

University High School Council

Minutes 2018-2019

Meeting Date: 9/11/18

Meeting Location: RUHS Library

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|-----------------|-------------------|-----------------|---------------------|------------------|
| Members present | Administration | Faculty | Students | Parents |
| | Amy Cislak | Jeff Marchant | Julian Barraza | Andrea Evans |
| | Joel Bacalia | Ann Mitchell | Iselle Barrios | Barbara Hughes |
| | Andrea Evans | Mike Schmidt | Lauren Benz | Martha Lee |
| | | Leiba Schuneman | Enrique Castillon | Mary Palacio-Hum |
| | Staff | Hannah Sinclair | Derek "Brock" Lyons | Karen Peters |
| | Martina Kimball | Matt Ulrich | Anissa Meza | Paul Todd |
| | | | Andy Pendleton | Bill Tong |
| | Community Members | | Alexys Rodgers | Lea Standridge |
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| Members absent | Faculty | Parents | Community Members | |
| | Kerry Balzer | Youngerman | Kevin Gebert | |
| | Chelsea Smith | | Kris Tully | |
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- I. The meeting was called to order at 3:34 pm by Chair Mike Schmidt.
- II. Approval of the Agenda
 - a. Motion to approve.
 - i. Standridge ii. Peters - Approved by unanimous consent.
- III. Approval of the August 14, 2018 Minutes
 - a. Motion to approve.
 - i. Schuneman ii. Peters
 - b. Revision requested for Item VI. a. i. – Finance subcommittee introductions – Brock Lyons is a member; add his name to the list.
 - c. Approved with edit by unanimous consent.
- IV. Call to the Audience
 - a. One individual observed the meeting.
 - b. No audience members spoke at Call to the Audience.
- V. Discussion and Action Items
 - a. Budget Request: RUHS Band Trip
 - i. Chair Schmidt said that since Treasurer Youngerman was not present, this item might need to be postponed, with some discussion and explanation. Youngerman filled Schmidt in on a few points to share with the Council.

- ii. The Finance Subcommittee is considering setting a minimum designated amount to maintain in the tax credit account.
- iii. There is currently around \$13,000 in the tax credit account, which is the account the Finance Subcommittee oversees and about which it makes recommendations for the School Council to vote on granting requests for funds. The amount mentioned is not official; a financial report at the October School Council meeting will provide details.
- iv. The Finance Subcommittee's overall concern is that we have seen decreasing undesignated tax credits, so money that the School Council can allocate has diminished. The Subcommittee is considering a floor amount to retain in the account. The floor would correspond (or be above) the amount needed for stipends so that extra activity stipends can continue to be paid from this source.
- v. Stage Crew: Kimball pointed out that the current budget does not include funds to pay the Stage Crew sponsor. Cislak explained that the Stage Crew sponsor is paid hourly with some funds from the UHS Management and Operations (M&O) budget and some funds from room reservation fees. In a money-saving change this year, teachers using facilities will be asked to supervise Stage Crew members at those events. The Stage Crew sponsor will be paid for club meeting time and for certain special events.
- vi. Eligibility for Tax Credits: Cislak, Schmidt, and Marchant explained that any club at UHS can apply for the right to accept tax credits. It is an application process, and there are some guidelines about what you can do with the tax credit funds. For example, tax credit money cannot buy food. Some clubs elect to not apply to use tax credits.
- vii. Long-term situation: Schuneman pointed out that stipends used to be paid from other sources, which dried up. Will tax credits dry up, and should we be considering other sources to replace them? Cislak explained that more tax credits will come in at the end of the calendar year. However, it is true that undesignated tax credits are decreasing as the credits can be used to pay individual students' expenses, such as Advanced Placement test fees. Also, UHS has more club sponsor stipends than most high schools in TUSD.
- viii. Fundraising: Hughes asked if club participants can be more assertive in fundraising tax credits. Cislak gave the example from her softball coaching days of asking each student-athlete to bring in a set amount of tax credits.
- ix. Guidelines: Kimball asked for the School Council to give the Finance Subcommittee guidelines on giving parameters. Cislak encouraged the Finance Subcommittee to develop its own guidelines and bring them to the Council for discussion and approval.
- x. Castillon: The Finance Subcommittee has discussed what will happen if the members need to choose between funding stipends and new grant requests. The members decided they would fund the stipends, and they want to communicate that at this point the stipends are their priority.

