



Inspiring Hope and Empowering All Students To Courageously Pursue Their Goals and Dreams

**Governing Board
Emergency Meeting Minutes
April 09, 2020**

- I. **CALL TO ORDER MEETING:** Mr. Sunn, Governing Board President, at 5:06 p.m., called the meeting to order.
- II. **ROLL CALL:** Mr. Delson Sunn, and Mrs. Nubia Briceno were in attendance via conference call. Mrs. Susan Doucet was not in attendance.

Administration Present:

Kristine Morris, Superintendent

Ana M. Avalos, Director of Human Resources

Susan O’Rielly, Executive Director of Business Services

Jonathan Stewart, Dos Rios Principal

Matthew Haley, Network Administrator

Melanie Block, Director of Academic Services

Carrie Brandon, Director of Student Services

Michael Welsh, Union Principal

Dr. Randy Watkins- Hurley Ranch Principal

- III. **APPROVAL OF THE AGENDA**
Motion by Mrs. Briceno, seconded by Mr. Sunn to approve the agenda. Vote was unanimous. Motion carried. Aye: Mr. Sunn, Mrs. Briceno

- IV. **PLEDGE OF ALLEGIANCE**

- V. **APPROVAL OF THE CONSENT AGENDA**
Motion made by Mr. Sunn, seconded by Mrs. Briceno to approve the consent items. Vote was unanimous. Motion carried. Aye: Mr. Sunn, Mrs. Briceno

- A. Approval of Regular Meeting Minutes for February 06, 2020
- B. Approval of Personnel Consent List
- C. Approval of Accounts Payable Vouchers (2028, 2030, 2031)
- D. Approval of Accounts Payroll Vouchers (1017, 19-1018, 20-1019)
- E. Approval of Student Activity Transaction Report (balance as of February 10, 2020)
- F. Approval of Gifts and Donations
- G. Approval of Special Meeting Minutes for February 11, 2020
- H. Approval of Accounts Payable Vouchers (2032, 2033, 2034, 2035, 2036)
- I. Approval of Payroll Vouchers (21-1020, 22-1021, 23-1022)
- J. Approval of Student Activity Transaction Report (balance as of March 17, 2020)
- K. Approval of Emergency Meeting Minutes for March 17, 2020

- VI. **PRESENTATION FROM DISTRICT PERSONNEL**
- A. Superintendent Morris and Council Members, Ms. Block, Mrs. O’Rielly, Mrs. Brandon, and Mrs. Avalos provided an update and answered Board questions related to the following school closure activities.
 - **Remote Learning Opportunities**
 - Q. Mrs. Briceno asked how are we assisting the parents and students who are trying to log

in? How do the students get their passwords, or will they even need passwords? Is the mock calendar going out daily or weekly to our parents and students?

A. Ms. Melanie Block responded that there is a cheat sheet that will be going out on Monday with the packets. It provides screenshots on how they will log in. All the passwords are with their classroom teachers. We are asking that the teachers provide that to the students. The weekly schedule will be on the packet.

Q. Ms. Briceno asked how we will reach out to all the parents to make sure all the students are getting their packets? I know email works fair, but if we aren't reaching out about the packets, how are we going to know if all students have received them? How will we be able to do the online teaching?

A. Ms. Melanie Block responded this is something I have been monitoring the implementation and this is something I will need to loop back with. I am working strategically with the principals to monitor how the work is going with our students and who is picking it up. Ms. Kristine Morris added that on our website we have provided some information for families, as well as our Facebook page, SMORE, and traditional communication from principals. This provides information about log in and their homeroom teacher is responsible for reaching out to the families. Part of our framework requires teachers to be in contact with families twice a week. That would give our teachers the opportunity to find out if that packet has been going home and make arrangements with that family. Also, we have asked teachers to report to the site administrator if they have not been able to contact the family that week so we can figure out what may be going on. If we need to come up with a different service message, or do we need to provide additional supports.

Q. Ms. Briceno asked if it would be an option for teachers to provide an email of what the students needs to do daily? Can we implement this especially for 8th grade students who have multiple classes?

A. Ms. Block responded once you get into Teams they get the assignments, and they will get live lessons for an hour a day. They will always have a touch point with their homeroom teacher, not necessarily with all teachers daily.

Q. Mr. Sunn asked Ms. Block if he could call her after a couple of days to give her time to get a feel of how it's working and provide an opportunity to look at the feedback?

A. Ms. Block responded absolutely.

Q. Mr. Sunn asked if we counted students absent who aren't attending these classes?

A. Ms. Block responded no. We will be asking site administrators to contact families to find out what may be going on, or why we can't make contact with them. We are hoping to support the families and connect with our students first. We are trying to problem solve with the students as we navigate the online features.

Q. Mr. Sunn asked if the student is online and attending class but doesn't log on attend is it considered an absence?

A. Ms. Block responded we are not taking enrollment in terms of absence attendance information. We are monitoring the impact of the classrooms and will start addressing our next steps.

Q. Mr. Sunn asked what we are doing to support families that don't have laptops or internet access?

A. Ms. Block responded that we are checking out laptops to families. They have to sign off and return them at the end of the school year. We do have 12 families that do not have internet access and are looking at the hot spot feature on their cell phone to see if they can access it and use it effectively.

