divestiture of property to address population and course needs.
12. Protect desegregation funding from any cuts or modifications.
13. Require charter holders and applicants to use their local entity's most recent demographic study and enrollment demand data to justify the need for a new school.