

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

**October 10, 2013 3:00pm  
Yavapai Accommodation School District Office  
2970 Centerpointe East, Prescott, AZ 86301  
The agenda for the meeting will be as follows:**

**Item A. Call to Order, Welcome and Introductions – Superintendent Tim Carter**

Board President, Mr. Tim Carter, opened the meeting at 3:00 pm.

Present for this meeting; Board President, Mr. Tim Carter, Jim Taylor, Rita Leyva, Allison Lawrence, and Laurin Custis.

**Item B. Public Participation**

No public participated in the meeting.

**Item C. Consider approving the 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 September 12, 2013 Regular Meeting.**

The Agenda was approved as amended removing items D. #2 and D. #6 and the minutes from September 12, 2013 were approved as written.

**Item D. Discussion and Voting Session**

**1. First read of Policy Advisory No. 476 – 492**

- Policy Advisory No. 476 .....BEDB — Agenda  
Policy Advisory No. 477 .....CBCA — Delegated Authority  
Policy Advisory No. 478 .....CBI — Evaluation of Superintendent  
Policy Advisory No. 479 .....CM — School District Annual Report  
Policy Advisory No. 480 ....DJE — Bidding/Purchasing Procedures DJE-R —  
Bidding/Purchasing Procedures  
DJE-E — Bidding/Purchasing Procedures  
Policy Advisory No. 481 .....EBAA — Reporting of Hazards/Warning Systems  
Policy Advisory No. 482 .....EBBB — Accident Reports  
Policy Advisory No. 483 .....EBC — Emergencies  
Policy Advisory No. 484 .....GBI — Staff Participation in Political Activities  
Policy Advisory No. 485 .....GCFC — Professional Staff Certification  
and Credentialing Requirements  
Policy Advisory No. 486 .....IHB-R — Special Instructional Programs  
Policy Advisory No. 487 .....IMG — Animals in Schools  
Policy Advisory No. 488 .....JLCB — Immunizations of Students  
Policy Advisory No. 489 .....JLCD — Medicines/Administering  
Medicines to Students  
JLCD-R — Medicines/Administering

**Medicines to Students** *Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation. Page 2 of 94*

- Policy Advisory No. 490 ..... JLF — Reporting Child Abuse/Child Protection  
 JLF-R — Reporting Child Abuse/ Child Protection  
 Policy Advisory No. 491 .....KHA — Public Solicitations in Schools  
 Policy Advisory No. 492 .....GBED – Smoking by Staff Members  
 JICG – Tobacco Use by Students  
 KFAA – Smoking on School Premises at Public Functions

Policy Advisories No. 476 through No. 492 were read and discussed.

**2. Consider and approve the IGA for Alternative Educational Programs Services between YASD and Chino Valley Unified school District.**

Item #2 was removed from the Agenda.

**3. Consider and approve District language for “A teacher’s classroom performance is inadequate if:” to be inserted into GCO page 4.**

The language to be inserted into GCO page 4; “A teacher has received two ineffective ratings on the Summative Evaluation Rubric regardless of Domain area. A Continuing Teachers receiving two Developing ratings in one 12 month period.

A teacher who’s students fail to show adequate academic progress after a Full Academic Year of instruction.” was considered and approved.

Also amended and approved:

**Page 2 of GCO:** The ~~Superintendent~~ Director of Instructional Services will recommend qualified evaluators to the Board prior to naming evaluators.

**Page 4 of GCO:** The ~~Superintendent~~ Director of Instructional Services is authorized to issue preliminary notices of inadequacy of classroom performance prior to Governing Board approval. The ~~Superintendent~~ Director of Instructional Services, in consultation with the principal or supervisor of the classroom teacher, will consider any mitigating circumstances before issuing such notices to a classroom teacher who is new to the profession or who was recently reassigned to a new grade level or content area. The Board will be notified within ten (10) school days of such issuance.

A teacher whose evaluation is used as a criterion for establishing compensation and who disagrees with the evaluation may make a written appeal. The teacher shall have the burden of proof in the appeal. The appeal shall ~~go to the Superintendent~~ be designated by the Governing Board.

**Evaluation of Principals, other Administrators and Psychologists**

The Board authorizes the ~~Superintendent~~ Director of Instructional Services to establish a system for the evaluation of principals, other administrators, and certificated school psychologists. Advice will be sought from those to be evaluated in the development of the performance evaluation system for each of these employee classifications.

**Page 5 of GCO: Evaluation of Other Administrators**

The format for the evaluation system for other administrators (other than the Superintendent) will be developed under the leadership of the ~~Superintendent~~ Director of Instructional Services , focusing on the responsibilities and outcomes which support the over-all instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

- 4. Consider and Approve IGA between YCESA and YASD for Data Warehousing.**  
The Data Warehousing IGA between YCESA and YASD was considered, Mr. Taylor is authorized be the signer and it was approved.
- 5. Consider and approve the YASD Annual Financial Report.**  
The YASD Annual Financial Report was considered and approved.
- 6. Consider and approve Summative Evaluation form.**  
Item #6 was removed from the Agenda.
- 7. Consider and approve revised job titles and duties for office staff.**  
The revised job title for the Registrar/Receptionist and revised job duties for the Registrar and the Office Assistant were discussed and approved.

#### **Item E. District Updates**

##### **1. Governing Board President – Superintendent Mr. Tim Carter**

No report was given.

##### **2. Director of Instruction – Mr. Jim Taylor**

###### **a. Discuss the content of a letter of direction and reprimand for a classified employee.**

The Content of the letter of direction and reprimand for a classified employee was discussed.

- October 16, 2013 the County Recorder's Office will be holding a Cookie Election for the students at Aspire.
- Mr. Taylor is concerned about the enrollment for the night session. He will re-evaluate the situation in December.
- Mr. Taylor is having Chino Valley hold one of their SPED students until they have his manifestation meeting.

##### **3. Enrollment this time last year: 122 Student ADM.**

**Current Enrollment:** 93 Student ADM.

#### **Item F. Closing of Meeting**

##### **1. Set Date and Time of next Governing Board meeting**

Special meeting: Tuesday, November 4, 2013 in the YCESA Judy Giffin Room, 2970 Centerpointe East Dr., Prescott, AZ 86301 at 10:00am

Regular Meeting: Thursday, November 14, 2013 at YASD at 3:00pm

##### **2. Adjournment**

The meeting was adjourned at 4:17 pm by Board President, Mr. Tim Carter.