

**GOVERNING BOARD MEETING MINUTES of the
YAVAPAI ACCOMMODATION SCHOOL DISTRICT NO. 99**

**Thursday, September 17, 2015 3:00pm
Yavapai Accommodation School District Office
2970 Centerpointe East Dr., Prescott, AZ 86301
The agenda for the meeting will be as follows:**

Item A. Call to Order, Welcome and Introductions

*Board President, Mr. Tim Carter opened the meeting at 3:00 pm.
Present for the meeting was Superintendent Carter, Dr. Rex, Allison Lawrence, Kellie Burns and Laurin Custis.*

Item B. Public Participation

No public participated in the meeting.

Item C. Consent Agenda

(All of these items can be voted on with one motion, unless the Board or a member of the public would like to consider an item separately.)

- 1. Consider and approve the agenda as presented**
- 2. Consider and approve the minutes from the August 11, 2015 Regular Meeting**
- 3. Consider and approve the minutes from the August 14, 2015 Special Meeting**
- 4. Consider and approve the termination of the YASD #99 IGA with Yavapai County for Administrative Services to the Juvenile Detention School**
- 5. Consider and approve IGA between Mountain Institute – JTED#02 and YASD#99 for Janitorial Services for FY2015-16**
- 6. Consider and approve 1% salary goals for newly hired staff as of June 1, 2015**
- 7. Consider and ratify per [A.R.S. §15-321]:**
 - a. Accounts Payable voucher(s) in the amount of:**
 - 9100 – \$44,497.20**
 - 9101 - \$21,705.30**
 - 9102 - \$5,963.80**
 - 9103 - \$18,920.78**
 - 9104 - \$3,759.72**
 - b. Payroll voucher(s) in the amount of:**
 - VO1 – PP1 - \$9,702.64**
 - VO2 – 1.1 - \$14,213.78**
 - VO3 – PP2 - \$10,883.57**
 - VO4 – PP3 - \$16,798.17**
 - VO5 – PP4 - \$17,774.31**
 - VO6 – PP5 - \$20,120.42**

The Consent Agenda was considered and approved.

Item D. Action

- 1. Consider and approve the YASD Policy on Admissions of a Non-Citizen Student**
Policy JFAB was considered and approved.

Policy JFAB Tuition/Admission of Nonresident Students

The subsection that has changed does not pertain to our district. This policy change relates to boarding academies in the state. We are not a residential boarding academy and are not given guardianship for their children.

It is my recommendation that we do not revise Policy JFAB with any new policies or procedures. We currently are in compliance with A.R.S. 15-823 and A.R.S. 8-201 in our policies and procedures.

2. Consider and approve details of the Citizenship Testing, Regular ED and SPED Students

Dr. Rex stated that this item is a part of Marcus Bronson 1% goal and recommended this item be tabled until the December Meeting.

No action was taken.

3. Consider and approve details of a Student Restraint In-service

Dr. Rex stated that Mrs. Burns and Mrs. McClellan will be trained through Mingus Mountain Academy and they will train the YASD staff on October 30, 2015 In-Service. The Student Restrain In-Services was considered and approved.

Policy JK Student Discipline

The subsection change for Student Discipline pertains to restraint and seclusion.

It is my recommendation that we train one or more staff members in restraint techniques. Karen is setting up training with Mingus Mountain Academy. All staff will be given information about the change on Policy JK at the October 30, 2015 staff in-service date.

4. Consider and approve details of a Mandatory Reporting In-service

Mrs. Lawrence is working with the Trust on training materials to be delivered on October 30, 2015 In-Services.

The Mandatory Reporting In-Services was considered and approved.

5. Consider and approve Policy GCO, Evaluation of Professional Staff Members

Policy GCO, Evaluation of Professional Staff Members was considered and approved.

GCO Evaluation of Professional Staff Members

Item 1

See attached form for describing improvement plan for teachers designated in the lowest performance classification and dismissal or nonrenewal procedures pursuant to section 15-536 or 15-539 for teachers who continue to be designated in the lowest performance classification.

If a teacher has been determined to be placed on an improvement plan by observations and walkthroughs; then a Teacher Performance Plan Report will be completed bi-weekly and placed in the teacher's file. This documentation will record improvement and areas of continued refinement.

This documentation will be used with Item 2

The Board's dismissal or nonrenewal procedures shall require that the District issue the preliminary notice of inadequacy of classroom performance no later than the second consecutive years that the teacher is designated in one (1) of the two (2) lowest performance classifications unless the teacher is in the first or second year of employment with the District or has been reassigned to teach a new subject or grade level for the preceding or current school year.

Our evaluation system does cover steps for inadequate teaching evaluation scores.

Teacher Performance Plan Report

(Every two weeks, complete this form with each teacher currently on an assistance plan or an improvement plan.)

