



NOTICE OF PUBLIC MEETING

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

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

DATE: December 8, 2015

TIME: 5:30 p.m.

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

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

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

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

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

Posted: December 3, 2015 By: Karyn Morse Eubanks, Executive Assistant to the Governing Board

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

REGULAR MEETING

1. Call to Order and Roll Call

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

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

2. Approval of the Regular Agenda

Recommendation: That the Governing Board approve the Regular Agenda.

Motion made by _____; seconded by _____

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

3. Celebrations

A. Legislators Recognition

The Tolleson Union High School District is very fortunate to have dedicated legislators who have diligently worked to proactively support issues that directly impact schools and education for all Arizona students.

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 October and November 2015 Athletes of the Month will be recognized:

Copper Canyon High School

October – Jessica Mora (Volleyball) and Miguel Garcia (Football)

November – Karla Uriarte (Golf) and Javier Chavez (Golf)

La Joya Community High School

October – Katherine Retana (Golf) and Joel Dongo (Cross Country)

November – Esmeralda Briones (Basketball) and Juan Silva (Soccer)

Sierra Linda High School

October – Valeria Hernandez (Cross Country) and Ahmire Gaines (Basketball)

November – Bryana Hernandez (Basketball) and Ricky Barela (Basketball)

Tolleson Union High School

October – Alyssa Huston (Volleyball) and Brandon Frost (Football)

November – Lesly Perez (Soccer) and Luis Uribe (Soccer)

Westview High School

October – Elena Santa Cruz (Volleyball) and Jacob Jenkins (Swim)

November – Taylor Smith (Swim) and Dillon Thompson (Swim)

C. Employees of the Month

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

Copper Canyon High School

Grace Luetmer, Financial Algebra Teacher

Westview High School

Amy Fierros, Reading Teacher

Marti Richardson, English Teacher

District Office – Information Technology Department

Mark Esones, Technology Support Specialist

4. 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.

5. 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.

6. 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

7. 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.

**PDF
PAGE #**

***1. Human Resources**

A. Personnel Items

Recommendations for approval/ratification of personnel actions.

7-11

	<u>PDF</u> <u>PAGE #</u>
*2. Financial Services	
A. Vouchers Vouchers represent orders for payment of material, equipment, salaries, and services.	12-13
B. Donations Various donations are presented to the Governing Board throughout the year for review and official acceptance.	14-15
*3. Purchasing	
A. Authorization for Disposal #913 Administration seeks Governing Board approval to dispose of two (2) Apple iPads and a Lenovo ThinkPad.	16-17
B. Authorization to Enter into a Cooperative Purchasing Agreement with The Cooperative Purchasing Network (TCPN) Administration recommends entering into a Cooperative Purchasing Agreement with The Cooperative Purchasing Network (TCPN) and utilizing appropriate contracts determined advantageous to the District.	18-25
*4. Superintendent's Office	
A. Travel Requests Requests have been received from Copper Canyon High School, La Joya Community High School, Sierra Linda High School, Tolleson Union High School, Westview High School, and the District Office.	26-28
B. Minutes – November 10, 2015 Regular Meeting All Governing Board members were present.	29-36
C. Resolution of Breach of Contract – Hailey Sanders Ms. Sanders signed a certified employment contract for the 2015-2016 school year. Subsequent to signing a contract, she submitted a letter of resignation. Ms. Sanders' name was listed on the August 22, 2015 Governing Board meeting agenda, under the Human Resources, Personnel listing as "Resignations/Releases from Contract (Pending Payment of Liquidated Damages)". Ms. Sanders was notified in writing on August 23, 2015 that she had thirty days from the date of the letter in which to make payment or her name would be taken to the Governing Board following the expiration of the thirty day period for breach of contract and subsequent reporting to the Arizona Department of Education. Ms. Sanders did not pay the liquidated damages fee within the thirty day period and has not been released from her 2015-2016 teaching contract.	37-39

INFORMATION/DISCUSSION ITEMS

1. Career and Technical Education Internship Program Debbie McKintosh, Director of Career and Technical Education, will provide an overview of the CTE Internship Program.	40-41
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ACTION/DISCUSSION ITEMS

- 1. Formal Recognition of Classified Staff for the Meet and Confer Process** **42**

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

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

Motion made by _____; seconded by _____

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

- 2. Performance Pay Portion (Bucket #2) of the Proposition 301 Plan – 2015-2016 School Year** **43-46**

In accordance with A.R.S. §15-977(E), the Governing Board is asked each year to approve the District’s performance pay portion (Bucket #2) of the Proposition 301 Plan, the primary focus of which is to increase student achievement and graduation rate and decrease the dropout rate.

Recommendation: That the Governing Board approve the District’s performance pay portion (Bucket #2) of the Proposition 301 Plan for the 2015-2016 school year.

Motion made by _____; seconded by _____

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

- 3. Student Discipline Data** **47**

Governing Board Member Corina Madruga requests the Governing Board members discuss receiving a monthly student discipline data report disaggregated by school, gender, ethnicity, regular education or special needs, violation, and level of discipline in order to better assess the District’s ability to meet the Male of Color resolution as well as other efforts to minimize the pipeline to prison effect.

Recommendation: At the Governing Board’s discretion.

Motion made by _____; seconded by _____

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

- 4. Resolution in Support of High School Voter Registration and Civic Engagement** **48-49**

The Governing Board discussed the proposed Resolution during the November 10, 2015 meeting and requested a few changes to the wording. Governing Board Member Corina Madruga requests the Governing Board approve the Resolution in Support of High School Voter Registration and Civic Engagement.

Recommendation: It is recommended that the Governing Board approve the Resolution in Support of High School Voter Registration and Civic Engagement.

Motion made by _____; seconded by _____

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

5. First Reading - Policies AC (Nondiscrimination/Equal Opportunity); GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities) 50-60

The Governing Board discussed the proposed changes to the policies during the November 10, 2015 meeting. Governing Board Vice President Devin Del Palacio requests the first reading of proposed changes to Policies AC; Nondiscrimination/Equal Opportunity; GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities).

Recommendation: It is recommended that the Governing Board approve the first reading of Policies AC; Nondiscrimination/ Equal Opportunity; GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities).

Motion made by _____; seconded by _____

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

AGENDA ITEMS FOR FUTURE MEETING(S)

- January 12
- January 26
- February 9

ADJOURNMENT

Motion made by _____; seconded by _____

The meeting was adjourned at _____.

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Personnel Items

PURPOSE:

Administration seeks Governing Board approval/ratification of personnel actions.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

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

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

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

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

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

Submitted by: Michael Stewart
Director, Human Resources Date: December 1, 2015

Reviewed by: 
Dr. Lexi Cunningham Date: December 1, 2015
Superintendent

TUHSD HUMAN RESOURCES

To: Karyn Eubanks, Executive Assistant to the Superintendent and Governing Board
From: Michael Stewart, Human Resources Director
Date: 11/24/2015
Re: Personnel Items, Governing Board Meeting, 12/08/2015

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

ADMINISTRATIVE STAFF

Employment of Personnel

Gardner, Jennifer	DO	Instructional Leadership Coordinator, Literacy
Oxford, Alfred (Bo)	TUHS	Assistant Principal for Curriculum and Instruction

PROFESSIONAL SERVICES STAFF

Retirement (Return under Phased Retirement Program)

Reddin, Lovinna	DO	Director of Transportation
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CERTIFIED STAFF

Employment of Personnel

Carbone, Michael	DO	Guest Teacher
Mills, Benjamin	DO	Guest Teacher
Walton, Eric	DO	Guest Teacher
Solares, Jacob	LJCHS	Chemistry
Rhoney, Samantha	TUHS	English

Winter Coaches

Adrian, Kristen	CCHS	Assistant Girls Soccer Coach
Boeck, Christopher	CCHS	Assistant Boys Soccer Coach
Bruce, Marcus	CCHS	Assistant Boys Basketball Coach
Garrish, Rick	CCHS	Varsity Girls Soccer Coach
Glover, Sylvester	CCHS	Assistant Boys Basketball Coach
Heytens, Andrew	CCHS	Assistant Girls Basketball Coach
Klunk, Andrew	CCHS	Assistant Girls Soccer Coach
Lance, Sean	CCHS	Assistant Wrestling Coach
Lehman, Derick	CCHS	Athletic Trainer
Luetmer, Grace	CCHS	Assistant Girls Soccer Coach
Martinez, Edgar	CCHS	Assistant Girls Basketball Coach
Matthews, Kelly	CCHS	Athletic Trainer

