

**Public Hearing, Regular Meeting of the Governing Board**

**Tuesday, July 11, 2006**

**Time: 5:30 p.m.**  
**Place: Fine Arts Center, Multi-Purpose Room 2**  
**33606 N 60<sup>th</sup> St., Cave Creek, AZ 85331**

**Members of the Board**

Javier Ledesma, President  
Stephanie Reese, Clerk  
Marvin Christensen, member  
Lisa Doche, member  
Mark Warren, member

**APPROVED MEETING MINUTES – Approved at the 9/19/06 Meeting**

**1. OPENING**

1.1 Meeting was called to order at 5:35 p.m. Board Members present: Ms. Stephanie Reese, Clerk, Board Members Dr. Marvin Christensen, Ms. Lisa Doche (teleconference) and Mr. Mark Warren. Absent: Mr. Javier Ledesma, Board President. Cabinet Members present Dr. Tacy Ashby, Superintendent, Dr. Debbi Burdick, Associate Superintendent of Teaching and Learning, Dr. Kent Frison, Associate Superintendent of Operations and Finance and Ms. Patti Tussey, Executive Director of Human Resources. Pledge of Allegiance was said. Call to fill out forms for Unscheduled Public Appearances/Address Agenda Items was made. Call for Formal Adoption of the Agenda was made. Mr. Warren moved and Ms. Doche seconded. Motion passed unanimously.

1.6 President's Report – In the absence of President Ledesma, Ms. Reese conducted the meeting. She reminded Board members that we have an extremely full agenda and to please keep comments short.

A. CCSOS – Meeting is scheduled for July 13 will address goals and mission of group.

1.7 Superintendent's Report – Dr. Ashby thanked Ms. Reese for serving as president. Dr. Beasley introduced Cindy Mills, the new assistant principal at Sonoran Trails Middle School and she was welcomed by the Board. Dr. Ashby updated the Board on District activity. Full staff of bus drivers at this point. Working on opening day and new teacher orientation. Mr. Bailey is starting a new tradition of Freshmen & New Student Orientation on Wednesday, August 2<sup>nd</sup>, which will introduce freshmen and new students to the culture at Cactus Shadows High School.

**2. PUBLIC COMMENTS**

2.1 Unscheduled Public Appearances - none

**3. PRESENTATIONS/INFORMATION/REPORTS**

3.1 Construction Update – Mr. Roehler updated and showed pictures to the Board on the construction of Sonoran Trails Middle School. Horseshoe Trails Elementary is complete with the total project cost of \$11.6M, \$300K under budget. Still haven't heard from WAPA regarding the EMF feasibility study. The engineer assigned to the project is on vacation. All updates to EMF situation are posted on the web site on the first page and will continue to be posted as updates are received. Second phase of the move for Sonoran Trails and Black Mountain starts July 12.

3.2 Facility Use Procedure Update – Both Fine Arts Center Rental Agreement and District Facilities Rental Agreement will be covered in one manual. The fee schedule reviewed this evening will be for the facilities use only. The Community Ed fee schedule will be brought forward for approval at another meeting. Mr. Roehler updated the Board on the changes to the Facility User Manual which were made since the last presentation. Class 1 was modified to have a Class 1A and 1B. It segregates users who serve students (Class 1A) versus the groups that charge a registration fee for the students to play (Class 1B). Clarification was asked of the Board regarding item 10, suspension and termination. Does the Board want a 30 day notice placed in the manual for removal of user groups? After discussion, Board is comfortable with the way the policy is written now. Item 18, Cleaning of Facilities/Penalties applies to the use of the fields. A pre-post facility use assessment form will be created and placed in the manual. Users could possibly be fined or required to hire a District custodian during the rental time if this assessment is not followed. Item 19 applies to the buildings. Everyone using the buildings will be charged a minimum 2 hour custodial fee. The fine will be in addition to the custodial charges. Discussion at previous presentation stated that facility users would be required to hire a District custodian for the full time the facility was being used. Mr. Roehler did calculations on cost of this procedure to our largest user group and found that it would be quit a burden to this organization. It was found to be more feasible to require the two hour charge (open and close facility). Page five also notates the insurance requirement. Dr. Ashby thanked Board Members for comments in advance of tonight's meeting allowing Cabinet to research and make the meeting go smoothly. Thanked Mr. Roehler for his work in this area and his reasonable compromise of having the 2 hour minimum custodial charge.

