

**MINUTES OF PUBLIC MEETING OF THE
GOVERNING BOARD OF
HIGLEY UNIFIED SCHOOL DISTRICT NO. 60**

**REGULAR MEETING
TUESDAY, NOVEMBER 10, 2015**

District Office Governing Board Room
2935 S. Recker Road, Gilbert, Arizona 85295

WORK STUDY

Venessa Whitener called the work study to order at 6:02 p.m. Present were: Venessa Whitener, President; Kristina Reese, Vice President; Greg Wojtovich, Member; Mike Thomason, Ed.D, Superintendent; Steve Nance, Ph.D., Assistant Superintendent; Sheila Sorenson, Executive Director of Human Resources; Shannon Duus, Director of Finance; and Cindy Walker, Board Secretary. Russell Little, Member, arrived at 6:13 p.m.

Employee Benefits

Sheila Sorenson, Executive Director of Human Resources, explained that last year the district had significant increases in employee benefits with ASBAIT insurance trust. She presented an update on the proposed increase in benefits for the 2016-17 fiscal year. Written determination allows the district to award multiple firms under one Request for Proposal (RFP) to include dental, vision, voluntary life, short-term disability. It also allows the award multi-term contracts, not to exceed 5 years, that can be renewed every year. Our process would include creating an insurance committee of 2 site administrators, 2 teachers, 2 support staff, 2 district administrators, the Directors of Finance and Human Resources, as well as the Benefits Specialist. The process facilitator would be one of the vendors we reached out to: Professional Group Consulting, Segal Company, and Bagnall Company, having obtained verbal quotes with a range of \$15K-\$40K. These were reviewed by the attorney and recommended by the Cabinet. The timeline includes five meetings. The first one in November will establish the timeline, expectations, and wants/needs, followed by another meeting that month to review the RFP and final revisions. The first February meeting will review proposals. The next meeting that month will hear the finalist presentation. The final selection process will occur later in February. The district will issue the bid. The facilitator compiles vendor information and prepares for review by the insurance committee, which will review all the proposals and select the top 2 to 3 from each area, who will present to the committee in February. Then the committee will make their final recommendations that month before it goes to the board with recommendations. The final approvals will be awarded in March. The new vendors will be prepared for open enrollment in late April or early May. The goal is for the open enrollment period to be completed by May 20, 2016. Discussions followed for clarification of the multiple firms. A question was raised concerning a staff that may choose to be insured by a spouse's insurance asking if they would they be allowed to use their benefit allowance to pay for that insurance. The committee will get an answer on this.

Furlough Days

Shannon Duus, Director of Finance, announced that the district will not need to prepare a budget revision in December, as we have done in the past. The threshold is 1% for revisions and we are .01%. She presented information to support removing the two planned furlough days from the calendar for this year. Instructional and student support staff work a 180-day year that averages out to \$155K for a daily expense. Administration in the schools and district office, as well as operations

employees, work 260 days annually for a daily expense of \$25K. The total cost to eliminate both furlough days is \$360K. This is a cost savings, not a budget savings. Dr. Thomason said that Ms. Duus and the district have managed the budget very tightly which has allowed this proposal. It's a little more than a 1% raise for staff. The furlough days were scheduled for the day after spring break and the last day of school. Mrs. Whitener asked about the possibility of reducing class sizes at Winter Break. Dr. Nance suggested that established classes should not be disturbed but look to changes next year. Self-contained students are included in the head count at the elementary school which may make class sizes look larger. The board discussed their questions on agenda items.

The work study adjourned at 6:24 p.m.

REGULAR MEETING

On the date and at the place above written, the Governing Board, Higley Unified School District No. 60, met in a Regular Board Meeting. Present were: Venessa Whitener, President; Kristina Reese, Vice President; Russell Little, Member; Greg Wojtovich, Member; Dr. Mike Thomason, Superintendent; Dr. Steve Nance, Assistant Superintendent; Sheila Sorenson, Executive Director of Human Resources; Shannon Duus, Director of Finance; and Cindy Walker, Board Secretary

1.0 CALL TO ORDER

Mrs. Whitener called the Regular Meeting to order at 6:33 p.m.

