APACHE JUNCTION UNIFIED SCHOOL DISTRICT NO. 43
Governing Board
Minutes of Work Session held August 22, 2017

The Work Session of the Governing Board of the Apache Junction Unified School District #43 was called to order at 6:00 p.m. at the Apache Junction Unified School District Board Room, 1575 W. Southern Avenue, Apache Junction, AZ. President Ehrlich led the audience in the Pledge of Allegiance.

Board members in attendance were Jodi Ehrlich, Dena Kimble, Cami Garcia, and Michael Weaver. Mrs. Christa Rizzi was not present. Mrs. Kimble arrived at 6:05 p.m.

Mrs. Weaver made a motion to approve the agenda. Mrs. Garcia seconded the motion to approve the agenda. Motion carried, 3-0.

A motion was made by Mr. Weaver and seconded by Mrs. Garcia to approve the August 8, 2017 Board meeting minutes as presented. Motion carried, 4-0.

Public Comment: Susan Fox (not an Agenda item)
4230 E. Broadway Avenue
Apache Junction, AZ 85119

○ Consent Agenda: (documents are available during office hours)
A motion was made by Mr. Weaver and seconded by Mrs. Kimble to approve the Consent Agenda. Motion carried, 4-0.
  ● Personnel Action – attached
  ● Central Arizona College IGA amendment
  ● Paul Novak, Transportation consulting agreement
Discussion: According to Dr. Anderson, we have some challenges in transportation. We contacted ASBO who gave us the name of Paul Novak to help us. He was in transportation in Tempe Elementary School District for 21 years and will be consulting with us for the next six weeks. He will be working about 20 hours a week and will go through and look at our routes, expenditures, and maintenance, and give us a full report with recommendations about what we can do to move forward in the future. His initial review is that he will recommend cost savings for the district. He will be working five hours a day plus submit a report. He has already started and he will be compensated at $21,000. He will be spending more time on site than he usually does and this is the price he quoted (less than he usually charges). He will be looking at all of our routes, bell times, maintenance, and student safety recommendations. This is a significant cost and we genuinely believe that there will be both short term and long-term cost savings that will justify the expense.

○ Specific items of District business:
  A. A motion was made by Mrs. Kimble and seconded by Mrs. Garcia to enter into Executive Session at 6:20 p.m. to discuss the East Valley Institute of Technology Intergovernmental Agreement (IGA). Motion carried, 4-0.

The regular meeting reconvened at 6:45 p.m.

Information and Discussion items:
BoardDocs web presentation: BoardDocs is a cloud-based Board management system developed specifically for public governing bodies. It provides a means of immediately publishing and revising agenda items, supporting documents, minutes and policies and procedures via the internet. This service
provides organizations with a simple way to eliminate paper-based and electronic processes while maintaining a searchable legal repository for all documents.

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BoardDocs Pro includes the most comprehensive suite of eGovernance tools available and will dramatically improve the way an organization manages packets, accesses information and conduct meetings. Implementation fee is $1,000 and annual recurring charge is $10,500.

**Fiscal 101/Booster Club (gifts and donation, tax credit):** Mrs. Reichert showed a power point presentation to the Board regarding budgets. M & O school budget is based on their Average Daily Membership (ADM) to be used for supplies only and capital budget is used for furniture and equipment for their building only. The capital budget is based on a flat amount that the district used years ago. This can be looked at in the future. Each school can decide how they want to spend or allocate their M & O funds. Capital funds cannot be move around.

Textbooks/instructional aids allocation is based on school needs such as purchasing workbooks, and consumables. The allocation can be changed based on school enrollment.

Mrs. Reichert showed the sources of revenue for gifts and donations. Mrs. Kimble asked how daycare works and why is it on the red? Mrs. Wallace said that anyone can bring their child to the District for daycare services. They have before and after-school and full-day daycare that ranges from infant to five years old. The cost for infants is $37.50 per day and toddler to preschoolers is $35.00 per day.

