

Vail School District
Vail, Arizona
Site Council
Vail High School

AGENDA
Organizational Meeting
Thursday, September 4, 2008
In the Vail High School Conference Room

Organizational Meeting

1. Call to Order
2. Introduction of New Council Members
3. Determination of Terms
4. Election of President of the Site Council
5. Election of Clerk of the Site Council
6. Establishment of Dates, Times and Places for Meetings
7. Adjournment

VAIL SCHOOL DISTRICT
Vail, Arizona

Site Council
Vail High School

ANNOTATED AGENDA
For the Organizational Meeting
Of the Vail Site Council
September 4, 2008

I. CALL TO ORDER

Mr. Barger, presiding for Vail High School Site Council, calls the meeting to order in accordance with A.R.S. 15-321.

II. ELECTION OF CHAIR

Mr. Barger opens the nominations for the office of chair.

Suggested wording and options:

1. I nominate _____ for the office of chair
Of the Vail High School Site Council (no second required).
2. I move the nominations be closed. (A second is required (call to vote).
3. I move _____ be elected chair of the
Vail High School Site Council. (A second is required (call for vote).
The new chair presides over the remainder of the organizational
meeting.

III. ELECTION OF CLERK

New chair opens the nominations for the office of clerk

Suggested wording and options:

1. I nominate _____ for the office of clerk
of the Vail High School Site Council (no second required).
2. I move the nominations be closed. (A second is required (call to vote).
3. I move _____ be elected clerk of the
Vail High School Site Council. (A second is required (call for vote).



AGENDA
Regular Meeting
Thursday, September 4, 2008
In the Vail High School Conference Room

Regular Meeting

1. **Call to Order** *4:20 pm*
- A. Pledge of Allegiance
 - B. Approval of Minutes
 - C. Reports
 - * Member Reports
 - * Administrative Reports

D. Call to the Public

Consideration and discussion of comments and concerns from the public. Those wishing to address the council as a result of public comment will be limited to the Chairperson directing members to study the matter or rescheduling the matter for future consideration or decision at a later date. Public comments are limited to 3 minutes. (Acknowledgement of Public Requests to Speak) The Council desires viewpoints of Parents/Staff/Students and considers the responsible presentation of the viewpoints to be viable to the efficient operation of the school. Any individual desiring to address the council shall inform the Council at this time. Comments and questions may deal only with topics on the agenda of the meeting.

E. Recognitions

Staff, Students, and/or members of the community may be recognized at this time. Special announcements may be presented at this time.

2. **Consent Agenda**

ACTION

All items listed below are consent matters and will be considered by one motion at this time. There will be no discussion of consent items. Any council member may remove an item from the consent agenda by request. All items not accepted and approved, as part of the consent agenda will be considered individually.

Field trip Requests

3. **Old Business**

- A. Site Council Responsibilities
- B. Enrollment Summary
- C. Staffing
- D. VHS Relocation Update

*Keep No Piercing ?
~~Allow Piercing~~ ?
Revisit*

INFORM
INFORM
INFORM
INFORM

4. **New Business**

- A. Graduation
- B. Piercing Appeal
- C. 2008-2009 301 Goals
- D. 2008-2009 301 Goals
- E. Vail Cares Incentive \$
- F. Future Meeting Dates

Tabled - meet w/ Seniors then make my decision Not back to Site Council

ACTION
STUDY
STUDY
ACTION
ACTION
ACTION

5. **Adjournment**

ACTION

*Think 4:00
Would like to see no gang in '09-10*



ANNOTATED AGENDA
Thursday, September 4, 2008
In the Vail High School Conference Room

Regular Meeting

1. Call to Order

- A. Pledge of Allegiance
- B. Approval of Minutes
- C. Reports
 - *Member Reports
 - *Administrative Report
- D. Call to the Public
- E. Recognitions

2. Consent Agenda

ACTION

Background:

All items attached are consent matters and should be considered by one motion at this time. There will be no discussion of consent items. Any Site council member may remove an item from the consent agenda by request. All items not accepted and approved, as part of the consent agenda will be considered individually.

Recommendation: For council to approve the consent agenda as presented.

3. Old Business

A. Site Council Responsibilities

STUDY

Background:

Mr. Barger will present the council a packet for Site Council Responsibilities.

