

# Agenda

## University High School Council

Date: 2/11/2024

Time: 3:30 pm

Location: HYBRID RUHS Library (East-side) or [Zoom](#)

Agenda:

- I. Call meeting to order**
- II. Approve minutes of the last meeting**
- III. Approval of Agenda**
- IV. Call to the audience**
- V. Discussion/information items**
  - a. Action Item – Approval of new UHS course “Beginning Band”**
    - i. Report from Curriculum Subcommittee**
    - ii. Motion for action item**
  - b. Action Item – Approval of Undesignated Tax Credit Grant for baseball uniform tops**
    - i. Report from Treasurer on available funds**
    - ii. Motion for action item**
  - c. Discussion Item – Policy needs for stakeholder groups**
    - i. Explanation of Policy Review needs**

- ii. **Discussion on template as demonstrated with DRAFT Instructional Council language**
- iii. **Request for Stakeholder groups to create similar language based upon template**

**VI. Reports**

- a. **Principal's Report**
- b. **Policy Review Committee**
- c. **Tax Credit & Budget Committee**
- d. **Recruitment and Retention**
- e. **Instructional Council**
- f. **UHS Foundation and Alumni Association**
- g. **UHS Parent Association**
- h. **UHS Student Council**

**VII. Agenda proposals for the next meeting**

**VIII. Adjournment**

New Account

Residential

**S** \_\_\_\_\_  
**O** **RINCON HS**  
**L** \_\_\_\_\_  
**D** **BASEBALL - MARK ROMERO**  
 \_\_\_\_\_  
**T** \_\_\_\_\_  
**O** \_\_\_\_\_



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**S** \_\_\_\_\_  
**H** \_\_\_\_\_  
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SALESMAN	ORDER #	CUSTOMER #	CUSTOMER PO #	SHIP VIA	SHIP COMPLETE	FREIGHT	TERMS	QUOTE DATE	DATE REQD	HOLD FOR P.O.	REFERENCE	
ANDY CAMEN								1/17/25			TUSD 20-26-24	
ITEM #	QTY	UNIT	COLOR	DESCRIPTION & SIZES						CC	UNIT PRICE	EXTENDED
1				<b>PRICING BASED ON MIN ORDER OF 0 OR MORE PER DESIGN</b>								\$ -
2	30	EA		BSN VICTORY CUSTOM VNECK BASEBALL JERSEYS							\$ 34.50	\$ 1,035.00
3				8-AS 8-AM 8-AL 3-AXL 3-AXXL								\$ -
4												\$ -
5												\$ -
6												\$ -
7												\$ -
8												\$ -
9												\$ -
10												\$ -
11												\$ -
12												\$ -
13												\$ -
14												\$ -
15												\$ -
22	<b>NSFRT</b>										\$ -	
23										0.00	1	
NAME				CREDIT CARD NUMBER			EXPIRATION DATE	SEC. CODE	TYPE		<b>SUBTOTAL</b>	<b>\$ 1,035.00</b>
											<b>SHIPPING</b>	<b>\$ 82.80</b>
											<b>TAX</b>	<b>\$ 84.87</b>
											<b>TOTAL</b>	<b>\$ 1,202.67</b>

**NOTES :**

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<b>SALE</b>	
<b>QUOTE</b>	
<b>Decor. Info Attached</b>	

# University High School Council

## Grant Request Form

### 2024-2025 School Year

UHS Site Council is responsible for reviewing and approving the allocation of undesignated tax credit monies. These funds, which are subject to State of Arizona guidelines, are intended to provide support for eligible activities, supplies and materials that enrich or enhance the academic experience of UHS students and could not otherwise be funded. To further a consistent and fair process, the Site Council has designated the Tax Credit and Budget Subcommittee to accept applications, evaluate requests, and recommend action to the Site Council.

#### **Step 1: Determine Eligibility**

The State of Arizona has established guidelines for tax credit monies. All requestors should review these guidelines to see if the proposed request meets eligibility requirements.

([https://azdor.gov/sites/default/files/2023-03/PUBLICATION\\_guideline-public-school-ECA-tax-credit.pdf](https://azdor.gov/sites/default/files/2023-03/PUBLICATION_guideline-public-school-ECA-tax-credit.pdf))

#### **Step 2: Complete Grant Request Form**

Based on the nature of the request, complete the form, and submit to the UHS front office at least two weeks prior to the Site Council's scheduled monthly meeting. Supporting documentation must be stapled to the request. Requestors should ensure that the narrative is concise and clear and that it includes an itemization of the proposed costs. Applications will be considered on a first-come, first-serve basis. Funds will be awarded based on their availability and how well the grant request aligns with the goals of the Site Council.