- xi. Hughes: It would be helpful for Finance Subcommittee to look over several years – Is there anything else, over the last five years, depending on funds from the School Council?
 - xii. Tong asked about UHS's share of revenues from civic rentals. Cislak explained that very little money is left after reservation fees are shared between TUSD, UHS, and Rincon High School. Funds are so tight that sometimes UHS doesn't charge a fee in exchange for the user providing toilet paper for the event.
- b. More on Budget Request: RUHS Band Trip
- i. Motion to postpone action until the October 2018 School Council meeting.
 - 1. Castillon 2. Lyons
 - ii. Discussion: Is the decision time sensitive? How much money is needed? The RUHS Band is requesting \$6,000 out of \$25,000 needed for a trip that will take place in December. Chair Schmidt pointed out the Finance Committee will have more budget information by the time of the Council's October meeting.
 - iii. The motion passed with unanimous voice consent.
- c. Action Item: Creation of Policy Revision Subcommittee
- i. Schmidt: This was a discussion item from the August meeting. A vote is required to set up the subcommittee.
 - ii. Cislak: Policy review is moving through the Instructional Council (IC). The IC has dealt with about 50 policies that are easy to edit or discard. The IC would like for a subcommittee to check its suggestions of how to deal with policy changes.
 - iii. Motion to create the UHS Policy Revision Subcommittee.
 - 1. Peters 2. Standridge
 - iv. Discussion: Is this a short-term committee? Does it meet regularly or as needed? Can it "manage" policy as well as "revise" it? Should certain positions or roles be required as members on the subcommittee?
 - v. After discussion, consensus was reached on the following:
 - 1. The subcommittee should meet at least annually with other meetings as requested by UHS Administration or the IC.
 - 2. The subcommittee should be shared by a UHS administrator.
 - 3. Faculty, parents, and students should be represented on the subcommittee. There should be at least two faculty—one at-large representative and one faculty member who is on the IC. Staff and community/alumni may be on the subcommittee. Members of the subcommittee need not be members of the School Council.
 - 4. "Revising" policy is akin to managing policy, so the name Policy Revision Subcommittee is appropriate.
 - 5. Bacalia will write up the policy to be approved to create the subcommittee.
 - vi. The motion passed with unanimous voice consent.
- d. Discussion Item: Policy Revision Procedure

- i. The discussion of procedure was covered in the previous item. Revision of policy will by the new subcommittee will begin next month.
 - e. Discussion Item: Update on Communications Plan; Webpage and emails
 - i. Chair Schmidt announced that the UHS website will soon have a new Webmaster, who will help the School Council move its website to be connected to the UHS website (and TUSD servers), which will provide enough data storage for recordings of meetings to be posted.
 - ii. The new Webmaster will create the email addresses for stakeholder representatives, as discussed in the August 2018 meeting.
- VI. Committee & Misc. Reports
- a. Principal's Report - Cislak
 - i. Parent/Teacher conferences will take place on Sept. 13th late afternoon.
 - ii. UHS has a half day on Friday, Sept. 14. Seniors will visit the University of Arizona Honors College.
 - iii. Juniors will participate in Penguin Pathways, an event focused on preparation for college and career, which is organized this year by College and Career Readiness Coordinator Megan Brown.
 - iv. Sophomores will participate in Penguin Pathways through activities in their English and Chemistry classes.
 - v. Homecoming Dance is on Saturday, September 15, 2018.
 - vi. The Homecoming football game is on Friday, September 21, 2018.
 - vii. The outdoor assembly this Friday is optional for students, who may stay in classrooms to study if they do not attend the assembly.
 - viii. The RUHS Jazz Band has been invited to The Midwest Clinic: International Band and Orchestra Conference in Chicago in December 2018. This is a huge honor!
 - b. Tax Credit & Budget Committee Report -
 - i. Covered earlier in the meeting.
 - c. Recruitment & Retention Committee – Evans
 - i. The UHS administrators and Learning Support Coordinator Carmen Hernandez are hosting 4 regional 8th grade qualifier events this fall.
 - d. Instructional Council – Schuneman
 - i. We discussed the 50 parking passes, 25 for UHS and 25 for RHS that have been made available, issued to zero-hour students. Found out that Campus Cleanup is cancelled, due to both schools' student councils having conflicts. The PSAT will be administered on October 24, 2018. Reviewed UHS policies (as mentioned earlier in this meeting).
 - e. UHS Foundation & Alumni Association
 - i. No report was given.
 - f. UHS Parents' Association – Palacio-Hum
 - i. Peters reported on the 8-9-2018 UHSPA August meeting at the 8-14-2018 School Council meeting.
 - ii. Meetings take place on 2nd or 3rd Thursday of the month at 6:00 p.m. The next UHSPA meetings are September 13 and October 18, 2018.

- g. Student Council Report – Pendleton
 - i. Student Council is focused on Homecoming, including advertising for the football game and the dance, and planning decorations.
 - ii. During Spirit Week, the Student Council will sponsor games at lunch to increase community feeling.
 - iii. The theme of Homecoming is a Boardwalk Carnival.
 - iv. Snacks will include lemonade and cotton candy.
- VII. Request for Agenda Items for next meeting (please submit action & discussion items to Chair Schmidt through email.)
- VIII. Reminders:
 - a. School Council meeting time and place will be posted 24 hours in advance (on UHS Admin. Bulletin Board and in public). Attendance and minutes will be submitted to a School Council officer prior to the next meeting.
 - b. Please observe proper decorum and schedule your time to be able to attend the entire School Council meeting. Each meeting should last 90 minutes and will be adjourned by 5:00 p.m. A quorum, your time, and your participation are valued assets of the UHS School Council.
- IX. Adjournment at 4:28pm by Chair Mike Schmidt
 - a. Motion: Standridge Second: Schuneman
 - b. Unanimous voice consent