

**University High School
School Council Meeting Agenda**

**April 12th, 2016 3:30 P.M.; Library
University High School**

- I. Approval of the Agenda (**10 minutes maximum for I-III**)
- II. Approval of March 8th minutes.
- III. Call to the Audience:
- IV. Discussion and Action Items: (**35 minutes total, maximum for IV**) (see attached for motions)
 - a. Action Item #1 – Revision of Policy IV. Q & VII J – Tax Credit and Budget Committee
 - b. Action Item #2 – Financial Committee – Financial Needs Assessment
 - c. Action Item #3 – Penguin Pathways Project Event
 - d. Announcement of School Council Constituent Elections
 - e. Announcement of Student Placement Review Committee Elections
 - f. Discussion/Action Item #4 - Review of Extra-duty Stipends
- V. Committee & Misc. Reports – Please include a year end summary of accomplishments (**25 minutes total, maximum for V**)
 - a. Principal's report
 - b. Tax Credit & Budget report
 - c. Recruitment & Retention Committee report
 - d. Instructional Council report
 - e. UHS Foundation & Alumni Association report
 - f. Parents Association report
 - g. SAB report
- VI. Request for Agenda Items for next meeting (please submit action & discussion items in electronic format).
- VII. Reminders:
 - a. School Council Meeting time and place will be posted 24 hours in advance (on the 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 4:45 PM. A quorum, your time, and your participation are valued assets of the UHS School Council.
- VIII. Adjournment

Next Scheduled Meeting:

3:30 PM Tuesday May 10th, 2016

UHS Site Council Meeting Minutes

March 8th, 2016 3:30 p.m.

RUHS Library

Members Present:

Parents: V. Greenhill, T. Adkins, K. Randolph-Zamora, D. Pietz, E. Hull, G. Youngerman, M. Palacio-Hum

Students: C. Hoffer, Z. Holtzman, M. Zarin

Faculty: P. Karlowicz, B. Yell, D. Peterson, M. Tully, D. Herring, J. Marchant, T. Tobin

Administration: A. Cislak, J. Bacalia

Community: M. Smith

Classified: L. Blackmon

Members Absent:

Call to Order 3:30

- I. Approval of the Agenda
 - a. M. Zarin – Motion to approve
 - b. Hull – Second
 - c. Approval passes
- II. Approval of Feb. 9th Minutes
 - a. Smith – Motion to approve
 - b. Peterson – Second
 - c. Approval passes
- III. Call to the Audience
 - a. None
- IV. Action Item #1 – Request for JSA Debate Trip Funding April 15th – 17th
 - a. Youngerman – Received request two weeks ago, falls within TUSD guidelines, meets our goals of funding student related activities. Finance committee recommends \$1000 contribution, based on funding from other sources.
 - b. Enrique Castillon – 9 UHS students participating, \$95 each/\$50 meals = \$1305, but only asking for \$1000
 - i. Met with Kiwanis – would like to partner with JSA, possible financial support?
 - ii. Rincon has provided \$850 from their site council to support their 4 members, and other expenses
 - iii. Goal of raising \$3000 – we want all members to be able to attend
 - iv. This is a new experience for this group, allows them to discuss important political topics that are not always available to discuss in classroom
 - c. Cislak – Clarification that we are just funding the request for the April trip. Not the summer event that was mentioned.
 - d. Youngerman – We need a clear amount requested for funding. Is the Rincon site council contribution towards the April event?
 - e. Enrique Castillon – Yes
 - f. Motion to approve up to \$1000 for the JSA Debate Trip Funding
 - i. M. Smith
 - ii. D. Herring – Second
 - g. Zarin – Does this mean that we may fund less than \$1000
 - h. Castillon – Kiwanis will help promote, but not necessarily fund, although that is a possibility. We will save money by sharing the bus with Nogales High School.
 - i. Role Call Approval
 1. Adkins - Yes
 2. Hull - Yes