2.0 ROLL CALL

Mr. Little, Mrs. Reese, Mrs. Whitener and Mr. Wojtovich were present.

3.0 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF AGENDA

Mrs. Whitener made a motion to approve the agenda. Mrs. Reese seconded. The motion carried 4 to 0.

5.0 REQUEST TO SPEAK TO THE GOVERNING BOARD

- Jill McDonough, Emily Jensen, and Lorri Cordova, Chaparral parents with children in the ADPTS program (Special Needs Program for students with Autism) shared their appreciation and support for the school and teachers who support their students and the parents. It has made a difference in their lives.
- Janine Simioni referred to Item 7.1–Personnel and asked the board to meet with her or review her information before voting on it. She said she didn't know why board members have not reached out to her to ask her side of the story. Mrs. Whitener acknowledged the board did receive Ms. Simioni's email.

6.0 SUPERINTENDENT'S REPORT

Awards/Recognitions/Presentations

Points of Pride Monthly Awards

Gateway Pointe Elementary School: (Tim Fountain, Principal, and Aubrey Ruhser, Assistant Principal)

- Student: Loxia Schnack- 6th grade – positive mind set in accomplishing hard tasks
- Teacher: Trisha Wright – Kdg., working toward educational leadership and mentoring new teachers
- Classified Employee: Tammy Sheehy, Daytime Custodian – always willing to help
- Volunteer: Jill Wilson – Parent, who does whatever needs to be done

Finance Department: (Shannon Duus, Director) Mrs. Sorenson explained Jefferson Clark, Warehouse Supervisor, was unable to attend the meeting and will be brought back at the next meeting.

Upcoming Events:

- Wednesday, November 11, 2015 Holiday – Veterans Day
- Friday, November 13, 2015 Gilbert Community Excellence Awards, Elegante Conference Center, 1800 S. San Tan Village Parkway, Gilbert, 6:00pm
- Monday, November 16, 2015 East Valley School Boards Consortium Dinner Meeting, Coronado High School, Scottsdale, 6:00pm
- November 26–27, 2015 Holiday – Thanksgiving
- Wednesday, December 9, 2015 Governing Board Work Study, District Office Board Room, 5:30pm
- Wednesday, December 9, 2015 Governing Board Meeting, District Office Board Room, 6:30pm
- Dec. 21, 2015–Jan. 3, 2016 Winter Break

Board Comments

- Mrs. Whitener offered congratulations to all student athletes who participated in state championship playoffs.
- Mr. Wojtovich shared that the Board hosted a dinner for 20 seniors from HHS and WFHS and thanked the principals for their efforts in assisting in this recognition.

7.0 CONSENT AGENDA

Mrs. Whitener made a motion to approve the consent agenda for Items 7.1 to 7.8. Mrs. Reese seconded.

The motion carried 4 to 0.

8.0 OLD BUSINESS

9.0 ACTION AND INFORMATION ITEMS

9.1 Information: Monthly Governing Board Financial Report for October 2015

Shannon Duus, Director of Finance, presented the monthly financial reports for October 2016. There were no board comments.

9.2 First Read of New Regulation JIC-R, Amendments of Policy JK, Repeal of Regulation JK-RB

These amendments to the Policy Manual were presented for purposes of satisfying the requirements of amendments to A.R.S. § 15-105 concerning the use of restraint and seclusion. Restraint and seclusion are defined as in statute. Use of restraint and seclusion for disciplinary purposes is prohibited. Those situations in which the procedures may be used are identified, and the notice to be given to parents of the use of those techniques is set forth. There were no board comments.

9.3 First Read of Amended Policy DN and New Regulation DN-R – Property Disposition

These policy and regulation updates Policy DN reflect additional powers that have been granted with respect to disposition of property, and authorizes the Superintendent to approve disposition of property with a value of \$5,000 or less. This is the same limit that the Superintendent has for procurement of goods and services. A new Regulation DN-R sets out procedures for disposition. “Materials” is replaced with “property” when referring to all forms of goods, in order to be understood more broadly. There were no board comments.

