



**Governing Board
Regular Public Meeting Minutes
September 8, 2016**

- I. **CALL TO ORDER:** The meeting was called to order by Mrs. Briceno, Board Member at 5:02 p.m.

Roll Call: Mrs. Nubia Briceno, and Mrs. Stacy Marchelli were in attendance. Mr. Delson Sunn was absent.

II. **ACTING PRESIDENT**

Motion by Mrs. Marchelli, seconded by Mrs. Briceno to nominate Mrs. Briceno as the acting President for the meeting. Vote was unanimous. Motion carried.

III. **ADOPTION OF AGENDA**

Motion by Mrs. Briceno, seconded by Mrs. Marchelli to adopt the agenda. Vote was unanimous. Motion carried.

IV. **PLEDGE OF ALLIGIANCE**

Administration Present:

Lorah Neville, Superintendent
Carrie Brandon, Director of Student Services
Norma Pacheco, Director of Human Resources
Susan O'Rielly, Executive Director of Business Services
Milton Collins, Principal, Dos Rios Elementary
Michael Welsh, Principal, Union Elementary
Robb Begazo, Network Administrator

V. **SUPERINTENDENT TOP HAPPENINGS**

Ms. Lorah Neville, Superintendent, presented the governing board with the top happenings around the district.

1. Students and staff at Dos Rios Elementary participated in an uplifting assembly last Friday from the *Be Kind People Project* which is a non-profit dedicated to providing students with comprehensive youth development programming that effectively uses a positive approach to social, emotional, and academic learning. Students and staff were fully engaged! Another highlight from Friday the 2nd was that no students reached Step 4!
2. Teachers from Hurley Ranch elementary were reminded this week that one element of focused instruction is establishing the purpose, ensuring that students are informed about what they are learning today and how they will be applying this knowledge today. Conveying the purpose of the lesson alerts students to expectations as it primes them for the content. There is a deep well of research backing up the fact that when the learning target is clear, the learner is more likely to successfully achieve it (Hattie, 2009; Wiliam, 2007).

3. This week at Union Elementary Mr. Welsh reviewed with teachers the expectations for 301 proposals as well as their Individual Annual Goals which are due Friday the 9th. Additionally, Day 3 of PLCs took place lead by Mr. Welsh with support from Mrs. Blaum that focused on helping teacher's structure lessons and pace instruction effectively to keep student learning on track across the grade level. They have been having wonderful conversations with lots of collaboration and affirmation of the hard work our teams are undertaking on behalf of Union students.

4. K12 Conference – Mentoring Program

On September 7 and 8, 2016 Adam Klingelhoets and Melanie Block attended the K12 conference in Tucson, Arizona. This conference is a part of the master teacher grant that we have with the Arizona K12 center. Through the work that we will complete this year a full review of the Mentoring program will be completed and adjusted to ensure that the work we are performing is helping our schools retain high quality teachers and increase student achievement. We look forward to establishing clear guidelines similar to our reading intervention system that will align directly with Union Elementary School Districts mission, vision and strategic steps to improve instruction.

Full Day PD, September 14, 2016 – Preparation

Union School District is in the process of developing our full day professional development. We are going to kick off with more of the vision work we started on Friday, August 5, 2016 working with all of the internal stakeholders. The remainder of the day will be working on our 3rd year of writing: we will have three separate writing sessions for our teachers 1) Responding to a prompt 2) Rubrics and Implementation 3) Writing Sample vs. Assessment. We will end our day working together in district grade level professional learning communities to learn how to access the district Professional Development Library, Provide Unit feedback as teachers determine needs, spend time lesson planning and finish with our annual Title I survey. We look forward to reporting how the developments go and what our next steps will be.

Professional Development on Demand

In order to better serve our teachers, our Technology department and Academic Services are in the process of developing a professional development site similar to our curriculum mapping site. This will allow our teachers to access the development within the system when they want to, on demand. Our goal is to serve our staff when they have time to view the modules or review as needed if the refresher is needed to proceed with the instructional support given. Please see the picture below for a snapshot of what our teachers will see then they access the buttons within outlook.