3. Palacio-Hum - Yes
4. Greenhill - Yes
5. Pietz - Yes
6. Youngerman - Yes
7. Randolph-Zamora - Yes
8. Hoffer - Yes
9. Holtzman - Yes
10. Zarin - Yes
11. Herring - Yes
12. Karlowicz - Yes
13. Peterson - Yes
14. Tobin - Yes
15. Tully - Yes
16. Yell - Yes
17. Cislak - Yes
18. Bacalia - Yes
19. Smith - Yes
20. Blackmon - Yes

i. Motion passes unanimously

V. Action Item #2 – Revision of Policy III L.7 & III H. – Tax Credit and Budget Committee

- a. Motion to accept changes to above policy as outlined in the minutes received electronically
- b. Randolph-Zamora – In the fall we approved the new procedures for accepting applications for tax credit money, we then need to align that policy so it was reflected in our policy. We looked closely at III L.7 and III H, which now reflect the process we previously approved so that there is continuity between the process and the policy.
- c. Yell – To clarify, we are amending III H & III L, but also in the documentation from budget committee was IV Q and VII J which was not on the docket for the motion
- d. Karlowicz – We need to defer the additional changes of IV Q and VII J until next month.
- e. Hull – Under 3 H2 typo for “weeks” – no apostrophe. Question on nomenclature – site council or school council?
- f. Smith – Current name is officially school council, used to be called site council
- g. Yell – Any other discussion about changes to this document under those sections. Hearing none, call for vote
 - i. Approve changes to 3 L7 and 3 LH
 1. Adkins - Yes
 2. Hull - Yes
 3. Palacio-Hum - Yes
 4. Greenhill - Yes
 5. Pietz - Yes
 6. Youngerman - Yes
 7. Randolph-Zamora - Yes
 8. Hoffer - Yes
 9. Holtzman - Yes
 10. Zarin - Yes
 11. Herring - Yes
 12. Karlowicz - Yes
 13. Peterson - Yes
 14. Tobin - Yes
 15. Tully - Yes
 16. Yell - Yes
 17. Cislak - Yes

- 18. Bacalia - Yes
- 19. Smith - Yes
- 20. Blackmon - Yes

ii. Motion passes unanimously

h. Youngerman - One of our goals for the committee is to have in future minutes reports from each organization that has received grant money to explain or demonstrate use. Money spent will then be documented in the meeting minutes.

VI. Action Item #3 Motion to Approve Hall of Fame Inductees

- a. Karlowicz - Motion to approve
- b. Herring - Second
- c. Karlowicz - Would like this to become an annual event where we approve inductees in the Hall of Fame. These are the original 10 founders who created UHS 40 years ago. Hope that we will approve this induction to the hall of fame.
- d. Yell - Discussion? Hearing none, voice vote with Aye or Nay
 - i. Motion carries

VII. Action Item #4 - Approval of BOOST teachers

- a. Hull - Motion to approve
- b. Zarin - Second
- c. Peterson - Why isn't there a world languages teacher?
- d. Cislak - BOOST is now focused on academic skills, and since it is only 2 weeks we do not have the time to include this in the curriculum. In the past it was used as a recruiting tool.
- e. Yell - Discussion? No, aye or nay.
 - i. Karlowicz - Absention
 - ii. Approved with one abstention

VIII. Announcement of School Constituent Elections

- a. Each constituent group needs to hold elections to nominate their representatives
- b. Will need reappointment of individuals for the Student Placement Review Committee
- c. Karlowicz - Request to appoint IC candidates tomorrow, so then we can also move forward with faculty-wide elections