Recommendation:

None at this time: Information item.

B. Enrollment Summary

INFORM

Background:

Mr. Barger will present the council an update on student enrollment.

Recommendation:

None at this time: Information and discussion item.

C. Staffing

INFORM

Background:

Mr. Barger will update the council on all staffing changes made for the 2008-2009 school year.

Recommendation:

None at this time: Information and discussion item.

D. VHS Relocation Update

INFORM

Background:

Mr. Barger will present to the council an update on the relocation of VIIS.

Recommendation:

None at this time: Information and discussion item.

4. New Business

A. Graduation

ACTION

Background:

Mr. Barger will present the council with a selected time, date and location for graduation.

Recommendation:

Council to approve date, time and location as presented.

B. Piercing Appeal

STUDY

Background:

Mr. Barger will present a brief history of facial piercing at VIIS to give the site council a clear perspective.

Recommendation:

The council provide a clear direction to the administration on how to address piercing.

C. 2008-2009 301 Goals

STUDY

Background:

Mr. Barger will update the council on 301 goals for the 2008-2009 school year.

Recommendation:

None at this time: For council study

D. 2008-2009 301 Goals

ACTION

Background:

Following the study Mr. Barger will present 4 goals for approval to the site council.

Recommendation:

The site council approves the four 301 goals for the 2008-2009 school year as presented.

E. Vail Cares Incentive S

ACTION

Background:

Mr. Barger will explain the Vail Cares Grant process and expense as decided by the Core Team.

Recommendation:

Site Council to approve purchases as presented.

F. Future Meeting Dates

ACTION

Background:

Mr. Barger will open a discussion for setting dates for site council meetings for the 08-09 school year.

Recommendation:

Site Council approve dates as presented.

5. Adjournment

ACTION

**OLD
BUSINESS**

VAIL SCHOOL DISTRICT NO. 20
Advisory School Site Council

BYLAWS

Note: The Vail School District Governing Board has the legal authority to govern the operations of the schools in the District. It is the philosophy of the District that the District's schools belong to, and are the responsibility of, their respective communities. As such, the Governing Board has created school councils to provide parents and community members of each school site the opportunity to provide input into the decision-making process.

It is also the philosophy of the District that school employees are valued, informed participants in the operation of the District's schools. As such, they are given representation on each school council.

ARTICLE I
Role of Council

The School Site Council serves in an advisory capacity to the principal at each school site. The principal will seek formal or informal advice from the Council on a variety of issues.

Formal action will require an official, recorded vote. Typically, each action or vote will be preceded by discussion and a formal recommendation from the principal. Issues requiring formal action of the Council are as follows:

- annual goals for the school
- student discipline rules and procedures
- student and parent handbooks
- local education enrichment plans
- student field trips
- council meeting times and formats
- annual school budget
- select school photographer

The principal may also seek informal, or formal, advice from the Council on other issues. These issues may include, but not be limited to, the following:

- selection and scheduling of school activities
- curriculum
- selection of employees
- recognition of students and employees
- communication with parents and the community
- school calendar
- master schedules
- local in-services for staff
- special programs and activities
- fundraising activities
- parent satisfaction survey

The principal is not bound by any action of the Council.

If an administrative vacancy occurs at the school, the superintendent will seek input from Council members on the filling of that vacancy.

Council members may be called upon to serve as members of district-level advisory committees.

ARTICLE II Members

Section 1 - Size and Composition

The School Site Council shall be composed of up to eight members consisting of two full-time teachers selected by teachers at the school, one classified school staff member selected by classified employees at the school, two (2) parents of students enrolled in the school and two (2) community members who reside within the attendance boundaries of the school who are selected by parents and community members served by the school and shall at the high school level include one student selected by students registered to attend the school. The principal of the school shall serve as an ex-official member of the council.

Council members filling a parent seat must have a (a) student in attendance at that school (b) be at least 18 years of age, and (c) not be employed by the District in the school of proposed membership. Community members of the council (a) must reside in the attendance area of the school representing and (b) must not be an employee of the school district. Council members filling a parent or community member seat must not be (a) a member of the District's governing board; (b) an immediate family member of a governing board member and (c) no more than one member of an immediate family may serve on a site council.