9.4 First Read of Amended Policy IHBCA and Regulation IHBCA-R – Pregnant Students

This policy and regulation revision reflects both law and practice. The conditions placed upon attendance of pregnant students are those restrictions recommended by a licensed medical professional. The regulation is corrected to delete the student's *withdrawal*, which is not required by statute or Department of Education Regulation. The student's absence is treated like other medical conditions which qualify a student as "homebound" or with a "chronic health condition". Ms. Good, Staff Attorney, clarified this goes along with the non-discrimination policy. There were no board comments

9.5 Approve First Read of Amended Regulation KDB-R – Public Records

This amendment of Regulation KDB-R made minor revisions of wording, and establishes a fee schedule that distinguishes between records requested for commercial and non-commercial uses, as allowed by statute. The fees also are different for different media, reflecting different costs to the District. The fees are in line with those charged by several other districts, although there is great variation among others. There were no board comments

9.6 Approve Regular School Board Meeting Dates for 2016

Mrs. Whitener moved that the Governing Board approve the following schedule for 2016 regular board meeting dates for on the second and fourth Wednesday of each month, when possible. The proposed dates are: January 13 & 27, February 10 & 24, March 23, April 13 & 27, May 11, June 8 & 22, July 13 & 27, August 10 & 24, September 14 & 28, October 19, November 16, and December 14. Mr. Wojtovich seconded. The motion carried 4 to 0.

9.7 Approve 2016-17 HUSD High School and Middle School Course Guide Updates

Mrs. Reese moved that the Governing Board approve the 2016-17HUSD High School and Middle School Course Guides. Mr. Wojtovich seconded. Through collaboration with building and program administrators, school counselors, curriculum coaches, and Curriculum & Instruction Director Sheryl Rednor, the 2016-17 Course Guides have been updated. Mrs. Reese asked to update the wording to reflect college requirements can also CTE or Fine Arts. Mr. Wojtovich accepted the change. The motion carried 4 to 0.

9.8 Approve Removal of Furlough Days for 2015-16 School Year

Mr. Wojtovich moved that the Governing Board approve the removal of the two furlough days that were approved in the 2015-16 budget. Through district cost savings efforts, the furlough days can be removed. Mrs. Reese seconded. The motion carried 4 to 0. Dr. Thomason thanked the board for this on behalf of all staff. Mr. Little Mr. Wojtovich expressed their appreciation to the community, administration and staff.

9.9 Consideration of a Complaint Concerning Employees Under Policy KEB

Mrs. Whitener moved in a two-part motion that the Board find there is no additional documentation that can be provided to the complainant, and there is no authority for the Board to change a student's passing grade. She also moved that the board finds that the no-named employees acted inappropriately in handling the concerns. Mr. Wojtovich seconded. Mr. Little confirmed it was the supplemental documentation the board received to review. Mrs. Whitener appreciated the additional information that was very thorough. The motion carried 4 to 0.

9.10 Written Determination for Awarding Contracts to Multiple Firms During the Employee Benefits Bid Process

Mrs. Whitener moved that the Governing Board approve the written determination for awarding contracts to multiple firms during the employee benefits bid process as explained in the work study. Mr. Wojtovich seconded. The motion carried 4 to 0.

Dr. Thomason showed an appreciation video that has been added to the website in which the board and the staff expressed their thanks to the Higley community for approving the override.

10.0 FUTURE AGENDA ITEMS

- Work Study on Budget on December 9 - VW
- Mrs. Whitener asked to dedicate time for the board self-evaluation and solidify the remaining board goals at the December 9th meeting.
- Plan a mini-tour of the district for the board members to see the various locations/operations of the different departments like the warehouse, etc. (8/12/15 – VW)

11.0 ADJOURN

Mrs. Whitener moved to adjourn at 7:05p.m. Mrs. Reese seconded the motion. The motion carried 4 to 0.

Mrs. Whitener invited the community to accompany them to the Higley High School Football Field to see the 2015 HHS Knights Marching Band perform.

Dated this 10th day of November, 2015
Higley Unified School District #60

By: _____
Kristina Reese, Board Vice President