IX. Review of Extra-duty Stipends

- a. Delayed until stipends have been allocated

X. Principal's & IC Report

- a. Final payments for AP Exam is March 14th - we are 200 exams over what we had last year. Also a new donor has come forward that will contribute towards AP payments, which will limit the amount school council has to pay.
- b. Next week is sequential - ACT is March 15th.
- c. Week after Spring Break is AZ Merit - Challenge b/c the state recommends it is taken over 6 days, instead we are requesting to complete it over 2 days.
- d. All 3 color guard groups placed this past weekend
- e. UHS Jazz I & Jazz 2 received "Distinction" at today's festival
- f. Lots of fine arts events coming up!
- g. Interview Season - Completed interviews for English, 50 applicants for 3 positions, we are moving forward with candidates with experience in AP. Will have AP Enviro interviews tomorrow, Social studies will be next week. Did hire PE teacher Cody House who will also serve as Varsity Football Coach (first time ever!)
- h. 40th Anniversary Celebration on April 2nd - Lots of events, attractions, alumni, Hall of Fame.
- i. New band uniforms, also new tuxedos and items for Chorus and Orchestra coming soon.
- j. Campus Clean Up on April 9th
- k. Prom is on April 16th on Westward Look
- l. Congrats to Maggie Zheng - Flinn Scholar
- m. Tonight is graduation meeting at 6 pm in auditorium

- n. Working with finance committee to make good recommendations, will create a needs assessment that will survey all constituent groups to see what they see as priorities for funding. Will be done every school year to keep priorities up to date on funding. Items change from year to year. Once needs assessment is complete the FC will report the findings to school council. Also allows opportunity for grant writing for specific activities. Will be bringing a formal proposal to the April meeting with implementation and dates, will become part of the normal process for school council.
- o. Cislak attended Jack Kent Cook conference in Washington DC - "Closing the Gap". How to support low-income and underrepresented student. Only high achieving high schools (nationally ranked, public) invited to attend. Exciting to be with people who share the same concerns and have the same student population.
 - i. Characteristics shared - Freshmen/Soph houses or academies, used as retention and support, middle school, college pipeline program, strong wellness philosophies (how do we support students in a high rigor school?), blackout days for homework, limited major exams on one day, how to have meaningful homework conversations about time spent, mixed opinions on final exams, some had wellness centers on campus, workshops on how to handle perfectionism, workshops on how to manage time, coping strategies to handle stress, training for parents - what are the red flags?, training for teachers on similar topics, informal dinner mixer with counseling and reps from our middle school feeders to discuss incoming students (UHS will implement this year) - will give this info to Freshmen teachers.
- p. Still working on master schedule - will receive all FTE funding that we should, some classes that have been in hibernation will come back such as Research Methods, more AP Art History classes, Mr. Herring has exploded computer science program to 5 sections.
- q. Youngerman - As a parent of a sophomore, how plausible are the blackout dates, creating houses, limiting exams on one day - could these be implemented next year?
- r. Cislak - IC is very supportive of no work over breaks, this will allow teachers to have a break as well, we need to tailor it to the needs of our school, will take careful planning with teachers.

XI. Tax Credit and Budget Report - Youngerman

- a. \$41,628.44 in bank account
- b. We have given out \$30,027.97 in grant money
- c. Goal is to make this as visible as possible
- d. No pending grant requests

XII. Recruitment and Retention Committee Report - Cislak

- a. Cislak - Strategies from the conference would be great resources for R & R. Hosted dinner for TUSD African American families with 7th graders, but only 6 RSVPs - Carmen Hernandez will be meeting with these individual families to make sure they get the info they need. Looking to expand retention of Latino and AA students. Emily Youngerman offered the idea of "UHS Meet Yourself" to improve recruitment and retention to highlight the various cultures at UHS. Something we are looking in to.
- b. Palacio-Humm - Why was the breakfast only for Latinos? Was it b/c of deseg money?
- c. Cislak - We want to extend opportunities to all families regardless of race.
- d. Palacio-Humm - Students didn't enjoy it
- e. Cislak - We want to recreate the spirit of the event, but not make it so exclusive and more inclusive. Unfortunately we are not receiving a lot of desegregation funding currently. Therefore we are responsible for more of our own funding. Will meet with Dr. Sanchez on the 30th to discuss the ideas received from the conference. We have the opportunity to demonstrate that we are good stewards of deseg funds.