Section 2 - Term of Office

All members of the council shall serve for two-year terms. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms.

Section 3 - Elections

Parents and community members will be elected on an annual basis at a public meeting. Notice of the meeting will be posted and provided to parents of all students served by the school. The meeting will be held in conjunction with a widely attended school event. Nominations will be accepted from the floor. The principal and one member of the council will count the ballots.

Members representing teachers, classified staff and students will be elected on an annual basis. Nominations will be solicited from each group and paper ballots will be distributed to each respective group. The principal and one member of the council will count the ballots.

Selection will be based on the most votes gathered by qualified candidates. Run-offs or a second ballot will only be utilized in the case of a tie. The Vail Governing Board will serve as the final authority on any election disputes.

Section 4 - Voting Rights

Each member shall be entitled to cast a vote on each matter submitted to the council. Absentee ballots shall not be permitted. The principal shall not have voting rights.

Section 5 - Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the District. Membership shall automatically terminate for any member who has an unexcused absence for two consecutive meetings. The council, with an affirmative vote of two-thirds of all of the members, can suspend or expel a member. Notification of action of suspend or expel a member shall be submitted to the governing board.

Section 6 - Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 7 - Resignation

Any member may resign by filing a written notice with the local school district governing board.

Section 8 - Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the governing board. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

Section 9 - Responsibilities

Council members will abide by the "Advisory School Council Code of Ethics." Council members will attend annual training and participate in a Council self-evaluation process.

ARTICLE III Officers

Section 1 - Officers

The officers of the School Site Council shall be a chairperson and a clerk.

Section 2 - Election and Term of Office

The School Site Council shall elect its officers on an annual basis. The chairperson shall be selected from the parent or community members of the council.

Section 3 - Removal From Office

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4 - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 - Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time. The chairperson shall with the principal develop the agenda for council meetings.

Section 6 - Clerk

The duties of the clerk shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the clerk shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

ARTICLE IV Meetings of the School Site Council

Section 1 - Regular Meetings

The School Site Council shall meet regularly every month during the school year.

Section 2 - Special Meetings

Special meetings may be called by the chairperson or the principal.

Section 3 - Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility readily accessible by all members of the public.

Section 4 - Notice of Meetings

Public notice shall be given of regular meetings at least 24 hours in advance of the meetings. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meetings; and shall be delivered either personally or by mail to each member not less than twenty-four hours or more than two weeks prior to the date of such meetings.

Section 5 - Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 - Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council.

Section 7 - Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 - Meetings Open to the Public

All regular and special meetings of the School Site Council shall be open at all times to the public.

ACTION ITEM
Typical Protocol

Chair of the Council:

“The next item on the agenda is _____ (says name of agenda item).” “Mr./Ms. _____ (says principal’s name).”

Principal:

Explains background material and says, “The administration recommends that the _____ (name of school) Site Council approve _____ (read the recommendation from the background material)”

Chair (optional):

“Is there a motion?”

ANY site council member (BEFORE any discussion occurs):

“I move _____ (states motion – either the principal’s recommendation or something else).

or simply says:

“I so move.” (in response to principal’s recommendation)

ANY site council member:

“I second the motion.”

Chair (optional) if no one asks to speak:

“Is there any discussion?”

(Discussion may occur. Everyone should be recognized by the chair before speaking. Generally the chair seeks input from members before giving his/her opinion.)

Chair (when discussion lags):

“Is there any more discussion? (pauses) If not, we’ll vote.”

“All those in favor indicate by saying ‘aye.’”

“All those opposed, same sign.”

“Motion carries.”

or

“Motion fails.”

STUDY or INFORMATION ITEM
Typical Protocol

Chair of the Council:

“The next item on the agenda is _____ (says name of agenda item).” “Mr. /Ms. _____ (says principal’s name).”

Principal:

Explains background material and says, “I would be glad to respond to any questions and would like to hear input from council members.”

Chair (optional):

“Are there any questions or comments?”

(Discussion may occur. Everyone should be recognized by the chair before speaking. Generally the chair seeks input from members before giving his/her opinion.)

Chair (when discussion lags):

“Is there any more discussion? (pauses) If not, we’ll move on to the next agenda item.”

