

CAMP VERDE UNIFIED SCHOOL DISTRICT GOVERNING BOARD REGULAR
Minutes taken Tuesday, November 12, 2013
CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY and
CONFERENCE ROOM
280 CAMP LINCOLN ROAD
CAMP VERDE, ARIZONA 86322

REGULAR SESSION 7:00 PM

1. WELCOME AND CALL TO ORDER

Board President Freeman called the meeting to order at 7:01 pm.

2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

The pledge of allegiance was led by the Camp Verde Middle School Choir. The students then performed the National Anthem.

Board President Freeman asked for a moment of silence.

3. ROLL CALL

Board members present were: Helen Freeman, Trent Hackett, Judy Gilbert and Christine Schneider. Board member Bob Simbric was absent.

4. AGENDA REVIEW AND ACCEPTANCE

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to accept the agenda as presented. The motion carried 4-0.

5. PUBLIC PARTICIPATION

There was no public participation.

6. STAFF/STUDENT/COMMUNITY RECOGNITION

The 7th and 8th Grade Choir students sang two (2) songs led by their instructor Mrs. Charity Worden. Superintendent Amber Lee thanked the Choir for their beautiful performance and presented Mrs. Worden with a certificate of appreciation for her outstanding work. South Verde Technology Magnet School Principal Steve King honored teacher Mary Lue Allen. Mrs. Allen helped the students submit their art work in the Fort Verde Days Art Show. The students of South Verde were awarded eight (8) ribbons during the show. Student Anthony Elisarraras showed his Historical Society Award winning Photography to the Board and Administration. Mr. King presented Mrs. Allen with a certificate of appreciation for her work and Anthony Elisarraras thanked her for her help with Photo Shop and his other school work.

7. CONSENT ITEMS

Mrs. Gilbert asked to pull Items A. iii. b., A. iv. a.,- regarding Personnel Matters; and E. vi.- Regarding the hiring of an additional facilities technician.

Mrs. Schneider asked to pull Item E. i.- Regarding the Student Resource Officer Intergovernmental Agreement.

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to accept the consent agenda with the exception of Items A.iii. b., A. iv. E. vi., and E. i. The motion passed 4-0.

7.5 DISCUSSION ON ITEM REMOVED FROM THE CONSENT AGENDA

Mrs. Gilbert expressed budgetary concerns with the Items she pulled (A. iii. b., A. iv. a.,- regarding Personnel Matters; and E. vi.-Regarding the hiring of an additional facilities technician). Dr. Lee explained that the Sign Language Specialist would be paid out of a Special Education grant; the extra duty Special Education Teachers were being paid from that grant and also being paid from money that was budgeted to hire teachers (two teaching positions have not been filled). The Love and Logic workers would also be paid from grant monies. The requested additional facilities technician would be paid for from School Plant Lease money. The position is being requested by Director of Support Services Mr. Barker in order to ensure preventive maintenance is being done on the campuses. The District is six (6) people under the state

minimum in the Maintenance Department for a school its size. There was some discussion on the sustainability of the position and the budget.

Mrs. Schneider stated that the term of the agreement for the Student Resource Officer should be more clearly defined. The Intergovernmental Agreement stated one (1) year. Dr. Lee explained that the dates and salary in Exhibit C (of the agreement) were flexible and would be ratified according to the date that the officer started on the campus through the end of the school year. The District and the Marshall's Office collaborated in a quick fashion in order to complete the grant requirements. There was some discussion on the short time frame in which the District was notified that it qualified to apply for the grant - then pursued the grant - was awarded the grant and finally established an agreement with the Town's Marshals office.

Motion: Mrs. Gilbert moved to approve the listed items pulled. Mr. Hackett seconded the motion. The motion passed 4-0.