XIII. UHSFAA Report - Smith

- a. Smith – No new news b/c the group has not met since the last school council meeting. Lots of work to support the April 2nd event, this is our priority.

XIV. Parent Association Report - Youngerman

- a. Youngerman – Short meeting, everyone wanted to see the Jazz Performance
- b. Cislak – PA is also collaborating with the 40th anniversary program, developed a mentor program to connect students with mentors – info has been sent home in weekly newsletter
- c. Tonight is Chipotle fundraiser – we receive 50% of the profits. Park Place. Can use app to order.

XV. SAB - Tully

- a. Prom is April 16th at Westward Look from 8pm – Midnight
- b. Officer elections are taking place before spring break
- c. Representative elections will take place following spring break

XVI. Motion to Adjourn

- a. Tobin
- b. Zarin

End Time: 4:30 p.m.

Summary of Proposed Changes

- **Section IV Q – Correct name of Tax Credit and Finance Committee**
- **Section VII J – Strike section on Tax Credit, as this is covered in IIIH and L**

Section IV.Q. - School Council Treasurer Job Description.

IV.Q.2. Will be the Chairperson of the **TAX CREDIT AND FINANCE Budget Committee.**(Res 27-34; 3/10/2015)

~~Section VII.J. – Tax Credit Funds.~~

~~**VII.V.1.** Given the constraints and strings that seem to be attached to the Education Tax Credit Funds, their expenditure should present some interesting challenges during the first few months of 1999. In the interest of fairness and accountability, the UHS School Council proposes the creation of a joint RHS / UHS committee to oversee the allocation of these funds. Ideally, the committee should be composed of representatives from the administrations, faculty, parents, and student body of each school. To keep the committee a manageable size, we suggest that each school council select two faculty members, one student, and one parent representative from its school to serve on the committee along with the Principals or their designees. A committee of ten members should give adequate representation and still remain tractable. If this were agreeable, the UHS School Council would select its representatives at its January meeting. Assuming that the RHS members are chosen on a comparable time scale, the joint committee could meet in late January. (Res 10-39, 12/8/98)~~

~~**VII.J.2. Tax Credit Fund Grant Request Policy**~~

~~**VII.V.2.1. UHS School Council Tax Credit Fund Grants.** The UHS School Council Tax Credit Fund Grant Program exists to allocate “undesigned” Arizona Tax Credit Donations given to UHS. The goal is to fund Tax Credit eligible events or activities with the goal of enriching or enhancing the academic experience of our students which could not otherwise be funded.~~

~~**VII.J.2.2. Requirements: Who may request?**~~

- ~~1. Teachers;~~
- ~~2. Students of UHS;~~
- ~~3. Parents of UHS students.~~

~~**VII.J.2.3. How much may be requested?** The amount will be determined each semester and will depend upon the availability of “undesigned” tax credit funds.~~

~~**VII.J.2.4. What can be the purpose of the requested funds?**~~

~~Enriching or enhancing the academic experience of our students.~~

~~**VII.J.2.5. How does one request a Grant?**~~

~~Fill out the attached UHS Site Council grant request form and submit it two weeks before the scheduled November and May meetings. However, immediate need impact grants will be considered by the UHS School Council on an as needed basis. Applicant will present the request to the School Council.~~

~~**VII.J.2.6. Timeline:**~~

~~The Budget Committee’s Grant sub-committee will meet at least twice per year, one week before the regularly scheduled site Council meetings in November and May. They will then present their recommendations for approval at the Site Council meeting. (Res 20-4, 10-1-08)~~

III.L.7. Tax Credit and Finance Committee

III.L.7.1. Membership. In accordance with the Constitution / By-Laws, the Committee shall contain at least four representative members from the School Council. The School Council Treasurer will be the Chairperson of the Tax Credit and Finance Committee.