#### **Step 3: Tax Credit and Budget Subcommittee Review**

All grant requests will be reviewed by the Tax Credit and Budget Subcommittee, typically the Wednesday prior to the scheduled Site Council meeting. Subcommittee members may ask requestors to attend their meeting to provide additional input.

#### **Step 4: Site Council Vote**

The Tax Credit and Budget Subcommittee submits their recommendation in the form of a resolution for the Site Council to accept or reject. Requestors will be notified of the disposition of their requests within one week of the meeting. If a request is not approved or returned for additional information, it may be reconsidered at a subsequent monthly meeting provided the requestors submit additional documentation per the timeline and process outlined in Step 2 above. Recipients of Site Council grants are asked to wait one year before submitting another request.

University High School Council  
Grant Request Form  
2021-2022 School Year

Organization/School Club:

Requestor Name: Baseball Coach Mark Romero Click or tap here to enter text.

Total \$ Requested: \$600.00 Click or tap here to enter text.

Date of Request: February 6, 2025 Click or tap to enter a date.

Date Funds Will Be Required: February 7, 2025 Click or tap to enter a date.

1. Briefly describe the nature of your request, including a description of the activity, description of the capital item, or comprehensive way the funds will be used; attach supporting documents if available.

Nature of request is to offset cost of uniform tops for JV Baseball Team. Document of invoice is attached

2. How often does this activity occur or how often will the capital item be used (e.g., one-time, recurring)?

Uniform tops will be used for games throughout baseball season.

3. What is the educational value and/or benefit of this activity?

Benefit of this activity is Extracurricular and helps individuals with physical fitness, mental health, and social skills. Baseball helps athletes develop life-lessons and leadership skills.

4 How are participants identified or selected to participate in this activity?

Participants express an interest in the sport and attend practices that prepare them for games played against other high schools.

5. How will this activity support the UHS Vision and Goals?

This activity supports the UHS Vision and goals in many ways. It supports the holistic care of the student/athlete mentally, physically, emotionally, and the social aspects of the student/athlete. Baseball promotes equity and inclusion for all student athletes and gives student/athletes a sense of belonging.

6. If applicable, please list any other funding sources utilized; describe efforts your organization has made to promote tax credit donations to your stakeholders and supporters.

We have seeked the support from Rincon High school and got approved for \$600.00 which is the other half of the funds requested for the cost of the uniform tops.

Requestor Signature: Mark Romero

Date: 2/6/2025 Click or tap to enter a date.



## **b. Instructional Council**

### **i. Instructional Council Mission:**

The UHS Instructional Council act as the representational body for the UHS Faculty to advise the UHS Administration and School Council Facilitator of the wants, needs, and concerns of the UHS Faculty.

### **ii. Instructional Council Description and Duties:**

The Instructional Council consists of the UHS Administrators, School Council Facilitator, and all UHS Department Chairs. Duties will include, but are not limited to:

1. Meet at least twice a month. Meetings can be postponed or canceled if UHS Administration, School Council Facilitator, and Department Chairs agree that there is no new business to be discussed.
2. To ensure the clear and constant communication between UHS Administrators, the UHS School Council, and all UHS Departments.

### **3. UHS Administrator responsibilities within the Instructional Council**

- a. Communicate with the Instructional Council any upcoming administrative or TUSD initiated items that impact classroom learning:
  - i. TUSD alterations/updates to curriculum requirement
  - ii. TUSD schedule for textbook selection/replacement
  - iii. TUSD alterations/updates to classroom policies (e.g. code of conduct, attendance procedures, graduation requirements, etc.)
  - iv. TUSD alterations/updates to yearly calendar of dates
  - v. Additions or removals of UHS or RHS course offerings
  - vi. Additions or removals of UHS or RHS by-laws or procedures
  - vii. Dates and criteria for the hiring of new faculty
  - viii. Dates and criteria for the ordering of classroom supplies and books
  - ix. Dates and criteria for student registration of courses
  - x. Establishing the yearly bell schedule and approving special bell schedules as needed throughout the year
  - xi. Development of the Master Schedule of Courses
  - xii. Development of the UHS Professional Development Schedule
  - xiii. Important upcoming UHS events
  - xiv. Any other special assignments or activities that the UHS Instructional Council deems pertinent in advancing teaching and learning

### **4. UHS Department Chair responsibilities within the Instructional Council**

- a. Act as the representative of the associated department in the communication of the department's wants, needs, and concerns.
- b. Communicate with the Instructional Council any upcoming departmental items that impact classroom learning:
  - i. Departmental alterations/updates to curriculum
  - ii. Departmental textbook, classroom supply, and classroom furniture needs
  - iii. Changes to departmental classroom policies
  - iv. Requests for addition or removal of departmental course offerings
  - v. Requests for addition or removal of UHS by-laws or procedures