3.3 Presentation of CCUSD Student Handbook Grades 6-12 (formerly Secondary Code of Conduct) – Dr. Burdick presented to the Governing Board a draft copy of the CCUSD Student Handbook for Grades 6-12 and thanked Mr. Bailey and Ms. Gofonia for their work. SASI discipline codes and disposition codes were unified. The discipline referral is aligned to this district model. Policy, Title 15 and 13 were all checked. Document aligns with the National Education Law. Part A of the handbook will have each of the schools own hand book, Part B has the consistent 6-12 procedures (typical procedures, not discipline) and Part C has the attendance and conduct guidelines. Procedures were aligned on discipline, suspension, expulsion, etc. Suspension 9 days or less is assigned by a principal to a student. Ten days or more is called a long term suspension or expulsion and then the student has due process with a hearing and appeal to the Governing Board, if necessary. If a parent or student has concerns about a faculty or staff, they can fill out KED-R which will be included. The committee referred to counsel as questions arose when creating this document. Our attorney will review the document for statute compliance. Board members thanked the committee for their hard work. At a future date, information will be brought forth on truancy and tardies for chronic offenders. The item on 24 hour notice for a parent to go to the room pertains to a formal observation by a parent of a teacher. By asking for this 24 hour notice, information can be provided, and a place can be set up. Parents who drop in are okay and won't be stopped. Clarification to be incorporated in on this topic. This document will be printed and distributed the first week of school. There is a tear out page for review by parent and student and is to be returned to the school. The information will be taught by the "home" room teacher. This document does not take discretion out of the hands of the administrator as it relates to discipline. We have been advised by counsel to have the sign off sheet in the file in case of litigation. Board asked that parents be given time to respond due to the length of the document.

Mr. Warren motioned to recess and go into Public Hearing at 6:35 p.m. and Dr. Christensen seconded. Motion passed unanimously. Meeting reconvened at 6:40 for a Public Hearing. A motion to adjourn from Public Hearing was made by Mr. Warren after asking three times for someone to speak. Motion seconded by Ms. Doche. Motion passed unanimously. Motion to move back into regular session was made by Mr. Warren and seconded by Dr. Christensen. Motion passed unanimously.