III.L.7.2. Responsibilities. The Committee shall have the following responsibilities:

III.L.7.2.1. To review the TUSD district budget once per semester with the Principal of University High School.

~~**III.L.7.2.2.** To develop a budget for the coming fiscal year to be reviewed at the April School Council meeting. This budget should support the UHS mission, vision and goals as adopted by the School Council.~~

III.L.7.2.3. To develop and communicate processes and procedures for handling undesignated tax credit funds donated to University High School.

III.L.7.2.4. To accept applications, evaluate requests and recommend action to the School Council on the allocations of undesignated tax credit funds.

III.L.7.2.5. To analyze all budgetary items before the School Council votes on the proposal to determine alignment with school goals and whether the plan is fiscally feasible.

III.L.7.2.6. To present to the School Council detailed, periodic updates of the effectiveness of current budget programs.

III.L.7.2.7. To review in April or May of each year the UHS extra duty stipend budget and present findings to the School Council. **(Res 28-35, 3-8-2016)**

III.L.7.2.8

To support the Superintendent's Strategic Plan, The School Council Finance Committee will be responsible for the distribution and analysis of a financial needs assessment. This needs assessment will be developed between the finance committee and distributed to all UHS constituent groups including but not limited to: students, staff, faculty, and current families. The finance committee will distribute this needs assessment during the spring semester and the results will be analyzed over the summer and shared at the first school council meeting in August. The School Council charges the Finance Committee and UHS Administration to create a prioritized list of needs based on the feedback from the constituent groups. The Finance Committee and UHS administration will identify the appropriate and/or existing funding sources for the needs determined. The data from this needs assessment will be shared with each of the constituent groups. The data may also be used by constituent groups to determine fundraising needs and goals as well as tool for advertising for these fundraisers. This process will occur each May to ensure that the needs of the school are analyzed yearly and that fundraising groups have up to date feedback from constituent groups to use.

University High School Needs Assessment*

In order to strategically fund programs, services, and facilities that support student learning, please provide us with feedback to the questions asked in this survey. Data from this needs survey will determine what the community believes is most important to support through additional private funding, grant funds and potential desegregation funding.

1. What do you see as University High School's biggest need in the next 5 years in regards to the curriculum and instruction on campus?
2. What are 2-3 things that you feel are important to maintain at UHS in regards to the curriculum and instruction on campus?
3. What do you see as University High School's biggest need in the next 5 years in regards to the campus facility?
4. What are 2-3 things that you feel are important to maintain at UHS in regards to the campus facility?
5. What do you see as University High School's biggest need in the next 5 years in regards to improving diversity?
6. What are 2-3 things that you feel are important to maintain at UHS in regards to improving diversity?
7. What do you see as University High School's biggest need in the next 5 years in regards to the improvement of communication on campus?
8. What are 2-3 things that you feel are important to maintain at UHS in regards to the improvement of communication on campus?

*This Needs Assessment will be distributed online, but available through paper copy if needed

RE: MOTION (January 12, 2016): The School Council refers the development of a proposal to hold a UHS Career Day to the appropriate Professional Learning Committee (PLC). The PLC shall bring its proposal to the School Council for approval no later than the April 2016 School Council meeting.

Rationale: Creation of new student offering.

MOTION: The School Council approves the creation of the Penguin Pathways Project (PPP) event to be held annually during the fall semester. The inaugural event will be held Friday, September 16th, 2016.

RATIONALE: University High School has a long tradition of providing students with strong academic foundations. The PPP event will focus on helping students understand how their education fits into and supports their longer term life goals so that they will be better prepared to make decisions that will lead to fulfilling and satisfying lives.

Rather than a standalone activity, this will be an annual event that works in conjunction with the efforts of the UHS Counseling Department, the UHSPA, and the UHSFAA to provide students with educational and career advice, support, and networks.