Melde, Laura	CCHS	Assistant Girls Soccer Coach
Murphy, Paul	CCHS	Varsity Boys Basketball Coach
Reschke, Jason	CCHS	Varsity Girls Basketball Coach
TeNuyl, Henderika	CCHS	Assistant Girls Basketball Coach
Warren, Andrew	CCHS	Varsity Wrestling Coach
Wood, Mark	CCHS	Varsity Boys Soccer Coach
Ali, William	LJCHS	Varsity Girls Basketball Coach
Arismendez, Eli	LJCHS	Varsity Wrestling Coach
Fontes, Jonathan	LJCHS	Weight Room Coordinator
Hauss, Chris	LJCHS	Assistant Boys Basketball Coach
Ingram, Kylee	LJCHS	Assistant Girls Basketball Coach
Lefebvre, Roger	LJCHS	Varsity Boys Basketball Coach
Marrs, Larry	LJCHS	Varsity Boys Soccer Coach
Morris, Katherine	LJCHS	Varsity Girls Soccer Coach
Newell, Abe	LJCHS	Assistant Boys Basketball Coach
Rosenberger, Johnathan	LJCHS	Assistant Boys Soccer Coach
Steger, Jeffery	LJCHS	Assistant Boys Basketball Coach
Taylor, Mark	LJCHS	Assistant Boys Basketball Coach
Boydston, Chase	SLHS	Assistant Boys Basketball Coach
Carranza, Desirae	SLHS	Varsity Girls Basketball Coach
Ciesielczyk, Jacob	SLHS	Weight Room Coordinator
Diaz, Matias	SLHS	Varsity Girls Soccer Coach
Emelander, Tanya	SLHS	Assistant Girls Basketball Coach
Enciso, Andrew	SLHS	Assistant Boys Basketball Coach
Figueroa, Daniel	SLHS	Varsity Wrestling Coach
Furkert, Karen	SLHS	Assistant Girls Soccer Coach
Gordon, Samantha	SLHS	Athletic Trainer
Haagensen, Joshua	SLHS	Varsity Boys Basketball Coach
Hamilton, John	SLHS	Assistant Boys Basketball Coach
Marks, Ramon	SLHS	Assistant Girls Basketball Coach
Palange, Alfred	SLHS	Assistant Wrestling Coach
Ramirez, Daniel	SLHS	Varsity Boys Soccer Coach
Skousen, Elizabeth	SLHS	Assistant Girls Basketball Coach
Stout, Slate	SLHS	Assistant Wrestling Coach
Bower, Stephen	WHS	Varsity Boys Soccer Coach
Burgess, George	WHS	Varsity Wrestling Coach
Chaffee, William	WHS	Assistant Wrestling Coach
Contreras, Lisa	WHS	Varsity Girls Basketball Coach
Eccles, Thomas (Jeff)	WHS	Assistant Boys Basketball Coach
Hegewald, Perry	WHS	Assistant Boys Basketball Coach
Honne, Horacio	WHS	Assistant Wrestling Coach
Macias, Carlos	WHS	Varsity Girls Soccer Coach
Mason, Aaron	WHS	Assistant Boys Basketball Coach
McEvoy, Brendan	WHS	Varsity Boys Basketball Coach
Moses, Andrina	WHS	Assistant Girls Basketball Coach
Neal, Stephen	WHS	Assistant Girls Basketball Coach
Olderbak, Sam	WHS	Assistant Boys Basketball Coach
Parker, Joe	WHS	Weight Room Coordinator
Rice, Trevor	WHS	Athletic Trainer
Soto, Steve	WHS	Assistant Boys Soccer Coach

Resignations/Releases From Employment Contract (Liquidated Damages Do Not Apply)

Nottingham, Caroline	TUHS	English – effective 12/18/15
Goman, Daniel	UHS	Social Studies
Ghinea, Florin	WHS	Mathematics

CLASSIFIED STAFF

Employment of Personnel

Chavez, Reinaldo	DO	Groundskeeper
Escobedo, Jonathan	DO	Part-time Accounting Technician
Rocha, Desirae	DO	Parent and Community Engagement Coordinator
Sullivan, Robert	DO	Substitute Bus Driver
Deh, Anthony	LJCHS	Part-time Custodian II, Cafeteria
Smith, Ronald	WHS	Cafeteria Cashier
Tucker, Mae	WHS	Cafeteria Cashier

Fall Coach

Schultz, Stephanie	WHS	Varsity Volleyball Coach
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Winter Coaches

Kendrick, Felix	CCHS	Assistant Boys Basketball Coach
Edwards, Damien	LJCHS	Assistant Boys Basketball Coach
Ellis, Glenn	LJCHS	Assistant Boys Basketball Coach
Mulherin, Phillip	LJCHS	Assistant Girls Soccer Coach
Silva, Andrew	LJCHS	Assistant Wrestling Coach
Silva, Matthew	LJCHS	Assistant Wrestling Coach
Erickson, Cassandra	SLHS	Athletic Trainer
Haire, Wes	SLHS	Assistant Wrestling Coach
Pham, Phoung	SLHS	Assistant Girls Basketball Coach
Rivas, Jose	SLHS	Assistant Boys Soccer Coach
Wade, Robert	SLHS	Assistant Girls Basketball Coach
Esnal Galvez, Carmen	WHS	Assistant Girls Soccer Coach
Ludwig, Gavin	WHS	Assistant Wrestling Coach
Mills, Michael	WHS	Assistant Boys Basketball Coach

Resignations

Soto, Daniela	CCHS	Cafeteria Cashier
Ramirez, Patricia	DO	Bus Driver
Peralto, Alyssa	LJCHS	Instructional Assistant I
Orozco Rodriguez, Brenda	TUHS	Cafeteria Cashier
Prince, Selena	WHS	Cafeteria Cashier

Job Abandonment

Rivas, Emily	LJCHS	Clerical Support II, Guidance Clerk
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VOLUNTEERS

Fall Coach

Trinidad, Joseph	CCHS	Football Coach
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Winter Coaches

Darren Hamilton	CCHS	Boys Basketball Coach
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Allen, Aaron	LJCHS	Boys Soccer Coach
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Carranza, Frank	SLHS	Girls Basketball Coach
Enciso, Mario	SLHS	Boys Basketball Coach

Contreras, Anthony	WHS	Girls Basketball Coach
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SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Vouchers

PURPOSE:

Administration seeks Governing Board ratification of payroll and expense vouchers.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

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

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

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

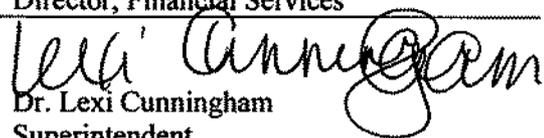
BUDGET IMPACT AND COSTS:

Payroll Vouchers: \$ 2,017,300.09 (#15-16)
Expense Vouchers: \$ 783,141.15 (#8052-8053, #8057-8062)

RECOMMENDATION:

It is recommended that the Governing Board ratify payroll vouchers #15-16 and expense vouchers #8052-8053, #8057-8062.

Submitted by: Tracy McLaughlin
Director, Financial Services Date: November 30, 2015

Reviewed by: 
Dr. Lexi Cunningham Date: November 30, 2015
Superintendent

APPROVAL OF PAYROLL/EXPENSES VOUCHERS

RATIFY PAYROLL VOUCHERS:

Voucher	15	\$	10,453.34
Voucher	16	\$	2,006,846.75
TOTAL			<u>\$ 2,017,300.09</u>

RATIFY EXPENSE VOUCHERS:

Voucher	8052	\$	38,959.61
Voucher	8053		8,968.01
Voucher	8057		145,776.28
Voucher	8058		35,218.61
Voucher	8059		52,996.20
Voucher	8060		343,493.49
Voucher	8061		51,761.01
Voucher	8062		105,967.94
TOTAL			<u>\$ 783,141.15</u>

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Donations

PURPOSE:

Administration seeks Governing Board acceptance of donations.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

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

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

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

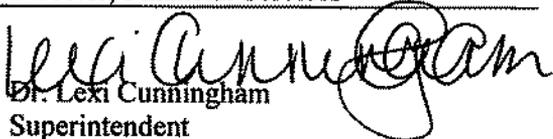
BUDGET IMPACT AND COSTS:

Donations totaling \$14,510.23.

RECOMMENDATION:

It is recommended that the Governing Board accept the donations from Guitar Center, Rack Room Shoes, and the University of Arizona.