- vi. Serve as a departmental representative in the hiring of new department faculty
- vii. Create a procedure for student registration of courses
- viii. Provide departmental guidance into the creation of the Master Schedule of Courses
- ix. Provide departmental guidance in the creation of the Professional Development Schedule
- x. Provide updates on the mentoring and support of new department members, asking for administrative assistance when needed
- xi. Any other special assignments or activities that the UHS Instructional Council deems pertinent in advancing teaching and learning

**5. UHS School Council Facilitator's responsibilities within the Instructional Council**

- a. Act as the liaison between the UHS School Council and the Instructional Council
- b. Communicate with the Instructional Council any upcoming School Council items that impact classroom learning:
  - i. Approval or denial of any proposed course offering changes
  - ii. Approval or denial of any proposed resolutions or amendments to the UHS by-laws or procedures
  - iii. Supply School Council representatives (preferably those serving on the Personnel subcommittee) to fill the district mandated requirements for administrator or faculty hiring committees
  - iv. Any other special assignments or activities that the UHS Instructional Council deems pertinent in advancing teaching and learning.
  - v. At the April meeting, preside over the selection of the two Instructional Council representatives to the School Council.

**iii. Selection of Instructional Council members:**

- 1. The Instructional Council will consist of all UHS Administrators and all UHS Department Chairs
  - a. Administration is selected through appropriate TUSD hiring procedures
    - i. see [TUSD Policy § GCAB](#)
  - b. Department Chairs are selected through appropriate internal elections
    - i. See UHS By-Laws § IV.B *\*yet to be reviewed and edited see below for existing language\**

**iv. Instructional Council Representatives to the UHS School Council**

- 1. Selection of two Instructional Council Faculty Representatives to the UHS School Council
  - a. At the first Instructional Council meeting in April, the current School Council Facilitator will hold elections (following Robert's Rules of Order for Open Nominations) to select two of the qualified Department Chairs to serve as the two Instructional Council representatives to the UHS School Council.
  - b. The Instructional Council shall designate one of its School Council representatives to conduct the elections for six at-large faculty representatives and one staff representative.
    - i. The representative will send out pledge-to-serve forms to eligible faculty and staff of UHS.



- ii. The representative will create a ballot with the names of the eligible faculty / staff persons who nominated themselves for a position on the UHS School Council.
- iii. The representative will distribute the ballot to eligible UHS faculty to select the six at-large faculty positions
- iv. The representative will distribute the ballot to eligible UHS staff to select the one staff representative./ staff voters.
- v. The representative will count the ballots and announce the persons who earned positions on the School Council. (Vote totals will be made available upon request.)
- vi. In the event that an election has not been contested, those nominating themselves will be declared the winners of the position(s) on the School Council.

## **Section IV. B. - Department Chair Election Policy \*EXISTING UNREVISED POLICY\***

**IV.B.1** Beginning with the 2021-2022 school year, the department will elect a chair to serve a two-year term.

**IV.B.2** The Department Chair will choose a meeting date in April to hold the elections, and give at least two weeks' notice of such meeting to all members of the department. All members of the department will be on the initial ballot unless they give written notice to the Department Chair with one week's notice prior to the election date that they would like their name removed from the ballot. The Department Chair will provide paper ballots at the election meeting for every department member. Department members will vote on their ballot and hand it back to the department chair. The Department Chair will randomize the ballots and count them with another department member present. If a department member is not able to be present at the election meeting, they may turn in their written ballot to the Department Chair up to the end of the school day prior to the day of the election meeting.

**IV.B.3** In the event of a tie, the two department members who received the most votes will be put on a new ballot and the department shall vote again at the same meeting on the new ballot. For the purposes of a run-off ballot, the votes of department members who turned in their votes prior to the election meeting will only be counted if they are for a person eligible in the run-off. If an early vote is for a person other than a person on the run-off ballot, their vote shall not be given to any run-off candidate. In the event of a tie in a run-off election, the Department Chair shall flip a coin at election meeting to determine the winner.

**IV.B.4** For all elections, a quorum of 66.0% of the department members eligible to vote shall be required to hold the election. Any votes cast in writing as described above shall count toward quorum. A majority of greater than 50.0% of the votes shall decide any election.

**IV.B.5** Each department member may cast one vote in an election.

**IV.B.6** The result of an election may be amended by a 2/3 vote at any regular meeting with a quorum as described above. One week's written notice of such a vote shall be given to all department members by the Department Chair. Such vote may be in writing or verbal at the meeting, and department members must be present to vote.

**IV.B.7** The English, CTE, Counseling, and World Languages Departments will elect chairs on the applicable odd years and the Math, Social Studies, and Science will elect chairs on appropriate even years.

**IV.B.8** In the event that a department chair is vacated, an immediate election will be held to fulfill the remainder of the current term.