Arizona Revised Statutes 43-1089.01 allows taxpayers a credit for the amount of any fees or cash contributions made to a public school in the State for the support of extracurricular activities or character education programs. Taxpayers who file a tax return as single or head of household are eligible to receive a tax credit of up to $200.00. Married couples filing a joint return are eligible to receive a tax credit of up to $400.00. Tax credits can be used for:
- Extracurricular activities
- Character education programs

**Booster Club:** Mr. Cantrell presented how the Booster Club works at the high school level. Apache Junction High School’s Boosters programs are dictated by Policy KJA that requires all booster organizations report the previous school years finances to the Office of the Superintendent by July. The program is made up of two boosters: athletics and band boosters.

Athletic boosters run the concession stand at the high school sporting events. They also purchased their equipment in the concession stands. The boosters programs and AJHS agreed to limit the use of the term “boosters” to the band and athletics programs only. They obtained their 501(c)(3) status. Money is donated per hour, per parent, who works in the concession stand. A $500.00 scholarship is available to AJHS students who have donated their time for two years and whose parents have been booster member for two years and have donated 25 hours per year to be used towards student’s higher education expenses.

A parent can start an organization, but not use the word “Booster”. They can sell things that Boosters do not sell.
Band Boosters is currently working towards 501(c)(3) status. They do not have a guideline in place for amounts to donate per request. The amounts are determined based on the request and voted on by the members of organization.

All requests for funds must be submitted in writing to the band booster's organization 10 days prior to the next monthly meeting. Requestor must submit their name, reason for the request, and the exact amount requested.

**Enrollment update:** Dr. Anderson said that on August 17, Patty Smith provided us the student enrollment of May 24th 2017 and it was 3,723 students. Our enrollment as of August 17th was 3,628, a difference of 95 students. We did not look at developmental preschool numbers. This does show that we did not have a significant enrollment drop as we have had in previous years.

**AzMerit Results, CCRI and A-P Labels:** Mrs. Wallace talked about the 2016-2017 Assessments. Each year, students are being tested for DIBELS for K-6, grades K-12 for Galileo and quarterly Benchmark testing. From grades 3 to 12, students also take AzMerit in Math and ELA.

When students come in in the fall, we give them assessments so we know what they know at the beginning of the year and the assessment they take in the spring lets us know what they've learned and where we need to take them in the following year. The assessments we are going to talk about now are the AzMerit tests. The graphs and charts data are all available online for everyone to see. First data is the ELA and Math district and state scores for Desert Vista, Four Peaks, and Peralta Trail for the past three years. You can foresee on the District's 3rd grade math scores, all 3rd graders met the State average. In 4th, 5th and 6th grade math, Peralta exceeds the state average and 6th grade, ELA.

For Cactus Canyon Junior High 7th grade was math and ELA, math scores stayed the same. It looks odd because test results scores stayed the same, even though the students changed. We are currently looking at the instructional practices and trends. We also have three years of scores in 8th grade math and ELA.

High School Algebra I, Geometry, and Algebra II scores for 9th, 10th, and 11th grade ELA has declined for the past three years.

The principals are taking these reports, diving into the data, and looking for trends with their teachers.

The High School also had to do another report, CCRI (College Readiness Indicator). It is a self-reporting template where they fill in different areas for each student and they get points for what they submitted. The data is collected by the high school staff. Mr. LaPrise created a Google doc and then distributed different parts to different staff members. High school staff then came back together and discussed the data they had collected. They had to compile all the data to earn points. They had a senior graduation meeting where they met with the students and asked questions to determine what points each student had earned. The document is self-reporting and uploaded to the state so we had to make sure the data is accurate. The 2016-2017 school year is the first year of this report. Now that we are more aware of the data needed, we will be keeping track on an ongoing basis to ensure accurate data reporting. We have applied for a grant to enable more students to take the ACT and SAT. We are partnered with Central Arizona College to have them come in to do a FASBA night with parents and families. Some of the tests kids can take are the accu-tester and the ASVAB which is like a military vocational test. We have these things set up in hopes of raising our average points for our 270 graduating kids. This year, it appears to have been a large discrepancy in the way different districts interpreted the point requirements due to the vague descriptions in some areas that were set by the State. We anticipate that when the State recognizes this, they will come back and give us more specific descriptions of their requirements.