3.4 Follow Up on High School Renewal Activities – Dr. Burdick prefaced this section by giving the background on this activity. Mr. Bailey responded to a series of questions the Board raised earlier in the year. Four high school renewal conferences on personalization of schools were attended by a team. Personal delivery of instruction to our students is an important focus. CSHS has a consistent graduation rate of 98-99% following the state formulas, one of the higher rates in the state. Percentage of students that take remedial courses at the college level? Because of FERPA, information from colleges is unavailable. CSHS contracts with Life Track Services to ascertain information from past students. They survey students at 1, 3 and 5 years post high school. Life Track Services asks students how well their high school prepared them for college. Class 2002 responded 5% felt it was below average, 95% felt it was quality education that assisted them. Class 2003 responded 14% felt it was below. What way does the leadership team talk with parents? Student Study Teams – formal process that brings together parents and teachers. Either group can suggest this meeting. IG Probe grade sheets allow teachers to electronically communicate with parents on grades. In the past, this was an optional program. This year, all staff members will be required to use this program and send information every two weeks to the parents on the grades of their student. Parents can communicate back via email or telephone. Communication with the counseling department and community will increase. There will be an informative counseling corner in the newsletter reviewing the past month and planning for upcoming months. Counselors also have their own website. The addition of a counseling secretary will help connect the counselors to the parents in a timely manner and with students through daily announcements. The four administrators will each have a day for announcements and communication and the counselors will have the 5<sup>th</sup> day. How many low income minority students are enrolled in AP or Honors? CSHS has 3 to 4% low income students. Of the 3 to 4%, twenty-two percent of the low income students are enrolled in Honors or AP classes. A total of 42% of student body is enrolled in AP or Honors. CSHS has 9% minority enrollment. How does this compare to Mr. Bailey's previous district where minority students are concerned? Students weren't tracked on ethnicity or low income. They were tracked on mother's level of education. (Coleman Report). How do teachers work together? Staff is paired together cross disciplinary with a rubric to compare student achievement. North Central also requires all staff be involved in this area. Are the strengths and aspirations of each student known by at least one staff member? Mr. Bailey had teachers run their rosters and mark those that they had special relationships with and add those that weren't in their class. Somewhere between ¼ and 1/3 of the students feel disconnected from the teachers. Don't feel teachers are concerned about their students. If turned around, 75% are concerned. Teachers identified 1/3 as very connected, 1/3 saying it is okay and 1/3 feeling disconnected. A SOS program will be initiated this year (Save One Student). Counselors will put together a list of students who are not connected. Teachers and staff will be asked to pick one student or one will be assigned to seek out the student and develop a relationship. Student won't be in their class. Food Service will be asked to provide one free lunch to each teacher to take a student to lunch. Hope is that when the same questions are asked a year from now, there will be a substantial dent in that figure. Percentage of class is lecture driven? Mr. Bailey observed 30 teachers (not entire staff) and the vast majority engage students. Dr. Burdick will be gathering information this year on how instruction is delivered and provide a copy of the card to the board. Aside from Student Government, what voice do the students have? Lunch and Learn program has administrators spending time with students. Forums were held for students to give their voice. For a number of years, there wasn't a journalism class. There will be one this year and it will give the students a chance to express views and concerns. Mr. Bailey will continue to look at all the issues. Dr. Burdick passed out an article on *Breakthrough High Schools Lessons Learned*. Dr. Christensen was pleased to attend the high school renewal workshops and reported that exciting things are happening at our high school and other schools throughout the state. The number of disconnected students in high school is a major problem. Feels something marvelous is happening at CSHS if they are engaged with 1/3 of the students and only disengaged with 1/3. He wants the staff motivated to continue to become engaged with kids. Activity programs that are sponsored in the school are a major way to connect with kids and a critical piece. Questions from the Board were very difficult and Dr. Christensen feels that Mr. Bailey did a better job than he could have in responding to these questions. Board Member Doche recommended doing a survey with the District's tutors (Sylvan, Huntington and individual tutors) to see if they are the ones that are actually helping or assisting us. Dr. Burdick responded we could send a survey and see if they will fill it out or call for information.

3.5 Middle School Curriculum Guide – The Cave Creek Middle School Curriculum Guide was provided to the Board. The guide explains the courses and will be provided to the parents. Suggestion was made to change the name to The Middle School Course Guide. Geometry is typically taken at the high school versus at the middle school. Anything taken in middle school doesn't count toward high school credit. These students typically are taking college courses in the junior and senior years. Algebra is taught at both middle schools along with honors algebra. Fifty percent of students at both middle schools are in algebra. The rest take algebra at the high school level. Dr. Burdick reported that the science curriculum is very hands on versus book learning. All 6<sup>th</sup> graders get physical education and it is not mandatory at 7<sup>th</sup> and 8<sup>th</sup> grade. Some students opt out in 6<sup>th</sup> grade due to band. Eighty percent of middle school students take physical education. The other 20% are in band. Traditionally full credit is given to those classes that occur every day. Half credit is for those classes that occur every other day. Almost all core classes are full credits. What is probability that all students utilize and learn technology during the course of their 3 years at middle school? Availability right now isn't as great as we would like it to be. Students do have access everyday. Some classes use smart boards and cameras. All classes are wired for internet. Teachers use Asset (from ASU). Need upgraded computer access for students. Most students come into 6<sup>th</sup> grade already using computers for word processing and probably none leave without knowing word processing. World languages proponents is something Board wants addressed. Board asked that administration be prepared for the students who are coming up through the Spanish immersion program.