• **Students with Special Needs**

Q. Mrs. Briceno asked if we are doing audio or recording for the packets that go out? Are we accommodating those that do have an IEP?

A. Mrs. Carrie Brandon responded yes. General education teachers were given the accommodations so they could start to use that to inform what they were sending in the packet. Teachers are picking different modalities to assist the special education students. The special education teachers are providing additional support for specific assignments when they were working with the general education teams. They are also offering office

hours to the families and students so that anyone who needed direct support with the packets they could reach out to them during the day. Moving forward there will be a much more robust system of how everyone can access support. The general education teachers, special education and related services staff will have office hours established and communicated to students and parents.

Q. Mr. Sunn asked if the federal and state are lowering their guidelines to accommodate schools during this time?

A. Mrs. Carrie Brandon responded that the federal government has not changed any of their requirements under IDEA. That is the guidance that the state is seeking right now. The state cannot formally change anything without the federal government changing things.

- **Facilities and Maintenance**

Q. Mr. Sunn asked if we are using someone with the district or the Phoenix PD to look at the equipment and the campuses?

A. Mrs. Susan O'Rielly responded that we are using the district staff to walk through the sites twice a week. We have not hired additional security. The alarm systems are still on so Phoenix PD would respond if an alarm went off.

- **Food and Nutrition**

- **Employee Responsibilities**

Q. Mrs. Briceno asked how is it all affecting the HR department?

A. Mrs. Ana Avalos responded we are using reliable sources to gather information. We are working with our attorneys, ASBA, and reliable sources. We have already adapted to doing telephone screeners prior to this so this is not a change. We are moving towards virtual interviews and job fairs which is a shift.

Q. Mrs. Briceno asked if we will continue to get applicants or if teachers or people in the education field are getting scared and do not want to continue doing education?

A. Mrs. Ana Avalos responded that we are blessed being in education. With the Governor and our legislature, they passed rules to allow us to get paid, which is huge. There are parameters for us to follow. In speaking with some candidates there is some fear and some express fear, but I feel most of us have a little fear.

Q. Mr. Sunn asked do you have a plan that you are working on from the time that we closed till this point regarding teacher evaluation and pay for performance.

A. Ms. Ana Avalos responded yes. We are looking to see what fits best with our existing policy, while honoring the work our employees have put forward thus far, while being flexible and understanding since the school closure as best we can. Ms. Kristine Morris did add that we are seeking guidance from legal counsel, ASBA, ASA, ADE, State board of ED and Department of Ed how to best handle teacher evaluation and pay for performance. Ms. Block and I are working together to create a memo with background knowledge and things we are considering, which you will receive in the next few weeks. We do anticipate bringing a recommendation at the next board meeting.

B. Mrs. Susan O'Rielly gave a presentation on the Fiscal Year 2019-2020 District Expenditure Budget, Revision #1.

Q. Ms. Briceno asked if there has been any impact with the closure regarding food or transportation? Transportation especially, because a lot of our money goes to transportation.

A. Mrs. Susan O'Rielly responded that some expenditures will reflect some unusual reductions versus previous years. Because I am bringing this in April, I didn't make a lot of changes and just left the budget where it would need to begin next year. Food service will be a whole new thing because they are paid by meal. Their revenue and expenditures both will be down this school year. Even though we are doing the 5 meals once a week, and serving students, we might not be serving students that are ours. We haven't even analyzed that. The Annual Financial Report will come out in October, this is where we will see what the adopted budget was and what the expenditures will be.

Q. Mr. Sunn asked how the closure has affected our budget? Will the money that is not being used be able to be moved to another line item that needs it?

A. Mrs. Susan O’Rielly responded no. You don’t use M&O to support food, I believe food will be fine. You could do a 1 time expenditure but you don’t want to commit to ongoing expenditures. In October, we could do a study session and go into the Annual Financial Report in more in depth. Ms. Morris responded that the federal government is authorizing some additional funds and we haven’t heard how to access them or how we can use it. We may be able to repurpose some of those funds to assist.

C. Mrs. Susan O’Rielly presented on the Conflict of Interest.

VII. ACTION ITEMS

A. Motion by Mrs. Briceno, seconded by Mr. Sunn to approve the suspension of policies BEDB and BEDH due to restrictions on public attendance at this meeting. Vote was unanimous. Motion carried. Aye: Mr. Sunn, Mrs. Briceno

Q. Mrs. Briceno asked if the public wanted to send in their concerns could they?

A. Ms. Kristine Morris responded yes.

B. Motion by Mr. Sunn, seconded by Mrs. Briceno to approve the Fiscal Year 2019-2020 District Expenditure Budget, Revision #1. Vote was unanimous. Motion carried. Aye: Mr. Sunn, Mrs. Briceno

VIII. FUTURE MEETING ITEMS

1. May 14, 2020 – Teacher of the Year Winners
2. May 14, 2020 – Ms. Kristine Morris would like to add teacher evaluation and pay for performance to the next Governing Board meeting.

IX. ADJOURNMENT

Motion by Mr. Sunn, seconded by Mrs. Briceno, to adjourn the meeting at 6:10 p.m. Vote was unanimous. Motion carried. Aye: Mr. Sunn, Mrs. Briceno

Mr. Delson Sunn, President of the Board

Date