Evaluator: _____

School: _____

Teacher: _____

Subject/Grade Level _____

Plan Reviewed (circle one):

Observation Date: _____

Assistance Plan Plan date: _____

Improvement Plan Plan date: _____

Conference Date: _____

Evaluator's Comments:

_____ Making progress (Attach documentation as appropriate.)

_____ Needs improvement (Attach documentation as appropriate.)

_____ lack of appropriate progress (Attach documentation as appropriate.)

Evaluator's Signature

Date

Teacher's Comments:

Please check descriptors as they apply to this plan review:

_____ Helpful

_____ Timely

_____ Constructive

Teacher's Signature

Date

Copies to: Teacher Evaluator Superintendent

6. Consider and approve Graduation Requirements by Class

The Graduation Requirements by Class was considered and approved.

Yavapai Accommodation School District #99
Academic Requirements for High School Graduation

Required Core Class	Class of 2016	Class of 2017	Class of 2018	Class of 2019
English – 4 Full Academic Years	4.0 Units	4.0 Units	4.0 Units	4.0 Units
Mathematics- Algebra 1, Geometry, Algebra 2, and 2 Upper Level Math Courses	4.0 Units	4.0 Units	4.0 Units	4.0 Units
Science	3.0 Units	3.0 Units	3.0 Units	3.0 Units
World History I and II and Geography	1.0 Unit	1.0 Unit	1.5 Units	1.5 Units
U.S. History	1.0 Unit	1.0 Unit	1.0 Unit	1.0 Unit
Government/Civics	0.5 Unit	0.5 Unit	0.5 Unit	0.5 Unit
Economics	0.5 Unit	0.5 Unit	0.5 Unit	0.5 Unit
Fine Arts/Voc. Ed	1.0 Unit	1.0 Unit	1.0 Unit	1.0 Unit
Health	0.5 Unit	0.5 Unit	0.5 Unit	0.5 Unit
Service learning			1.0 Unit	1.0 Unit
Electives	6.5 Units	6.5 Units	5.0 Units	5.0 Units
TOTAL	22 Units	22 Units	22 Units	22 Units

7. Consider and approve student treasurer for the student club account

Misty Hallenbeck – Aspire and Miranda Stegner – YCHS were considered and approved as Treasurers for the Student Club Accounts.

8. Consider and approve Cheryl Taylor as a substitute teacher

Cheryl Taylor was considered and approved as a substitute teacher.

9. Consider and approve MacKenzie Macner as a substitute teacher

MacKenzie Macner was considered and approved as a substitute teacher.

Item E. Discussion (No action will be taken)

Governing Board President – Superintendent Carter

- **Discuss changes in Legal Counsel** – *Micah Ray Alexander from Holm Wright Hyde and Hays will represent YASD in the future.*

2. District Executive Officer – Dr. Kristen Rex

- **Baja Solar Report – year over year report** – *Mrs. Lawrence is not sure of the year the solar panels were installed. The YCHS Campus is saving a significant amount of money from this grant. Mr. Carter asked for information in solar panels for Aspire.*
- **The Trust Loyalty Credit** – *YASD has received \$1142.00 from the Trust Loyalty Credit.*
- **Open Houses** – *Two Open Houses were held. Dr. Rex is looking into how to increase attendance.*
- **Prescott College Field Trip** – *Mrs. Burns took two groups of students to Prescott College for a tour. Nine students attended and the feedback from the students was great. Mrs. Burns is planning a college visit monthly.*
- **MATFORCE Activities** – *Mrs. Burns has Matforce activities plan each month through the end of May.*

- **Budget/Cash Analysis Report – YTD 16.78% of the YASD Budget has been spent.**
 - **Civic Fund \$13,278.11**
 - **Gifts and Donations \$1116.46**
Mr. Jack Fields, \$200.00 value for Flags, poles, and pictures
 - **Social Services \$1008.40**
 - **Auxiliary Operations (Student Activity Funds) \$749.83**
 - **Tax Credit \$11,532.72**
- **Enrollment Report**
This time last year: 88
Current enrollment: 55
- **Open Call to the Public and Future Agenda Items** ["Call to the Public: This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the Agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date."]
 - There were no open calls from the public.*
 - Future Agenda Item:*
 - *Solar options for Aspire*
 - *Citizenship Testing, Regular ED and SPED Students (December)*

Item F. Closing of Meeting

1. Date and Time of next Governing Board meeting

October 1, 2015 @ 3:00pm
November 12, 2015 @ 3:00pm
December 8, 2015 @ 3:00pm

2. Adjournment

The meeting was adjourned at 3:45pm by Board President Tim Carter.

Dated this _____ day of _____, 20_____.

Time _____

Laurin L. Custis
 Administrative Assistant to the YASD Board