**Sale of property discussion:** Essentially the District is limited to two properties that don't have restrictions. Those two properties are Superstition Mountain Elem. and Gold Canyon Elem. The RFP for
the broker expires September 27th. We are currently allocating $500,000 per year to capital from M & O fund. A sale would provide money we hopefully could use to increase teacher's salaries so we could become more competitive. Thunder Mountain could be sold but is very restricted. Mr. Weaver recommended that we sell the Gold Canyon Elem. property so we could use those funds for 80-90% in salaries and the rest for repairs and refurbishing. If developers were to build in Gold Canyon they could voluntarily include the cost of the property for a new elementary school in their plans. We have the ultimate choice as to whom we could sell our property to and also could refuse to sell to a charter school. If we were to reopen Superstition Mountain Elem. in the future, there are some significant improvements that we would have to complete. There will be an action item on the September 12th agenda to execute the broker agreement and to list Gold Canyon Elem. for sale with an executive session to discuss the price.

Travel reimbursement: According to Dr. Anderson, we have had several reimbursement requests and we need to set up guidelines as to what we will and will not reimburse for. We need to look into whether or not the requestor travels outside the county, how far they travel, and reimbursement for overnight stays etc. Is there something you know of that we need to include in this policy? If not, we will bring this back to you on the next work session in September for October action. We need to clarify what is reimbursable and put it in writing so there is no confusion.

Prop 206/Contract Substitutes/Policy GCCA: Dr. Cruz told the Board the reason we are looking at policy GCCA is that it is part of Prop 206 which addresses minimum wage and also sick leave. The big changes that you will see here is that we are not necessarily differentiating between certified and classified including part time employees. The changes that ASBA recommended is marked in blue and Dr. Cruz’ recommendations are in green. I’m not recommending any change to the amount of sick days that we give our full time staff members. The difference is that for every 30 hours an part time employee works, they are entitled to one hour of sick leave. I am also recommending that they cannot use that sick time until they have been with us for 90 days. Another consideration is sick time for staff members. We would offer this in increments of half-day leave. We are also directing the staff to give us as much advance notice as possible when they call in sick. The maximum a part-time employee can accrue is 40 hours and employee could keep their hours up until 80 hours. Full-time employees can keep up to 200 hours. You can see that childbirth and adoption is included in this policy. We did remove the language saying that a father can only have two days leave at the birth of their child. We may need to make adjustments across the board to make sure that our practice and our policy are aligned.

The next part addresses coaches and substitutes. More and more districts are moving towards contracted coaches and substitutes. The board had previously asked for information about contracting substitutes. We looked at three companies: Smart Schools, Substitutes Anytime, and ESI. ESI is the only one that gave us hard numbers in their quote. Hiring a contract substitute handles the problems of sick time for part time substitutes. A team would come out and hire subs for us. They would give us ongoing reports, professional development, and provide rewards and health benefits if they work enough hours. They would also take care of coaches and their contracts. The daily pay rate for substitutes and coaches is set by the system and AESOP would also stay the same. Their fee is 10% and we pay the ACR. We will ask about payroll taxes.

Request for future agenda items:
1) Sale of property and broker agreement
2) Daycare plan

At 9:30 p.m., Mrs. Kimble moved to adjourn the meeting; Mrs. Garcia seconded the motion. Motion carried, 4–0.

Respectfully submitted by:
Edna Goff, Board Secretary
September 12, 2017
APPROVED BY THE BOARD:

President
Vice-President
Member
Member
Member