Functions

- Absentee Report
- Daily Budget
- Enrollment Summary
- Master Schedule
- PowerLink
- Reports
- Special Functions
- Teacher Schedules

Setup

- Personnel
- Lower School
- School
- Staff
- System
- Dashboard

Enrollment Summary

as of 9/4/2008 (A)
Vail High School

Grade Level	TOTAL IN GRADE	Asian or Pacific Islander	Black or African-American	Hispanic or Latino	American Indian	White (Not Hispanic)	Unclassified
9	20 / 20	0 / 1	1 / 1	3 / 4	0 / 0	16 / 17	0 / 0
10	26 / 26	1 / 1	1 / 1	3 / 4	0 / 0	21 / 21	0 / 0
11	25 / 25	1 / 1	1 / 1	6 / 6	0 / 0	17 / 17	0 / 0
12	18 / 18	0 / 3	1 / 1	2 / 2	0 / 3	15 / 9	0 / 0
TOTAL	89 / 89	2 / 6	4 / 4	14 / 11	0 / 0	69 / 50	0 / 0

New Staff Members:

- 1/5 Bill Baggesen – Calculus
- ✓ Donna Misciagna – Algebra, Geometry
- 2/5 Arlo Ogden: Government
- 5/5 Larry Rice – Computers, Engineering, Physics
- 3/5 Chris Still – Jr. / Sr. & Elective English
- ✓ Misty Warren – Special Education

n/5

**NEW
BUSINESS**

Item A: Graduation for the class of 2009.

The VSD likes to offer its four high school graduations on different nights so that they do not compete with each other. Since there are no boundaries within our district it is not uncommon for good friends to attend multiple schools, and therefore wish to attend multiple graduations. To that end, VHS graduation has been slated for Tuesday, May 19th, 2009.

I would like the council to approve that the ceremony begin at 6:30 pm. And that the location of the commencement ceremony be moved to the brand new district auditorium located on the campus of Empire High School.

Recommendation that the VHS Site Council approve the graduation ceremony for the class of 2009 be held at 6:30 pm on May 19, 2009 at the VSD Auditorium.

Item B: Piercing Appeal.

A student petition has been submitted to me stating “school should allow any piercings!!” 80 signatures were collected which represents approximately 55% of the student population. Currently the code of conduct reads, “Earrings and studs and other piercing jewelry may be worn only in the ear and the number may not be excessive.”

An unusual circumstance presented itself during the 07-08 school year, which opened the proverbial Pandora’s Box on the issue.

Recommendation that the site council provide clear direction on this issue to the administration for the 2008-2009 school year.


Item E: Vail Cares Incentives

VHS currently has about \$2,300 dollars to spend. The core team has met and decided to spend its money in the following manor:

Tug-o-war rope for field day	\$160.00
T-Shirts for all students/staff (200)	\$742.70
Pizza Lunches for Top Dog	\$184.00
Gift cards for Top Dog Prizes	\$1,200.00

Recommendation that the site council approve the expenditures as presented.

PROPOSED
Vail High School 301 goals 2008-2009

1. 100% of certified staff will visit 3 other teacher's classrooms per semester and conduct a minimum of 30 minute observations. One of these visits should be at a school other than VHS. Teachers will fill out an observation form and submit them to the principal.
2. Certified staff will attend a minimum of six extra curricular events per year. Teachers will submit a log of attended events. At least two event must be non-athletic. Staff may not attend more than three events for which they are already receiving a stipend in order to meet this goal. (Number of events may be pro-rated for part-time staff members).
3. Six times a semester certified staff will sit with students during lunch. The purpose of the lunch will be to get to know students better and give students a chance to talk with teachers in a less formal setting than the classroom. Staff will submit a log of which days they sat with students and the name of the students at the table. 
4. All certified staff will make homework and other assignment information available to parents through group emails or by using the school website to post information under their specific courses on a weekly basis.

FIELD TRIP TRANSPORTATION REQUEST

Requests must be received in the Transportation Office at least 2 weeks prior to trip date. Non A.I.A. Field trips are only scheduled from 9:00 A.M. to 1:30 P.M.
Eating/drinking on the bus is prohibited.