Submitted by: Tracy McLaughlin
Director, Financial Services Date: December 1, 2015

Reviewed by: 
Dr. Lexi Cunningham Date: December 1, 2015
Superintendent

DONATIONS

December 8, 2015

DONOR	SCHOOL/PROGRAM	DONATION	VALUE (\$)
Guitar Center	LJCHS / Band	Gift Card	500.00
Rack Room Shoes	LJCHS / McKinney-Vento Homeless	Gift Card	1,510.23
University of Arizona	TUHS – PBIS Program	Check	2,500.00
University of Arizona	LJCHS – PBIS Program	Check	2,500.00
University of Arizona	SLHS – PBIS Program	Check	2,500.00
University of Arizona	CCHS – PBIS Program	Check	2,500.00
University of Arizona	WHS – PBIS Program	Check	2,500.00
TOTAL			14,510.23

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015
AGENDA SUBJECT: Authorization for Disposal #913

PURPOSE:

Administration seeks Governing Board approval to dispose of obsolete technology equipment that is no longer needed.

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.

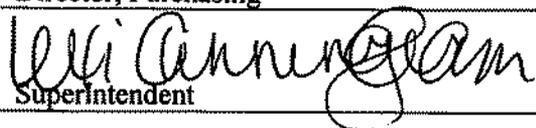
BUDGET IMPACT AND COSTS:

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 Request for Authorization for Disposal #913 (Technology).

Submitted by: Cheryl Burt
Director, Purchasing Date: December 1, 2015

Reviewed by: 
Superintendent Date: December 1, 2015

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Authorization to Enter into a Cooperative Purchasing Agreement with The Cooperative Purchasing Network (TCPN)

PURPOSE:

Administration seeks Governing Board approval to enter into a Cooperative Purchasing Agreement with The Cooperative Purchasing Network (TCPN) and utilization of appropriate contracts determined to be advantageous to the District.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

A.R.S. §11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement units in accordance with an agreement entered into between the participants. The Cooperative Purchasing Agreement shall be effective for a term of five years unless terminated earlier.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

TCPN provides school districts and other government entities opportunities for greater efficiency and economy in acquiring goods and services. By participating in a cooperative purchase, public entities that bid common items/services can obtain economy of scale pricing and best value and reduce administrative duplication of cost and effort for all participating public entities.

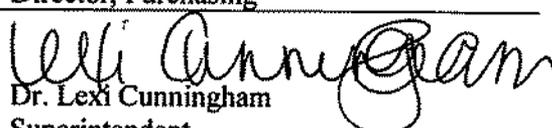
BUDGET IMPACT AND COSTS:

There is no cost to the District to participate in TCPN. The total cost of the TCPN program is funded through a fee paid by the participating vendors based on actual sales.

RECOMMENDATION:

It is recommended that the Governing Board approve entering into a Cooperative Purchasing Agreement with The Cooperative Purchasing Network (TCPN) and utilization of appropriate contracts determined advantageous to the District, including Progressive Roofing; Grainger, Inc.; Sunland Asphalt; Lowe's Company, Inc.; Buckeye Cleaning Center; Xerox Corporation; and HACI Service.

Submitted by: Cheryl Burt
Director, Purchasing Date: December 1, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: December 1, 2015

TCPN Cooperative Purchasing Agreement
December 8, 2015

Relevant Data:

1. The District Recommends entering into a Cooperative Purchasing Agreement with TCPN and requests utilization of contracts advantageous to the District.
2. A.R.S. §11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements.
3. By participating in a cooperative purchase, the District can obtain economy of scale pricing and reduce administrative duplication of cost and effort in issuing a solicitation.
4. Approval to procure goods and services through a cooperative contract is in the best interest of the District and will ensure compliance with the Arizona School District Procurement Rules.
5. Before using a TCPN contract, the Purchasing Department will perform a complete due diligence review of the contract to ensure substantial compliance with the Arizona Procurement Code and a written determination will be made that utilization of the contract is beneficial and in the best interest of the District.
6. The District is recommending the utilization of, but not limited to, the following TCPN contracts:

<u>Vendor</u>	<u>Contract</u>	<u>Contract #</u>	<u>Estimated Expenditure</u>
Progressive Roofing	Roofing Products and Services	R140301	\$25,000.00
Grainger, Inc.	MRO Equipment and Supplies	R142102	\$15,000.00
Sunland Asphalt	Sports Surfaces	R5178	\$15,000.00
Lowe's Company, Inc.	MRO Equipment and Supplies	R4954	\$ 5,000.00
Buckeye Cleaning Center	Janitorial Supplies, and Equipment	R5118	\$10,000.00
Xerox Corporation	Managed Print Solutions	R5245	\$30,000.00
HACI Service	HVAC Equipment, Install, Service	R150506	\$35,000.00

7. Copies of any contracts utilized by the District will be made available for review in the Purchasing Department.

**INTERLOCAL AGREEMENT
Region 4 Education Service Center**

Contracting Parties

Tolleson Union High School District #214
School District or Public Entity

County-District Number

Region 4 Education Service Center

101 - 950
County-District Number

This Interlocal Agreement ("Agreement") is made and entered into by and between the above parties, Region 4 Education Service Center ("Cooperative") and Tolleson Union High School District #214, ("Member").

I. RECITALS

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code authorizes local government entities to enter into agreements to perform governmental functions and services, including purchasing; and

WHEREAS, cooperative purchasing is further authorized pursuant to Section 271.101, *et seq.*, of the Texas Local Government Code; and

WHEREAS, Region 4 Education Service Center has established and operates a purchasing cooperative known as TCPN; and

WHEREAS, the Arizona Revised Statute § 11-952 authorizes its local government entities to enter into agreements with public procurement units such as Region 4 Education Service Center (a political subdivision of the State of Texas), pursuant to Arizona Revised Statute § 11-951.

WHEREAS, Arizona school districts have authority to enter into cooperative purchasing agreements with public procurement units such as Region 4 Education Service Center pursuant to Arizona Revised Statute § 41-2631 *et seq.*; Arizona Revised Statute § 15-213; and Ariz. Admin.Code R7-2-1191.

WHEREAS, the purpose of this Agreement is to increase the effectiveness and efficiency of government entities through volume purchasing, insure compliance with state procurement requirements, identify qualified vendors of commodities, goods and services;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the parties agree as follows.

II. TERMS AND CONDITIONS

1. **Term.** The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless either party provides thirty (30) days written notice of non-renewal; however, the term of this Agreement shall not extend beyond five years.
2. **Termination.** This Agreement may be terminated by either party at any time by thirty (30) days prior written notice. Such termination by the Member does not relieve the Member of its financial obligation to make payment for any and all purchases made from vendors under this Agreement.
3. **Cooperative Duties**
 - (a) Provide for the organizational and administrative structure of the Cooperative.
 - (b) Provide for the operation and management of the Cooperative.
 - (c) Prepare, or cause to be prepared, all procurement documents and advertisements in accordance with Chapter 44 of the Texas Education Code or Chapter 2267 of the Texas Government Code and any corresponding Arizona statutes, as applicable.
 - (d) Evaluate responses to solicitations.
 - (e) Award contracts for use by Members.
 - (f) Track all purchases by Members from awarded Vendors.
 - (g) Monitor Vendor performance.
 - (h) Assist in facilitating the resolution of disputes between Members and Awarded Vendors when Requested; however, the Member is solely responsible for the commencement, defense, prosecution, intervention or participation in any judicial, administrative or other proceeding related to the Member's purchase from the Vendor.
4. **Member Duties**
 - (a) Execute this Interlocal Agreement.
 - (b) Designate a contact person for the Cooperative. The Member represents that the contact person for the Cooperative has the express authority to represent and bind the Member in all matters related to the Cooperative.
 - (c) Utilize the Cooperative when the Member, in its sole judgment, determines it to be in the best interest of the Member.
 - (d) Make timely payments to the Vendor in accordance with the terms and conditions of the applicable procurement documents for the goods, materials and services received. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Member shall be the exclusive obligation of the procuring Member, and not the Cooperative.
 - (e) Negotiate and secure any ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Member deems necessary or desirable under state or local law, local policy or rule, or within its business judgment.

III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Cooperative may amend this Agreement, provided that prior written notice is sent to the Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Member does not terminate its participation in the Cooperative before the expiration of 60 days.
2. **Authorization to Participate and Compliance with Local Policies.** The Member represents and warrants that its governing body has duly authorized its participation in the Cooperative and that the Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.
3. **Cooperation and Access.** The Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the financial, purchasing, or administrative records pertaining to the duties and services set out in this Agreement. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Member.
4. **Member Contact.** The Member reserves the right to change the Contact as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.
5. **Current Revenue.** The Member hereby warrants that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Member.
6. **Defense and Prosecution of Claims.** The Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.
7. **Legal Authority.** The Member represents and warrants to the Cooperative the following:
 - (a) It meets the definition of "Local Government" or "State Agency" under the Interlocal Cooperation Act ("Act"), Chapter 791 of the Texas Government Code.
 - (b) The functions and services to be performed under the Agreement will be limited to "Administrative Functions" as defined in the Act, which includes purchasing.
 - (c) It possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
 - (d) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Member must meet under all applicable local policy, regulation, or state law.
 - (e) All requirements—local or state—for a third party to approve, record or authorize the Agreement have been met.

8. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
- (a) Neither party waives any immunity from liability afforded under law, except that the parties agree that this constitutes an agreement for the provision of services and is subject to Subchapter I, Chapter 271, of the Texas Government Code;
 - (b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
 - (c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Member's purchase activity, within 24 months of when the lawsuit or action was filed; and
 - (d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees pursuant to Section 271.159 of the Texas Local Government Code.
 - (e) Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's management contractor, R4 Enterprises LLC, up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 24 months of the filing of any lawsuit or action.
9. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.
10. **Notice.** Any written notice under this agreement shall be made by first class mail, postage prepaid, and delivered to the following
- Cooperative:** TCPN, 11280 West Road, Houston, Texas 77065
- Member:** Tolleson Union High School District #214, Attention: Director of Purchasing, 9801 W. Van Buren Street, Tolleson, AZ 85353
11. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.
12. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon a facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.
13. **Warranty.** By execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.

14. **Payment.** Payment for materials and services and inspection and acceptance of materials or services ordered by Member under this cooperative purchasing agreement shall be the exclusive obligation of such Member;
15. **Rights and Remedies.** The exercise of any rights or remedies by a Member shall be the exclusive obligation of such Member;
16. **Termination for Failure to Comply.** Any Member may terminate without notice this cooperative purchasing agreement if another eligible procurement unit fails to comply with the terms of the contract.
17. **Securing Performance.** Failure of an eligible procurement unit to secure performance from the contractor in accordance with the terms and conditions of its purchase order does not necessarily require any other Member to exercise its own rights or remedies.
18. **Cancellation.** The Member reserves all rights that it may have to cancel this Agreement for possible conflicts of interest under Ariz. Rev. Stat. § 38-511, as amended.
19. **E-verify, Records and Audits.** To the extent applicable under A.R.S. § 41-4401, the parties warrant their compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). A party's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by either party under the terms of this Agreement. The parties each retain the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The parties warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the other party's random inspections including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

Tolleson Union High School District #214

Region 4 Education Service Center

By _____
Dr. Lexi Cunninham

By _____
Authorized Signature

Superintendent
Title

Region 4 ESC Chief Financial Officer
Title

Date

Date

Cheryl Burt
Contact Person

713-744-6835
Telephone Number

Director of Purchasing
Title of Contact

robert.zingelman@esc4.net
Email Address

9801 W. Van Buren Street
Street Address

Tolleson, AZ 85353
City, State Zip

623-478-4066
Contact's Telephone Number

cheryl.burt@tuhsd.org
Email Address

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Travel Requests

PURPOSE:

Administration seeks Governing Board approval of travel requests.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

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

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

As described on the attachment.

BUDGET IMPACT AND COSTS:

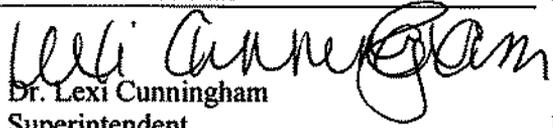
N/A

RECOMMENDATION:

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

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: December 1, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: December 1, 2015

TRAVEL REQUESTS

December 8, 2015

SCHOOL/DO	WHO	WHAT/WHEN/ WHERE	PURPOSE
CCHS	Jason Reschke, Head Varsity Girls Basketball Coach Andrew Heytens, Assistant Varsity Girls Basketball Coach Henderika TeNuyl, Junior Varsity Girls Basketball Coach Members of the girls basketball team	Lady Badgers Basketball Winter Classic Tournament 12/27/15 – 12/29/15 Prescott High School Prescott, AZ	Participate in tournament.
SLHS	Daniel Figueroa, Head Wrestling Coach Alfred Palange, Assistant Wrestling Coach Slate Stout, Assistant Wrestling Coach Members of the wrestling team	45 th Jefferson Wrestling Invitational Tournament 01/8/16 – 01/09/16 Jefferson City, AZ	Participate in tournament.
SLHS	Daniel Figueroa, Head Wrestling Coach Alfred Palange, Assistant Wrestling Coach Slate Stout, Assistant Wrestling Coach Members of the wrestling team	Payson Wrestling Invitational Tournament 01/22/16 – 01/23/16 Payson, AZ	Participate in tournament.
TUHS	John Padilla, Head Wrestling Coach Richard Fimbres, Assistant Wrestling Coach Members of the wrestling team	Mile High Challenge Wrestling Tournament 01/08/16 – 01/09/16 Prescott Valley, AZ	Participate in tournament.
TUHS	Chad Doyle, Assistant Principal Rosie Peacock, Student Council Advisor	AASC State Convention 2016 02/04/16 – 02/06/16 Flagstaff, AZ	Unite AZ advisors to exchange ideas and create constructive relationships with other advisors.
District Office CCHS LJCHS SLHS TUHS WHS	Robin York, English Acquisition Program Coordinator ELL Teachers: Amy Rodas, CCHS Charles Gaucin, LJCHS Eva Quezada and Victoria Roman, SLHS Aaron Carlon and Daisy Hernandez, TUHS Carol Solomon, WHS	OELAS Annual Conference 12/08/15 – 12/11/15 Tucson, AZ	The Office of English Language Acquisition Services annual conference provides teachers with professional development in SEI strategies to implement in ELD classrooms.
District Office	John Speer, Assistant Superintendent Michael Stewart, Director of Human Resources Dr. Lexi Cunningham (Alternate)	Grand Valley State University Teachers Fair 03/06/16 – 03/08/16 Allendale, MI	Teacher recruitment.

TRAVEL REQUESTS

December 8, 2015

SCHOOL/DO	WHO	WHAT/WHEN/ WHERE	PURPOSE
District Office	John Speer, Assistant Superintendent Michael Stewart, Director of Human Resources Dr. Lexi Cunningham (Alternate)	Pittsburgh Education Recruitment Consortium 03/29/16 – 03/30/16 Monroeville, PA	Teacher recruitment.
District Office	John Speer, Assistant Superintendent Michael Stewart, Director of Human Resources Dr. Lexi Cunningham (Alternate)	Northeastern Ohio Teacher Education Day 04/04/16 – 04/06/16 Akron, OH	Teacher recruitment.
District Office	John Speer, Assistant Superintendent Michael Stewart, Director of Human Resources Dr. Lexi Cunningham (Alternate)	Central Michigan Recruitment Fair (Mount Pleasant) Michigan State University Teacher and Administrator Recruitment Fair (East Lansing) Western Michigan University Education Career Fair (Kalamazoo) University of Michigan Education Job Fair (Ann Arbor) Eastern Michigan Teacher Job Fair (Ypsilanti) 04/11/16 – 04/15/16 Central and Eastern MI	Teacher recruitment.
District Office	John Speer, Assistant Superintendent Michael Stewart, Director of Human Resources Dr. Lexi Cunningham (Alternate)	Minnesota Education Job Fair 04/17/16 – 04/18/16 Minneapolis, MN	Teacher recruitment.

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Minutes – November 10, 2015 Regular Meeting

PURPOSE:

Administration seeks Governing Board approval of the November 10, 2015 Governing Board Regular Meeting minutes.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

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

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

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

BUDGET IMPACT AND COSTS:

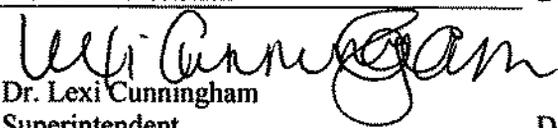
N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the November 10, 2015 Governing Board Regular Meeting minutes.

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: November 24, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: November 24, 2015



TOLLESON UNION HIGH SCHOOL DISTRICT NO. 214

**GOVERNING BOARD MINUTES
REGULAR MEETING**

TUESDAY, NOVEMBER 10, 2015

DISTRICT ADMINISTRATIVE CENTER
9801 W. VAN BUREN STREET
TOLLESON, ARIZONA

The Tolleson Union High School District No. 214 Governing Board Meeting was called to order at 5:50 p.m. by Governing Board President Mr. Steven Chapman with the following members present: Mr. Devin Del Palacio, Ms. Corina Madruga, and Mr. Vincent Moreno. Mr. Freddie Villalon joined the meeting at 7:00 p.m.

Posting of Colors and Pledge of Allegiance

Cadet Sgt. Amy Buchta and Cadet Sgt. Chyna Rendon from Westview High School's MCJROTC Color Guard posted the flags and the Pledge of Allegiance was recited.

Approval of the Revised Regular Agenda

Ms. Madruga moved to approve the Revised Regular Agenda; seconded by Mr. Del Palacio. In a roll call vote, the motion carried 4-0.

