

## **Minutes of Governing Board Governing Board Retreat**

**April 29, 2021 8:00 AM  
Prescott Unified School District  
Governing Board**

A Retreat of the Governing Board of Prescott Unified School District was held Thursday, April 29, 2021, beginning at 8:00 am at the PUSD District Office Governing Boardroom, located at 300 East Gurley Street, Prescott, AZ 86301. This meeting was streamed live via YouTube.

All supporting documents/attachments and recorded minutes can be found by visiting our website:

<https://www.prescottschools.com>

This meeting was live-streamed and video of the meeting can be viewed by visiting the following link:

<https://youtu.be/QAxo2oFE3Is>

Board Members present:

President Deb Dillon  
Vice President John Mackin (arrived at 8:08 am)  
Connie Donovan  
Kara Woods (virtually via Zoom)  
Andy Fraher

Others present:

Joseph W. Howard, Superintendent  
Mardi Read, Assistant Superintendent  
Brian Moore, Chief Financial Officer  
Kelli Bradstreet, Director of Instructional Support  
Sarah Torres, Admin. Assistant to Governing Board  
Emma Tenney, Governing Board Student Representative  
Clark Tenney, Director of HR/Special Projects  
Nanci Hutson, Daily Courier

**1. CALL TO ORDER** - President Deb Dillon called the meeting to order at 8:03 am.

**2. OPENING CEREMONY**

2.A. Welcome - President Deb Dillon welcomed everyone in attendance at the District Office and welcomed Kara Woods who attended the retreat virtually, via zoom.

2.B. Pledge of Allegiance – Emma Tenney led the audience in the Pledge of Allegiance.

### 3. **APPROVAL OF AGENDA** - President Deb Dillon

3.A. Consider approving the agenda, as presented.

Connie Donovan moved that the Governing Board approve the agenda, as presented. Andy Fraher seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Connie Donovan voted Aye and Kara Woods voted Aye. The motion passed 4-0.

### 4. **PRESENTATIONS**

4.A. **10:30 am** - Open Meeting Law Presentation - Dave Pauole. This presentation can be found at 02:32:320 of the following link: <https://youtu.be/QAxo2oFE3Is>.

Dave Pauole noted that he gets the same common questions from Districts regarding Board meetings and open meeting law. ASBA has training on open meeting law compliance and it is all about transparency. Board meetings are to study, discuss and make decisions in front of the public.

Agendas are to describe exactly what the board will discuss at the meeting. Agenda's must be posted with 24 hour advanced notice of what is up for discussion at the next meeting. Agendas are developed in a consultation between the Board President and Superintendent in advance, to set the framework.

A meeting is a gathering of a quorum of the majority of board members. PUSD is typical of most school boards, comprised of 5 members so that quorum will be 3 of you. Either a face to face meeting or via technology, which has become more common.

The public may attend, listen and record the meeting on their own device, but they are not entitled to interrupt the meeting in any way.

Minutes must be taken and there is usually a designated person to keep minutes for historical purposes and those minutes must describe the items on the agenda and what action each board member has taken.

Executive Sessions are not open for public consumption. Examples of Executive session items are negotiating a contract, student or employee discipline.

## 5. DISCUSSION ITEMS

### 5.A. Discussion on staff/student/family feedback

- What feedback do we want from Staff, Students, Families?
- How do we gather that feedback?
- How could/should we respond to the feedback?

The Governing Board engaged in discussion regarding staff, student and family feedback, how to gather that feedback and the ways that board members could and should respond to the feedback. This discussion can be found at minute 10:18 of the following link:

<https://youtu.be/QAxo2oFE3Is>.

During this time the board and the district administration team discussed chain of command, orientation practices, leadership teams at all school sites, and transparency.

For student feedback, the board discussed more advertising for the student representative position(s) on the school board, with a suggestion that a Governing Board meeting be held at Prescott high school. Broader communication with/for students, possibly having a school newspaper where students could get credit for a journalism course.

The suggestion of having a “State of the District” at Prescott High School where the Auditor General’s report, Strategic Plan, etc., could be highlighted. Here, things like the Jazz Band, Choir, and Drama performances could be showcased.

BREAK: 9:51 am

RESUME: 10:06 am

### 5.B. Discussion on what/how to communicate with public/communication protocols: Tell the community of our needs and struggles as well as our successes; what does the community expect/want?

The Governing Board and District Admin discussed “how do we know what our community wants from PUSD?” This discussion can be found at minute 2:05:06 of the following link:

<https://youtu.be/QAxo2oFE3Is>.

Joe Howard noted that we are part of so many things, City Council, Prescott Chamber of Commerce and that he attends the CEO Roundtables regularly. The Prescott Unified School District Education Foundation is more involved than ever. It was mentioned that we are getting ready to honor our Rising Stars.

### 5.C. Discussion on how to gather community feedback; ways for the board to be in contact with the community

To become more involved with the community to gather input, it was suggested that the Governing Board Members start attending Chamber Mixers and become familiar with Prescott Downtown Partnership.

#### 5.D. Discussion on Site Council meetings with Governing Board Liaisons

- Principal shares briefly an update on FIG to the end of the year and going into next year
- Board Liaison guides discussion with Site Council and audience (principal answering site questions):
  - Can you give us a few examples of what you have really appreciated about your school
  - What is an idea or some suggestions you can share with us about something we could add or do differently at our school?

Deb Dillon noted that this information is to be used as an outline at the site council meetings.

Mardi Read noted that this will be board member guided discussion.

Joe Howard noted that the Principal will be there to discuss and answer site specific questions.

#### 5.E. Discussion to follow up on April 6, 2021 Data Presentation. Where do we want to dive into data on the Governing Board level?

Deb Dillon noted that in June we will be discussing the Student Achievement section of the Districts Strategic Plan and then in July our calendar for the year shows to review student data.

Mardi Read and Kelli Bradstreet noted that Rene', our testing coordinator is a 10 month employee and will not be here to present the data.

Kara Woods noted that she thinks AZ Merit data should be presented in July as Deb mentioned.

Deb Dillon noted that if there are further questions regarding assessments then we could ask those of Rene' in September when she is back.

Joe Howard, Brian Moore and the board discussed upcoming meetings.

#### **6. ADJOURNMENT – Hearing no objection Deb Dillon adjourned the meeting at 11:14 am.**

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Sarah A. Torres, Governing Board Secretary