Curriculum Mapping Feedback – Teacher Feedback

Curriculum Council is working on explicit and specific questions that will enable teachers to respond and garner the best feedback possible. This feedback will be used to direct the work that our teachers perform in summer committees of reviewing the viable curriculum we provide our students. This is a great platform to learn about any deficits that we may need to investigate and provide more support to our instructional staff to best serve our students.

Evaluator Professional Development – Teacher Observation Rubric

On Friday, September 9, 2016 our qualified evaluators team worked with Mary Matheson to continue the work we started 2 years ago. This year our emphasis is inter-rater reliability using the evidence that the team created to support instruction for our students. We started with Domain I – Planning and Preparation as this is one of our shared commitments and will help our leaders best support our teachers through high quality instructional planning and preparation.

Student Support Services

Approximately 30 staff members district-wide will participate in Crisis Prevention and Intervention Training on September 14th. This training is essential to ensure safety of students and staff by providing them with positive strategies for handling difficult situations. The focus is on prevention using proven strategies for safely diffusing anxious, hostile or even violent behavior at the earliest possible stage.

VI. INFORMATION ONLY ITEMS

- A. Mrs. Carrie Brandon, Director of Student Service, presented General Education Intervention Team to the Governing Board.
- B. Mrs. Susan O’Rielly, Executive Director of Business Services, presented the Fiscal Year 2016 K-3 Annual Financial Report and the Fiscal Year 2017 K-3 Reading Expenditure Budget to the Governing Board.
- C. Mrs. Norma Pacheco, Director of Human Resources, and Mrs. Susan O’Rielly, Executive Director of Business Services, presented the Fair Labor Standard Act to the Governing Board.

VII. PUBLIC COMMENTS – No public comments.

VIII. ACTION ITEMS

1. Consent Agenda Items

Motion by Mrs. Marchelli, seconded by Mrs. Briceno to approve the consent items.

- A. Approval of Regular Public Meeting Minutes for August 11, 2016 and Special Public Meeting Minutes for August 25, 2016.
- B. Approval of Personnel Items as presented.
- C. Approval of Accounts Payable Vouchers
- D. Approval of Payroll Vouchers
- E. Approval of the Student Activities Transaction Report

Vote was unanimous. Motion carried.

2. New Business

- A. Motion by Mrs. Briceno, seconded by Mrs. Marchelli, to approve the first reading to revised Governing Board Policy GCCB, Professional/Support Staff/Personal/Emergency/Religious Leave. Vote was unanimous. Motion carried.
- B. Motion by Mrs. Marchelli, seconded by Mrs. Briceno to approve the Fiscal Year 2016 K-3 Annual Financial Report. Vote was unanimous. Motion carried.
- C. Motion by Mrs. Briceno, seconded by Mrs. Marchelli to approve the Fiscal Year 2017 K-3 Reading Expenditure Budget. Vote was unanimous. Motion carried.
- D. Motion by Mrs. Marchelli, seconded by Mrs. Briceno to approve the Fiscal Year 2016-2017 Revenue Budget. Vote was unanimous. Motion carried.
- E. Motion by Mrs. Briceno, seconded by Mrs. Marchelli to approve Cooperative Purchasing Agreement with Kyrene Elementary School District for Printing Services. Vote was unanimous. Motion carried.
- F. Motion by Mrs. Marchelli, seconded by Mrs. Briceno to approve new position and job description for the Special Education Teacher Supervisor. Vote was unanimous. Motion carried.

G. Motion by Mrs. Briceno, seconded by Mrs. Marchelli to approve the revision to the Certified Extra Duty Pay Schedule. Vote was unanimous. Motion carried.

H. Motion by Mrs. Marchelli, seconded by Mrs. Briceno to approve the revised Guest Teacher Salary Schedule for the 2016-2017 school year. Vote was unanimous. Motion carried.

IX. INFORMATION AND DISCUSSION ITEMS - None


X. FUTURE INFORMATION ITEMS

A. Requests for future agenda items.

B. Upcoming Board Presentations

XI. ADJOURNMENT

Motion by Mrs. Briceno, seconded by Mrs. Marchelli, to adjourn the Public Meeting at 5:39p.m. Vote was unanimous. Motion carried.



Mr. Delson Sunn, President of the Board

10/6/2016

Date