Celebrations

A. Veteran's Recognition

A moment of silence was observed for those who are currently serving their country and those who will never return home. The following individuals, who were in attendance at the meeting and who proudly served their country in all branches of the military, were honored.

<u>Name</u>	<u>Location</u>	<u>Branch of Service</u>
Margaret Aguilar	CEA/LA	Army
Angela Bryant	Transportation	Navy (Australian)
Antonio Garcia	Technology	Navy
Charles Gaucin	LJCHS	Air Force
Benjamin Geiger	Curriculum and Instruction	Army
Dave Glasser	Transportation	Air Force
AeDee Latten II	CEA/LA	Air Force
Jeremy Lewis	LJCHS	Army
Vincent Moreno	Governing Board	Navy
Bruce Olson	Technology	Air Force
James Piper	Human Resources	Air Force
Antonio Ramirez	Transportation	Air Force
John Renouard	SLHS	Marines
John Schweikert	SLHS	Navy
Jonathan Stewart	CCHS	Air Force
Orson Thomas	Food and Nutrition	Army
John Umstatted	Transportation	Army

<u>Name</u>	<u>Location</u>	<u>Branch of Service</u>
Peter Washington	WHS	Marines
Julianne Williams	Transportation	Air Force
Billy Wilson	Transportation	Army

Recess of Regular Meeting – The meeting recessed at 6:05 p.m.

Reconvening of Regular Meeting – The meeting reconvened at 6:15 p.m.

B. Employees of the Month

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

La Joya Community High School
Karola Bond, Chemistry Teacher

Sierra Linda High School
Karen Furkert, English Teacher

Westview High School
MSgt. Peter Washington, MCJROTC Instructor

C. Tolleson Service Committee

Following a long tradition, the Tolleson Service Committee’s 33rd Annual Charles A. Landis Thanksgiving Day Dinner will be held on Thanksgiving Day from 11:00 a.m. to 2:00 p.m. at the Tolleson Union High School Cafenadium. Representing the Tolleson Service Committee, founded in 1982, were Mickie Diaz, Lupe Herrera, Dr. Charles Landis, and Armando Morado.

D. Westview High School MCJROTC Program

For the second time, the U.S. Marine Corps has named Westview High School a Western Region Naval Honor School. Being named one of the top seven programs in the Western United States provides an opportunity for cadets to possibly attend either West Point or the Naval Academy.

Public Participation

There were no requests to address the Governing Board.

Summary of Current Events

Superintendent – Dr. Cunningham

- Forty-nine La Joya Community High School students recently visited the University of Arizona where they spent the entire day on campus. Students had an opportunity to learn what the University has to offer and how to apply.
- Travis Johnson, Director of Alternative Education, and his team from the James A. Green Continuing Education Academy and Lighthouse Academy participated in Tolleson Pride Day. Along with hundreds of other volunteers, they spent the day improving the City of Tolleson by painting, picking up trash, and helping homeowners with various projects.
- The Food and Nutrition Department recently held their favorite cashier contest, where students at each site had an opportunity to cast their vote.

- A group of students from Sierra Linda High School participated in Grand Canyon University’s Health Sciences, Engineering, and Technology Day. Students explored GCU and learned about careers in these fields.
- Copper Canyon High School is “Committed to Complete.” The Aztec Ambassadors are providing tutoring and assisting students to complete all homework assignments in order to avoid receiving a zero.
- The Tolleson Union High School JROTC Color Guard participated in a community service event in Guadalupe. Cadets thought they were there just to present the colors but when they arrived, they discovered they were to lead the community parade.
- University High School alum Brianna Griffin, a senior at Arizona State University’s Barrett Honors College, spent the summer teaching English in Zanzibar, Africa. Brianna’s work is highlighted on the Barrett Honors College website.
- The Westview High School Knights are moving forward in the football playoffs. The team will host Williams Field High School on Friday.
- Thirty Transportation employees had perfect attendance in October and the department was accident-free.

Governing Board

- Mr. Moreno stated that he had visited Westview High School and La Joya Community High School, attended the Career Fair held at Sierra Linda High School, encouraged individuals to become educated on exactly what the funding lawsuit entails, wished everyone a happy Thanksgiving holiday, and invited all to read his Guest Author article on the District’s website.
- Mr. Chapman echoed what Mr. Moreno had stated about the lawsuit funding and stated that he had attended AASBO and West-MEC meetings.
- Ms. Madruga stated that she had attended a NSBA conference, will attend a NALEO conference on November 20-21, that elections for the Arizona Latino School Board Association had taken place, and that ALSBA and Competitive Arizona will hold a joint meeting on November 30.

Approval of the Consent Agenda

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

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

No items were removed.

CONSENT AGENDA * ITEMS

Human Resources *

A. Personnel Items

ADMINISTRATIVE STAFF

Resignation/Release From Contract (Liquidated Damages Do Not Apply)

Hennington, Casey TUHS Assistant Principal for Curriculum and Instruction

PROFESSIONAL SERVICES STAFF

Employment of Personnel

Udisky, Beth DO District Prevention and Intervention Coordinator

CERTIFIED STAFF

Employment of Personnel

Pettingill, Shirley DO Guest Teacher

DeMouy, Matthew WHS Mathematics

Resignation at End of Semester (Liquidated Damages Do Not Apply)

Wallace, Kimberly TUHS Biology

Retirement at End of Semester (Liquidated Damages Apply)

Hoban, Richard WHS Mathematics

CLASSIFIED STAFF

Employment of Personnel

Avila, Melissa CCHS Clerical Support II

Durazo, Vanessa CCHS Administrative Assistant III

Rivas, Emily LJCHS Clerical Support II

Lemos, Patricia SLHS Clerical Support II

Chavez, Miriam WHS Cafeteria Cashier

Walker, Amy WHS Instructional Assistant I

Fall Coaches

Hale, Randy CCHS Assistant Football Coach

Schultz, Stephanie LJCHS Varsity Volleyball Coach

Coaches Resignations

Romanisin, Thomas LJCHS Assistant Football Coach

Resignations

Aylor, Crystal DO Bus Driver

Montesdeoca, Hortencia LJCHS Instructional Assistant II

Job Abandonment

Soza II, Ramiro CCHS Part-time Custodian II

B. School Year Calendars – 2016-2017, 2017-2018, and 2018-2019

Calendars for school years 2016-2017, 2017-2018, and 2018-2019 were approved.

Financial Services *

A. Vouchers

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

- Payroll Vouchers – \$ 3,795,418.59
- Expense Vouchers – \$ 1,254,236.88

B. Donations

The following were received by the District.

- The City of Tolleson donated \$15,000 to Tolleson Union High School for student class fees, extra academic support, and mentoring for student achievement.
- The Copper Canyon High School Dance Club donated \$1,776.60 to Copper Canyon High School's Dance Program for the purchase of costumes.

C. Fiscal Year 2015-2016 Establishment of Date for Public Hearing

The proposed revision to the adopted 2015-2016 fiscal year budget will be published on the Tolleson Union High School District website and December 8, 2015 at 6:00 p.m. was established as the date and time in which to hold a public hearing.

Superintendent's Office *

A. Agreement for Transportation Services – Arts Academy of Estrella Mountain

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

B. Agreement with Special Education Systems, Inc. for Provision of Transportation Services

Special Education Systems, Inc. will provide transportation for the District's alternative-to-suspension students to and from Southwest Academy.

C. Travel Requests

The following travel requests were approved:

- Copper Canyon High School basketball coaches Paul Murphy, Kenderick Felix, and Darren Hamilton, along with members of the boys' basketball team, will participate in the Southwest Rotary Classic Holiday Boys Basketball Tournament at Cibola High School in Yuma, AZ on December 3-5, 2015.
- Sierra Linda High School basketball coaches Joshua Haagensen, Chase Boydston, and Andrew Encisco, along with members of the boys' basketball team, will participate in the Salpointe Catholic Tip-off Classic in Tucson, AZ on November 27-28, 2015.
- Debbie McKintosh, Director of Career and Technical Education, and CTE department chairs Kelly Matthews (CCHS), Heather Eaton (LJCHS), Sonia Saenz (SLHS), Elena Sobampo (TUHS), and Ashley Fergus (WHS) will attend the ACOVA Midwinter Conference in Prescott, AZ on February 3-5, 2016.
- Dr. Lexi Cunningham, Superintendent; Tracy McLaughlin, Director of Financial Services; Michael Stewart, Director of Human Resources; Travis Johnson, Director of Alternative Education (tentative); Susan Thompson, UHS Academic Dean (tentative); and principals Mindy Marsit (CCHS), Brandi Haskins (LJCHS), Tim Madrid (SLHS), Ernie Molina (TUHS), and Dr. Michele Wilson (WHS) will attend the NAU/AZ Trust Summer 2016 Academy in Flagstaff, AZ on June 15-17, 2016.