Teacher/ Sponsor Please Complete the Information Below

Pick-up location/school Vail High School Date 9/18/08
 Teacher/Sponsor Miscagna Grade 9/10 # of Passengers 7
 Telephone # 879-1930 Number of Wheelchair Restraints if Needed —
 Destination Pima Community College Mathematics Competition * Traveling w/ Empire HS - ^{bus} arrangements made
 Address PCC - Downtown Campus 1255 N. Stone Ave.
 Purpose of Trip To compete in the PCC Mathematics Competition open to Freshman & Sophomores
 Lunch provided at site

Date of Trip 10/24/08
 Departure Time 8:00
 Arrival Time 8:30-9:00
 Return to Bus Time 1:00
 Return to School Time 1:30

Driver Use Only	
Ending Mileage	_____
Beginning Mileage	_____
Total Miles	_____
Vehicle #	_____
# of Hours	_____
Driver Signature	_____

Trip Approval Receipt

Teacher / Sponsor	
Complete this section for prompt reply	
School	<u>VHS</u>
Teacher	<u>Miscagna</u>
Date of Trip	<u>10/24/08</u>
Destination	<u>PCC - Downtown</u>
Departure/Return Time	<u>8:00-1:30</u>

School Administrator complete this Section	
Administrator Approval	Date _____
Signature	_____
Site Council Approval	Date _____
Transportation Approval	Date _____
Signature	_____

* Schools should allow only preferences!

* PLEASE SIGN *

- | | | |
|------------------------------|-------------------------------|-------------------------------|
| ① Justin Pester | ⑦④ Justin Anderson | ⑤② X John Hill |
| ② Justin Pester | ②⑧ Justin Anderson | ⑤③ Justin Anderson |
| ③ Kellen Romero | ②⑨ KEEGAN M. | ⑤④ X 40 |
| ④ Hailey Fisher | ③⑩ NICOLE V | ⑤⑤ Wool |
| ⑤ Justin Pester | ③① Maritza | ⑤⑥ Nathan |
| ⑥ Jim Snyder | ③② Jerry Blaine | ⑤⑦ becarda Starnord |
| ⑦ Justin Pester | ③③ Kelda O | ⑤⑧ Justin Anderson |
| ⑧ Andrew Keene | ③④ Jerry Roche | ⑤⑨ Justin Anderson |
| ⑨ Justin Pester | ③⑤ Justin Anderson | ⑥⑩ Simon Stone |
| ⑩ Patricia Kalling | ③⑥ Samuel Anders | ⑥① Becca Scrima |
| ⑪ RONI ANDERSON | ③⑦ Justin Anderson | ⑥② Sarah Springs |
| ⑫ Victoria Fadel | ③⑧ Justin Anderson | ⑥③ Justin Anderson |
| ⑬ Morgan Northcutt | ③⑨ Justin Anderson | ⑥④ Devon Gage |
| ⑭ Kyle Sullivan | ④⑩ Justin Anderson | ⑥⑤ Justin Anderson |
| ⑮ Nesna Patei | ④① TAYLOR T. II | ⑥⑥ Justin Anderson |
| ⑯ Courtney Colio | ④② Chris Brown | ⑥⑦ Philip Ritchie |
| ⑰ Justin Anderson | ④③ Aaron Waters | ⑥⑧ Carol Miranda |
| ⑱ Jessica Boettger | ④④ Nick Blake | ⑥⑨ Taylor Gray |
| ⑲ Savannah Jones | ④⑤ Anthony Machari | ⑦⑩ Justin Anderson |
| ⑳ Mike Simpson | ④⑥ Kyle Coogray | ⑦① Justin Anderson |
| ㉑ Elle Rembold | ④⑦ Justin Anderson | ⑦② Justin Anderson |
| ㉒ Elishia K. Morse | ④⑧ Alexis Morse | ⑦③ Justin Anderson |
| ㉓ AT WATCH | ④⑨ Justin Anderson | ⑦④ Justin Anderson |
| ㉔ Justin Anderson | ⑤⑩ Justin Anderson | ⑦⑤ Justin Anderson |
| ㉕ Justin Anderson | ⑤① Justin Anderson | ⑦⑥ Justin Anderson |
| ㉖ Justin Anderson | | ⑦⑦ Justin Anderson |

78. *Lyman*

79. Natc Sucker

80. *John*

N. ...

MINUTES