3.6 Superintendent's Evaluation Instrument – Dr. Ashby was charged by the Board to create a Superintendent's Evaluation Tool which could be used by any superintendent that may work in CCUSD. Ideas were gleaned from workshops attended by board members and dialog has occurred this entire year. Member Doche explained that this tool has been pulled from many documents and cross referenced with mission, goals and Superintendent's goals. Purpose of tonight's item is to discuss what would be included in an instrument. It will be formatted and brought back to the August 8 meeting for further comments. This allows Board Members to have the tool for use with Supt Ashby's summative assessment. All responses with comments are to be returned to Clerk Reese for compilation. Basis is Board members will have to provide commentary under each of the responsibility areas which will be standing responsibilities year after year. This is not specific to Dr. Ashby, but to any superintendent. The spirit of this tool is that each board member will reflect on each area and make comments on where success has been observed and possibly additional attention needed in each area. Under the standing responsibilities areas, goals can be tailored to current superintendent and current area. Use this assessment tool on a quarterly basis. Provides superintendent detail quarterly. When it comes to the summative, there would be no surprises. Minor changes to the tool occurred with the change of "works with" under responsibility area 3 to "manages." Board members discussed in detail the desire or not to have a rating scale. Board members were comfortable with the tool. Board compromised on having a rating scale at the end of the summative document only, not after every area of responsibility. It was determined to rename the document the Superintendent's Formative Assessment Tool and another tool would be created and called the Superintendent's Summative Evaluation. The summative evaluation will be the document placed in the Superintendent's personnel file and subject to public record if requested. Board agreed to pilot this tool for the 06-07 school year before placing in policy.

4. **CONSENT AGENDA** - Motion to approve consent agenda was made. Mr. Warren moved and Dr. Christensen seconded. Motion passed unanimously.

#### 5. **OLD BUSINESS**

5.1 Rental Contract and Fee Schedules for 06-07 – This is a follow up agenda item to the facilities rental manual. Administration is recommending Governing Board approve facilities use agreement and fee schedule (appendix B). Dr. Christensen moved and Mr. Warren seconded. Discussion: Will receive a fee schedule for use of the fine arts center at the next board meeting. It will then be incorporated into one document. Future years it will come through together. Motion passed unanimously

#### 6. **ACTION DISCUSSION**

6.1 AD) Donations – Dr. Ashby read a list of donations. Mr. Warren moved and Dr. Christensen seconded. Motion passed unanimously.

6.2 AD) Budget Adoption – Budget was proposed at the June 27 meeting, and requirements to advertise and publish summary of budget was done through publishing on the ADE web site. Saves a substantial amount of money for the district by publishing on the ADE web site. It was published on June 28. Budget is no different then when it was proposed. Third page is truth in taxation worksheet. Provides disclosure to the general public and the extent of increase which may occur due to the adoption of the budget. Line 22-24 are critical, if they have 0 in them we are not required to provide a truth in taxation hearing. The legislature came up with fairly substantial increase to public education and our M&O increased by 7.7% Administration recommends Governing Board adopt budget as presented. Mr. Warren moved and Dr. Christensen seconded. No Discussion. Motion passed unanimously.

6.3 AD) 1<sup>st</sup> and Final Reading of Policies JFAB (Tuition/Admission of Nonresident Students) and JFAB (Admission of Resident Students) – Dr. Burdick provided background on changes occurring to the regulations. Open Enrollment policies were revised at the suggestion of ASBA to address the issue of special education not being noted as a closed program or any open enrollment student being removed due to attendance. Clarification on JFAA and JFAB is being made by stating a copy of utility bill with a copy of the address on it must be provided for registration purposes. Administration recommends Governing Board approve policy changes as noted. Mr. Warren moved and Dr. Christensen seconded. No discussion. Motion passed unanimously

6.4 AD) Special Education Open Enrollment Capacity – This item is being brought forward and is related to findings of ASBA on our open enrollment policy. We previously stated that all special education programs are closed. We have to call out capacity by specific program at sites. Administration recommends Governing Board approve the item as presented. Mr. Warren moved and Ms. Doche seconded. Motion passed unanimously