D. Minutes – October 27, 2015 Regular Meeting

All Governing Board members were present.

INFORMATION/DISCUSSION ITEMS

1. **Resolution in Support of High School Voter Registration and Civic Engagement**
The Governing Board members discussed the Resolution in Support of High School Voter Registration and Civic Engagement, which would allow organizations to partner with the District on voter registration and civic engagement opportunities. The Resolution, with minor changes, will be on the December 8, 2015 Governing Board meeting agenda.
2. **Proposed Changes to Policies AC (Nondiscrimination/Equal Opportunity), GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities)**
The Governing Board members discussed proposed changes to Policies AC (Nondiscrimination/Equal Opportunity), GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities) to ensure that gender identity and gender expression are added as protected classes. The first reading of the proposed policy changes will be on the December 8, 2015 Governing Board meeting agenda.
3. **Governing Board Delegation of Authority**
Governing Board members discussed how delegation of authority is to be granted to a Governing Board member who is acting on behalf of the entire Board. Unless such delegation of authority is granted during a duly noticed and convened Governing Board meeting, individual Governing Board members do not have the authority to do so.

ACTION/DISCUSSION ITEMS

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

Mr. Chapman moved to formally recognize the Tolleson Administrators Association and Tolleson Education Association for purposes of the meet and confer process; seconded by Ms. Madruga. In a roll call vote, the motion carried 5-0.
2. **Proposed ASBA Bylaw Changes**
Voting on the proposed bylaw changes is to take place by electronic vote per the new procedure adopted by ASBA membership in December 2014. The Governing Board discussed the proposed changes and who is to cast the votes on behalf of the Governing Board.

The Governing Board was not in favor of the proposed changes to Article V – Officers and Board of Directors and Executive Committee – Section 5 – Nominations and Elections.

The Governing Board was in favor of the proposed changes to Article Article V – Officers and Board of Directors and Executive Committee – Section 2 – Board of Directors.

Ms. Madruga moved to direct Karyn Morse Eubanks, the Governing Board's Executive Assistant, to cast the votes on behalf of the Governing Board; seconded by Mr. Chapman. In a roll call vote, the motion carried 5-0.

AGENDA ITEMS FOR FUTURE MEETINGS

- Report -- ASU/Fulton School of Engineering EPICS Program
- Governing Board Retreat

FORMAL ADJOURNMENT OF REGULAR MEETING

Mr. Del Palacio moved to adjourn the Regular Meeting; seconded by Ms. Madruga. Mr. Chapman called the Regular Meeting of the Tolleson Union High School District Governing Board adjourned at 7:38 p.m.

Mr. Steven Chapman, Governing Board President

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Resolution of Breach of Contract – Hailey Sanders

PURPOSE:

Administration seeks a Governing Board resolution for the unprofessional behavior of La Joya Community High School teacher Hailey Sanders.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Ms. Sanders signed a certified employment contract for the 2015-2016 school year. Subsequent to signing a contract, she submitted a letter of resignation.

Paragraph 17 of the Teacher's Employment Contract states, "Teacher recognizes that the District will incur expenses of securing a replacement and possibly costs for a substitute in the event that Teacher does not fulfill the obligations under this Contract. Teacher and District agree that these expenses, added to the emotional expense to the students who will not have the stability of a single teacher, are difficult to determine, and therefore, that it is appropriate to assess an amount certain as liquidated damages. Teacher and District agree for the purposes of this paragraph, "resigning" and "resignation" shall include Teacher retiring during the school year unless the retired teacher remains in the classroom under a "return to work plan" which serves to retain Teacher in the classroom for the balance of the school year. Teacher and District agree that the liquidated damages which may be assessed against Teacher for resigning, with Governing Board approval, during the term of this Contract shall be in the amount of One Thousand Dollars (\$1,000.00)."

When the Governing Board approved the 2015-2016 teacher's employment contract language, it was agreed that the existence of one or more of four extenuating circumstances would preclude a teacher from having to pay the liquidated damages – (1) retirement into the Arizona State Retirement System with prior advance notice (during annual issuance of contracts) and with the agreement that the employee will complete the semester or year during which he/she is eligible to retire; (2) internal/external promotion to a position that involves supervision or advancement in title and movement to a new contract template (e.g., from a teaching position to an administrative position); (3) verified medical reasons that would not allow him/her to fulfill the duties as a teacher; and (4) a move out of county, state, or country beyond the employee's control – and that specific and verifiable information would be included in the teacher's resignation letter.

Ms. Sanders' name was listed on the August 22, 2015 Governing Board meeting agenda, under the Human Resources, Personnel listing, as "Resignations/Releases from Contract (Pending Payment of Liquidated Damages)". Following the August 22 Governing Board meeting, a letter of notification was sent to Ms. Sanders on August 23, 2015 stating that the Governing Board had accepted her resignation pending the payment of liquidated damages, and that she had thirty days from the date of the letter in which to make payment or her name would be taken to the Governing Board at the next scheduled meeting following the expiration of the thirty day period for breach of contract and subsequent reporting to the Arizona Department of Education. Ms. Sanders did not pay the liquidated damages fee within the thirty day period and has not been released from her teaching contract.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

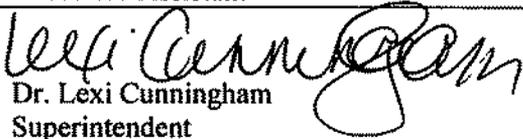
The teacher's employment contract language was drafted by the District's attorney and is a legal and binding document. Both the District and the teacher have an obligation to follow the requirements of the document.

BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the resolution for breach of contract by Ms. Hailey Sanders and that said resolution is sent to the Arizona Department of Education.

Submitted by:	Karyn Morse Eubanks Executive Assistant	Date:	<u>November 16, 2015</u>
Reviewed by:	 Dr. Lexi Cunningham Superintendent	Date:	<u>November 16, 2015</u>



**GOVERNING BOARD
TOLLESON UNION HIGH SCHOOL DISTRICT #214
MARICOPA COUNTY, ARIZONA**

**RESOLUTION
BREACH OF CONTRACT – HAILEY SANDERS, TEACHER**

WHEREAS, the 2015-2016 Tolleson Union High School District Teacher’s Employment Contract contains language requiring the payment of liquidated damages in the amount of \$1,000 and payable to Tolleson Union High School District in the event that a teacher signs a contract and subsequently resigns during the term of the contract.

WHEREAS, the existence of one or more of four extenuating circumstances would preclude a teacher from having to pay the liquidated damages – (1) retirement into the Arizona State Retirement System with prior advance notice (during annual issuance of contracts) and with the agreement that the employee will complete the semester or year during which he/she is eligible to retire; (2) internal/external promotion to a position that involves supervision or advancement in title and movement to a new contract template; (3) verified medical reasons that would not allow him/her to fulfill the duties as a teacher; and (4) a move out of county, state, or country beyond the employee’s control – and that specific and verifiable information would be included in the teacher’s resignation letter. Said employee would be released from the District pending Governing Board approval.

WHEREAS, a teacher who resigns subsequent to signing said contract and does not meet one of the four exceptions will not be released from the Tolleson Union High School District until such time as the Governing Board has approved the resignation of said teacher and payment of liquidated damages has been made by said teacher within a specified thirty day period.

WHEREAS, if said employee does not pay the liquidated damages fee within the specified thirty day period, the employee’s name will be taken to the Governing Board at the next scheduled meeting following the expiration of the thirty day period for breach of contract and subsequent reporting to the Arizona Department of Education.

NOW, THEREFORE, BE IT RESOLVED, Ms. Hailey Sanders has not paid the liquidated damages fee within the specific thirty day period, has not been released from her teaching contract with the Tolleson Union High School District, and will be reported to the Arizona Department of Education for breach of contract.

This resolution was moved, seconded, and passed at a meeting of the Tolleson Union High School District #214 Governing Board on December 8, 2015.

GOVERNING BOARD
TOLLESON UNION HIGH SCHOOL DISTRICT #214
OF MARICOPA COUNTY, ARIZONA

Steven Chapman, Member

Vincent Moreno, Member

Devin Del Palacio, Member

Freddie Villalon, Member

Corina Madruga, Member

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Career and Technical Education Internship Program

PURPOSE:

Debbie McKintosh, Director of Career and Technical Education, will provide an overview of the CTE Internship Program.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

Department goals to enhance the CTE Internship Program from what it once was to what it is currently, as well as how it will continue to develop for the future, will be shared with the Board.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

During the 2014-2015 school year, 24 students participated in the CTE Internship Program; 45 are currently being served by business and industry partners from Avondale, Glendale, Goodyear, Phoenix, Laveen, Litchfield Park, and Tolleson. Participating programs include, or have included, Automotive Technology, Business Operations Support and Assistant Services, Culinary Arts, Early Childhood Education, Engineering Services, Entrepreneurship, Financial Services, Software Development, Sports Medicine and Rehabilitation Services, and Web Page Development.