OVERVIEW: The goal of the program is to support students in becoming fulfilled individuals with healthy habits. The PPP will do this by supporting students in discovering their personal interests and passions, providing resources and information for students to explore these interests and passions, and helping students understand how their decisions and choices can support them achieving their personal goals, all while reinforcing the importance of self care and providing strategies for creating a balanced life.

The event will focus on the changing needs of students at each grade level through a targeted mix of small informational sessions, panel discussions, individual activities, and chances to connect with mentors and volunteer and job-related opportunities.

<p>Freshmen: Winning High School Discovering Your Interests How to Select Classes Extracurricular Opportunities Developing a Healthy Lifestyle Time Management</p>	<p>Juniors: Exploring and Applying to Colleges Matching Life Goals and Post-Secondary Plans Selecting a College for Your Goals What Colleges are Looking For How to Organize the Application Process Healthy Lifestyles</p>
<p>Sophomores: Developing Career Awareness Careers and Alternate Pathways Self Assessment Professional Skills and Habits Finding Volunteer and Job Opportunities Healthy Lifestyles</p>	<p>Seniors: High School to College to Career Practical Advice for Navigating the College Years Selecting Majors that Fit You What Comes After College Staying Healthy on Your Own General Life Skills</p>

PLC: Linda Alley-Sarnack, Beth Braun-Miscione, Kim Grimes, David Herring, Lori Huggins, Gabe Romero

April 4, 2016

TO: UHS Faculty, Staff, and Administration

FROM: Paul Karlowicz

RE: School Council Members for 2016-2017; SPRC Members for 2016-2017

The following people submitted pledge-to-serve forms for seats on the School Council and for the Student Placement Review Committee.. Since the number of persons submitting pledge-to-serve is equal to the number of vacant seats for both bodies, no elections need to be held. The terms are for one year, beginning May 1, 2016 and ending April 30, 2017.

School Council (9)

At-Large (6): David Herring, Ann Mitchell, Leiba Schuneman Tom Tobin, Hannah Traquair, and Meg Tully;

Classified (1):

Inst. Council (2): Bob Yell and Paul Karlowicz.

Student Placement Review Committee (3)

Principal Amy Cislak; Teachers Terry Enfield and Christine Stewart. Paul Karlowicz is the alternate.

EXTRA DUTY STIPEND PROPOSAL

2016-17

Description	Funding	Vacancy Status	FTE	Account	Budget	Amount	Rate
Penguin 2 Penguin	Deseg	Filled	0.00	001.511.1000.6120.2675.80502.5064	3500.00	3500.00	3500.00
Chess Sponsor	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	870.00	701.88	0.00
Senior Sponsor	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	870.00	904.00	0.00
SAB Sponsor	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	870.00	904.00	0.00
SAB Sponsor	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	870.00	904.00	0.00
Dance	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1087.10	1394.00	0.00
Department Chair I	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1087.10	1130.00	0.00
Department Chair II	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1582.14	1662.00	0.00
Department Chair II	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1582.14	1662.00	0.00
Department Chair II	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1582.14	1662.00	0.00
Department Chair II	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1582.14	1662.00	0.00
Department Chair III	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1900.56	1996.00	0.00
Student Council - HS	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1582.14	1582.00	0.00
Yearbook	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1582.14	1662.00	0.00
Band Sponsor	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	2245.50	2246.00	0.00
Newspaper	M&O	Filled	0.00	001.610.1000.6125.2675.00000.2675	1582.14	1662.00	0.00
Mock Trial Sponsor	Tax Credit	Filled	0.00	526.640.1000.6125.2675.50400.2675	869.68	870.00	0.00
Model UN Sponsor	Tax Credit	Filled	0.00	526.640.1000.6125.2675.50400.2675	869.68	904.00	0.00
Coach HS Color Guard	Tax Credit	Filled	0.00	526.640.1000.6125.2675.50400.2675	2359.00	2359.00	0.00
Coach HS Color Guard	Tax Credit	Filled	0.00	526.640.1000.6125.2675.50400.2675	2571.93	2246.00	0.00