6.5 AD) Cost Estimate for Possible District Office Relocation to BMES – With the site moves occurring this year, BMES old campus is left vacant, thus this item is being brought forward. Any permanent decision should be a part of the long term facilities planning. There are very real and immediate needs of the District Office. This begins the discussion of the item and public awareness of the discussion of this item made to allow the public to share their interest with you. Dr. Frison pointed out the need for additional space for the DO. Science resource room for DO is currently housed at DAMS. DAMS needs the space. Room 210 at the new BMES was used as a training room and it has been vacated and is looking for a new home. ESS is also looking for a new home due to BMES needing that space. Goals of DO Administration is to bring the entire DO together. Consolidating and bringing board room to the new DO would be beneficial. Community Ed would be able to use the vacated trailers. Due to HIPAA and FERPA, space needs to be allocated. Privacy of student records is of concern. Moving district offices to BMES would bring together the fragmented areas. After moving DO, CSHS and the preschool to the old campus, there would still be 14 classrooms available for expansion of CSHS until the new high school is available. DO would use it for next three years and the Long Range Committee will look at the best possible use of BMES for the next 10 years. Dr. Frison suggests we contract an architect for space planning to fully utilize the old campus as a district office. The architect indicated \$2-3K would provide a space plan and a cost estimate of associated changes. Administration is asking for consideration to spend a small amount of money to bring back a feasibility study on cost estimate for remodeling BMES. Mr. Warren moved and Dr. Christensen second. Discussion: Friendly amendment of up to \$5K for the feasibility study was asked for by Dr. Christensen. Motion passed unanimously

6.6 AD) Adopt and Certify Excess Utilities Plan – Dr. Frison passed out the Utilities Plan. Districts are required to plan for the removal of excess utility which will occur in 2009 and Governing Boards are required to adopt a plan so that they are aware of what is going to happen. This will come back each over the next three years. This information was difficult to obtain since we changed financial systems in the 00-01 year. Dr. Frison reviewed the plan in detail. Plan is in place to handle the use of the excess utilities. Administration recommends Governing Board adopt and certify the excess utility plan as presented. Mr. Warren moved and Dr. Christensen No discussion. Motion passed unanimously

6.7 AD) Adopt A Field Contract Agreement – Mr. Roehler presented the Adopt A Field letter of agreement. This letter has been before the Board two times previously. This is being brought forward as a contract document to solicit work from community. Administration recommends Governing Board approve item as presented. Mr. Warren moved and Ms. Doche second. No discussion. Motion passed unanimously

Motion to continue board meeting after 9:00 was made by Dr. Christensen and seconded by Mr. Warren. No discussion. Motion passed unanimously

6.8 AD) Elementary School Fees – Elementary School fees are being brought forward at this time. Last year the Governing Board adopted a fee of \$1.00 up to actual cost of activity. In consultation with elementary principals, they are asking a \$10.00 fee be assessed to each student. All the tax credit money would be able to be applied to the extra curricular activity. The tax credit fee will be raised to \$400 this year. Administration recommends Governing Board adopt the proposed \$10.00 fee for all CCUSD elementary students. Mr. Warren moved and Dr. Christensen seconded. Discussion: Families who are unable to pay the fee will not be precluded from participating in the activities. Motion passed unanimously.

6.9 AD) Intergovernmental Agreement – Greater Phoenix Educational Management Council Intergovernmental Agreement item is being brought forward for approval. Fee for our District membership is \$5,332. This IGA is an annual renewal. Administration recommends Governing Board approve the IGA with GPEMC. Mr. Warren moves and Dr. Christensen seconded. No discussion. Motion passed unanimously.

6.10 AD) Approval of Classified 2006-2007 Salary Schedule – Purpose of this item is to present for approval the classified salary schedule which has been agreed upon with the classified staff. Contracts will be issued upon approval. Mr. Warren moved and Ms. Doche seconded. No discussion. Motion passes unanimously.

Motion to adjourn general session and enter into executive session was made by Mr. Warren and seconded by Dr. Christensen at 9:30 p.m. Mr. Warren motioned to go back into general session at 11:13 p.m. and Dr. Christensen seconded.

6.11 AD) Approval of Adjustments to Administrative Contracts – Dr. Ashby presented the adjustments to Administrative contracts. Mr. Warren made motion and Dr. Christensen seconded to approve item as presented. No discussion. Motion passed unanimously.

**7. UPCOMING CALENDAR EVENTS** – AIMS scores will be released to the public tomorrow. If a board member has any questions, they should call Dr. Burdick. A presentation will be forthcoming to review the results at a later meeting.

**8. ADJOURNMENT** -Mr. Warren moved and Dr. Christensen seconded to adjourn meeting at 11:15. Motion passed unanimously. Dated this 11th Day of July 2006

By \_\_\_\_\_  
Ms. Linda Schaner  
Executive Assistant to the Superintendent and Governing Board  
Cave Creek Unified School District