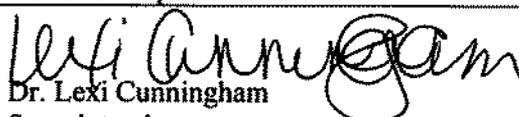
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

Information only. No Governing Board action is required.

Submitted by: John Speer
Assistant Superintendent Date: November 30, 2015

Reviewed by: 
Dr. Lexi Cunningham Date: November 30, 2015
Superintendent



focusing on the future, today!
 CAREER & TECHNICAL EDUCATION
 TOLIFSON UNION HIGH SCHOOL DISTRICT

CTE Internship Program

WHAT IS A CTE INTERNSHIP?

The purpose of an internship is literally, to train an advanced student who is undergoing supervised practical preparation in a wide variety of skills related to an occupation. Career Technical Education Internships provide high school students with opportunities to engage in learning through practical, work-based experiences. CTE Internships are available for seniors who are at least 16 years old, have a minimum 2.0 cumulative GPA, are on target to graduate, have completed a minimum of two coherent sequenced courses in the same CTE program, and who have passed the Arizona Skill Standards Assessment for that program.



The CTE Internship Program is a structured field work practicum that gives students an opportunity to use the knowledge and skills that they have learned throughout their CTE program area in a business and industry environment. The CTE Internship Program uses written training agreements to outline what students are expected to demonstrate and learn at the work site and what additional training/mentoring employers are expected to provide. There is a strong emphasis on correlation and integration between the work site and classroom learning. Interns may be paid or unpaid.

CTE INTERNSHIPS PROVIDE STUDENTS WITH AN OPPORTUNITY TO:



- ◇ explore career options of interest
- ◇ observe and engage with the world of work and develop necessary job skills for success
- ◇ apply knowledge and skills learned while further develop each within a specific career field
- ◇ learn workplace terminology, climate, and business/industry protocol specific for their CTE program area
- ◇ set and achieve individual goals and objectives for personal growth in the program area as well as job place
- ◇ earn elective credit outside of the four walls of a classroom

WHAT AN EMPLOYER CAN DO FOR A STUDENT INTERN:

- Provide high school seniors an opportunity to engage with others in a true work environment that where they can apply knowledge and skills they have learned throughout their program of study
- Promote relationships between education and business
- Train young adults to become productive members of the future's work force
- Give back to the community

WHAT A CTE STUDENT INTERN CAN DO FOR AN EMPLOYER:

- Utilize previously learned industry specific knowledge and skills in the work place environment
- Use both program area specific technical skills and soft skills to enhance the productivity of the work place
- Take on special tasks and projects in order to learn and grow through their internship experience
- Provide an opportunity for the employer to train the future workforce pool

INSTRUCTOR AND MENTOR/EMPLOYER WORK ALONGSIDE EACH OTHER TO INSURE CTE STUDENT INTERNS ARE SUCCESSFUL.

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

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

PURPOSE:

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

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

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

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Policy HA states, "The Governing Board may recognize an employee group association for purposes of the meet and confer process. In order to be recognized, the employee group must provide documentation that 30%, or more, of the employees in the group want to be represented by the organization seeking recognition." Pledges gathered subsequent to adoption of Policy HA has resulted in 43% of classified staff authorizing the Tolleson Classified Association to negotiate on their behalf in the meet and confer process.

BUDGET IMPACT AND COSTS:

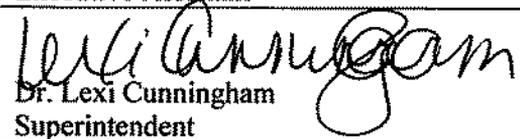
N/A

RECOMMENDATION:

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

Submitted by: Karyn Morse Eubanks
Executive Assistant

Date: November 24, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent

Date: November 24, 2015

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: Performance Pay Portion (Bucket #2) of the Proposition 301 Plan – 2015-2016 School Year

PURPOSE:

Administration seeks Governing Board approval of the District's performance pay portion (Bucket #2) of the Proposition 301 Plan for the 2015-2016 school year.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

In accordance with A.R.S. §15-977(E), the Governing Board is asked each year to approve the District's performance pay portion (Bucket #2) of the Proposition 301 Plan.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

The focus of the performance pay portion (Bucket #2) of the Proposition 301 Plan is to increase student achievement and graduation rate, and decrease the dropout rate.

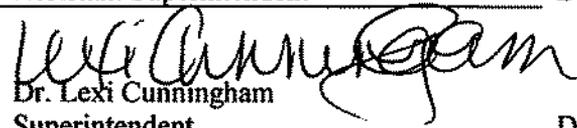
BUDGET IMPACT AND COSTS:

In accordance with A.R.S. §15-977, the District will use Fund 12 to compensate all eligible staff based on the criteria established by the Governing Board. The budget impact to Fund 12 cannot be determined until all criteria and information from the Arizona Department of Education is received. In 2009, the District changed the compensation payment from projected revenue to actual revenue received. This change in practice protects the District from over spending classroom site fund revenues. The District will not spend more than the cash it has on hand.

RECOMMENDATION:

It is recommended that the Governing Board approve the District's performance pay portion (Bucket #2) of the Proposition 301 Plan for the 2015-2016 school year.

Submitted by: John Speer
Assistant Superintendent Date: November 30, 2015

Reviewed by: 
Dr. Lexi Cunningham Date: November 30, 2015
Superintendent



Tolleson Union High School District

To: All Certificated Personnel – CEA/LA, CCHS, LJCHS, SLHS, TUHS, UHS,
and WHS
From: Superintendent's Office
Date: December 8, 2015
Subject: 2015-2016 Proposition 301 Monies

Total TUHSD Classroom Site Fund Allocation

The total Proposition 301 allocations to TUHSD eligible certificated employees will be based upon actual sales tax collections that occur throughout the fiscal year.

1) **Bucket 1 – 20% for “teacher base salary increases and employment related expenses”**

The existing agreement is to use these funds to increase the “base salary” by 20% of actual sales tax collections that occur throughout the fiscal year per 1.0 FTE. This payment is made in June 2016 as a combined check with Bucket 3 (all Components if earned).

Specifically

- Each teacher will receive an amount, if earned, based upon actual sales tax collections that occur throughout the fiscal year per their FTE status, as determined by dividing the total amount of dollars remaining in the fund by the total number of FTE teachers as of the first day of the school year.
- Certified personnel who are placed on a *Plan of Improvement* are not eligible to receive 301 funds from Bucket 2 – 40% allocated for *site* performance.
- **The stipend, if earned, and contingent upon funds being available, will be paid to those qualifying by June 2016. Payment for the achievement portion of the Proposition 301 funds may be delayed due to achievement results availability.**

2) **Bucket 2 – 40% allocated for “site” performance**

- The allocation of these funds will be based on performance in stated areas at each school site.
- Money will be allocated for each performance component attained at each school site.

Teacher Performance

33% of the 40% of the 301 funds received will be allocated based on individual teacher performance as measured by the teacher's performance classification pursuant to ARS section 15-203, subsection A, paragraph 38.

7% of the 40% of the 301 funds received will be allocated proportionately to CEA/LA, CCHS, LJCHS, SLHS, TUHS, UHS, and WHS based upon the respective site achieving the following criteria:

Annual Measurable Objective or AZ LEARNS A-F Grade

3% of the 40% of the 301 funds received will be allocated proportionately to CEA/LA, CCHS, LJCHS, SLHS, TUHS, UHS, and WHS based upon the respective site achieving:

- Achieve Annual Measurable Objective (AMO) for the 2015-2016 school year as calculated by ADE.

or

- Achieve A-F Grade of A, B or C for the 2015-2016 school year as calculated by ADE.

Graduation Rate or Dropout Rate

2% of the 40% of the 301 funds received will be allocated proportionately to based CEA/LA, CCHS, LJCHS, SLHS, TUHS, UHS, and WHS upon the respective site achieving a 90% graduation rate or better **or** improve from the year before **or** the dropout rate will be at 6% or less **or** improve from the previous year.

Parent/Student Satisfaction Survey

1% of the 40% of the 301 funds received will be allocated proportionately to CEA/LA, CCHS, LJCHS, SLHS, TUHS, UHS, and WHS based upon the respective site achieving an increased level of overall satisfaction as indicated by the Parent/Student Satisfaction Survey given during the 2015-2016 school year, when compared to the survey results of 2014-2015, or achieve 90% or better overall satisfaction on the Parent Survey and 85% or better overall satisfaction on the Student Survey.

Absence Rate

1% of the 40% of the 301 funds received will be allocated proportionately to CEA/LA, CCHS, LJCHS, SLHS, TUHS, UHS, and WHS based upon the respective site achieving an absence rate of 8% or less **or** improve from the year before.

Specifically

- Each teacher will receive an amount, if earned, based upon actual sales tax collections that occur throughout the fiscal year per their FTE status, as determined by dividing the total amount of dollars remaining in the fund by the total number of FTE teachers as of the first day of the school year.
- Certified personnel who are placed on a *Plan of Improvement* are not eligible to receive 301 funds from Bucket 2 – 40% allocated for *site* performance.
- **The stipend, if earned, and contingent upon funds being available, will be paid to those qualifying by June 2016. Payment for the achievement portion of the Proposition 301 funds may be delayed due to achievement results availability.**

3) **Bucket 3 – 40% allocated “for specific classroom based programs” (*Menu*)**

The Proposition 301 Classroom Site Fund (Bucket 3) is comprised of three components of 40%, 40%, and 20%.

Component 1 (*First semester hours earned*)

40% of the 40% of each employee's total allocation of Proposition 301 Bucket 3 monies, if earned, is paid out in June 2016 (Buckets 1 and 3, Components 2 and 3 monies may be a combined check) pending the employee's completion and accurate documentation of 15 hours of additional duties per the 301: Bucket 3 Activities Menu and Hourly Tracking Sheet. Hours must be accumulated August through December.

Component 2 (*Second semester hours earned*)

40% of the 40% of each employee's total allocation of Proposition 301 Bucket 3 monies, if earned, is paid out in June 2016 (as a combined check with Buckets 1 and 3, Components 1 and 3 monies) pending the employee's completion and accurate documentation of 15 hours of additional duties per the 301: Bucket 3 Activities Menu and Hourly Tracking Sheet. Hours must be accumulated January through May.

Component 3 (*School Continuous Improvement Plan*)

20% of the 40% of each employee's total allocation of Proposition 301 Bucket 3 monies, if earned, is paid out in June 2016 (as a combined check with Buckets 1 and 3, Components 1 and 2 monies) following receipt by the District of evidence documenting that the employee's school has met the criteria of its current School Continuous Improvement Plan.

Specifically

- Each teacher will receive an amount, if earned, based upon actual sales tax collections that occur throughout the fiscal year per their FTE as determined by dividing the total amount of dollars remaining in the fund by the total number of FTE teachers as of the first day of the school year.
- Certified personnel who are placed on a *Plan of Improvement* are not eligible to receive 301 funds from Bucket 3 – 40% allocated for *site* performance.
- **The stipend, if earned, and contingent upon funds being available, will be paid to those qualifying by June 2016. Payment for the achievement portion of the Proposition 301 funds may be delayed due to achievement results availability.**

Teacher acknowledges that behavior in violation of state or federal law and/or District policies to the extent that teacher is terminated or resigns in lieu of a recommendation that teacher be terminated shall, in and of itself, be deemed to be a failure of teacher to comply with the performance plan and, therefore, result in teacher being entitled to no portion of the Classroom Site Fund performance pay.

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015
AGENDA SUBJECT: Student Discipline Data

PURPOSE:

Governing Board Member Corina Madruga requests the Governing Board members discuss receiving a monthly student discipline data report.

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

As stated by Ms. Madruga in an email to Dr. Cunningham dated November 15, 2015, "I am respectfully requesting a monthly report of all discipline impose[d] for the district ... broken down by school, gender, ethnicity, special needs or not, violation, and level of discipline."

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Ms. Madruga further states in the email that the request for information will provide an opportunity to "... better assess our district's ability to meet the Male of Color resolution and other efforts to minimize the pipeline to prison effect ..."

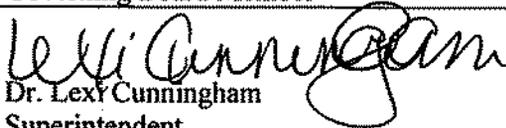
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

At the Governing Board's discretion.

Submitted by: Corina Madruga
Governing Board Member Date: November 15, 2015

Reviewed by: 
Dr. Lexy Cunningham Date: December 1, 2015
Superintendent

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

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

PURPOSE:

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

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

The Governing Board discussed the proposed Resolution during the November 10, 2015 meeting and requested a few changes to the wording.

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

Ms. Madruga stated in an email to Dr. Cunningham dated October 8, 2015, that "this is in line with our board goals of ensuring higher education and establishing community partnerships" and "authorizes nonprofit, nonpartisan groups ... to partner with our district to increase voter and civic engagement among our students."

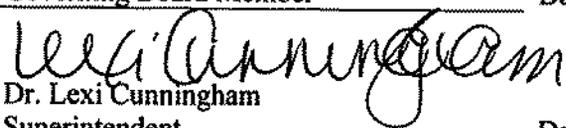
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the Resolution in Support of High School Voter Registration and Civic Engagement.

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

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



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

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

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

WHEREAS, September will be recognized as Voter Registration Month; and

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

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

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

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

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

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

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

Dated: December 8, 2015

Steven Chapman, Governing Board President

Devin Del Palacio, Governing Board Vice President

Corina Madruga, Governing Board Member

Vincent Moreno, Governing Board Member

Freddie Villalon, Governing Board Member

SUMMARY OF AGENDA ITEM

MEETING DATE: December 8, 2015

AGENDA SUBJECT: First Reading - Policies AC (Nondiscrimination/Equal Opportunity); GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities)

PURPOSE:

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

BOARD POLICIES OR GOALS ADDRESSED AND/OR BACKGROUND:

New or revised policy language is normally proposed by the Arizona School Boards Association, based on changes to law. However, Policy BG states that "suggestions regarding the content of policies may originate with a member of the Board, the Superintendent, a staff member, a parent, a student, a consultant, a civic group, or any resident of the District."

STUDENT, EMPLOYEE AND/OR COMMUNITY BENEFIT:

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

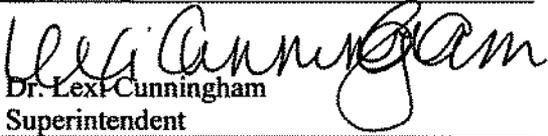
BUDGET IMPACT AND COSTS:

N/A

RECOMMENDATION:

It is recommended that the Governing Board approve the first reading of Policies AC; Nondiscrimination/Equal Opportunity; GBA (Equal Employment Opportunity), and JB (Equal Educational Opportunities).

Submitted by: Devin Del Palacio
Governing Board Vice President Date: December 1, 2015

Reviewed by: 
Dr. Lexi Cunningham
Superintendent Date: December 1, 2015

NONDISCRIMINATION / EQUAL OPPORTUNITY

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

Interpreter and Translator Support Services for Students and Parents/Guardians

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

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

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

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

Definitions:

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

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

Identifying Limited English Proficient (LEP) Parents

Individuals are identified as LEP in TUHSD by:

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

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

Notice to Parents/Guardians

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

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

Request for Interpreter/Translator Services

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

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

Provision of Interpreter/Translator Services

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

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

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

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

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

Obtaining a Qualified Interpreter

The Bilingual/ELL Director is responsible for:

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

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

~~Lisette Widmaier~~ **Robin York**

English Acquisition Program Coordinator

Tolleson Union High School District No. 214

Telephone: (623) 478-4025

E-mail: lisette.widmaier@tuhsd.org robin.york@tuhsd.org

District Staff Training

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

Monitoring Language Needs and Implementation

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

Complaint/Dispute Resolution

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

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

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

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

Service Contract

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

Multilingual Notices

Multilingual notices are available in the following languages:

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

Contact

Please direct all queries concerning interpreting and translating services to:

~~Lisette Widmaier~~ **Robin York**
~~Bilingual/ELL Director~~ **English Acquisition Program Coordinator**
Tolleson Union High School District No. 214
Telephone: (623) 478-4025
E-mail: lisette.widmaier@tuhsd.org robin.york@tuhsd.org

Adopted: June 25, 2013

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

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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

Adopted: date of manual adoption

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

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

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

Adopted: date of manual adoption

LEGAL REF.: 20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act
 20 U.S.C. 1681, Education Amendments of 1972, Title IX
 20 U.S.C. 1703, Equal Educational Opportunities Act
 29 U.S.C. 794, Rehabilitation Act of 1973 (Section 504)
 42 U.S.C. 2000, Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
 42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001
 Arizona Constitution, Act XI, Sec. 6

CROSS REF.: AC – Nondiscrimination
 ACA – Sexual Harassment
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