CONSENT ITEMS

A. PERSONNEL MATTERS

- i. *Resignations/Retirements/Terminations:* Mathew Moreno, Bus driver; Raina Russell, South Verde Nursery Aide
- ii. *Transfers:* Gaynell Arsenault, from sub driver to route driver;
- iii. *Employment Offers*
 - a. Certified:
 - b. Classified: Katie McAndrew, Sign Language Specialist; Laura Cox, ELL Aide; Courtney Tenakhongva; Jessica Acock, Middle School Special Education Paraprofessional
 - c. *Transportation:* Gaynell Arsenault, bus driver training/tutoring; Raymond Freeman, bus driver, hour decreased to 19 per week
 - d. *Substitutes:* Tina Scott, Long Term Substitute Elementary; Sherrill Black, Elementary on Fridays; Jeffrey Landers, High School and South Verde; Linda MacPhee, Special Education k-12; Samantha Freeman, Elementary; Jeffrey Neugebauer, High School; Deborah Reese, Middle School, High School and South Verde
 - e. *Coaches:* Camp Verde High School: Boys Basketball: Dan Wall, Jordan Lewis and Eric Evans; High School Girls Basketball: Mark Showers, Steve Hicks and Amy Wall; High School Wrestling: Bob Weir, Tracy Tudor, Jim Bowser and Mario Chagolla; High School Cheerleading: Jill Ashley; Camp Verde Middle School: Boys Basketball: Donnie Shanks and Bryan Pelfrey; Girls Basketball: Steve Stone and Eric Hansen; Wrestling: Arcel Allsup and Steve Pike; Cheerleading: Joann Brashears; Camp Verde Elementary Basketball: John Bohan
 - f. *Volunteers:* Camp Verde High School: Boys Basketball: Austin Hudson, Grant Hendrikse, Kyle French and Taylor Hicks; High School Girls Basketball: Don Buss; High School Wrestling: Travis Black, Larry Allred, Michael Bux and Jeremy Uhler; High School Cheerleading: Taylor Wilson; Camp Verde Elementary: Rebecca LaGrave and Dawn Beauty; High School Volleyball: Brittney Armstrong, High School Soccer: Nixon Pineda; Middle School Wrestling: Jeremy Uhler
- iv. *Other:*
 - a. *Extra Duty Contracts:* Tammey Carter, Saturday School Supervisor; Janet Anderson, extra teaching period; Carolyn Teague, South Verde tutoring increase to 29 hours; Lacy Murphy, South Verde Nursery Sub Orientation; Patricia Max, South Verde tutoring increase to 40 hours; Kathleen Murless, after school choir and band instruction; Jenny Jackson, Love and Logic parenting class teacher; Jane Mathews, Love and Logic class coordinator; Tammey Carter, Saturday School Supervisor; Peggy Dickey, Title I Aide additional hours; Tammey Carter, extra teaching period
 - b. *Leave Of Absence:*
 - c. *Incentive Pay:*

B. FINANCIAL/BUSINESS

- i. Approval of vouchers
Payroll –
No. 9 in the amount of \$ 333,745.74
No. 10 in the amount of \$ 313, 283.47
No. 11 in the amount of \$ 16, 615.63

- No. 12 in the amount of \$ 819. 39
- Expense-
 - No. 1415 in the amount of \$ 3, 901.35
 - No. 1420 in the amount of \$ 133, 559.89
 - No. 1422 in the amount of \$ 88, 963.97
 - No. 1424 in the amount of \$ 36, 337.81
 - No. 1425 in the amount of \$ 52,149. 88
- ii. Yavapai Title Voucher: No. 1423 in the amount of \$ 5, 707.10
- iii. Student Auxiliary Report
- iv. Financial Report

C. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- i. Minutes taken during: September 10, 2013 Regular Board Meeting
- ii. Minutes taken during: October 8, 2013 Work Session and Regular Board Meeting
- iii. Minutes taken during: October 22, 2013 Joint Board Meeting with Yavapai Apache Tribal Council

D. ENROLLMENT REPORT

- i. Enrollment Report

E OTHER ITEMS

- i. Potential Approval of Intergovernmental Agreement with the Camp Verde Marshal's Office to provide a Student Resource Officer for the District
- ii. Potential approval of dictionary donation to Elementary fourth graders from the Elks Club
- iii. Potential approval of job description for Sign Language Specialist
- iv. Potential approval of the Yavapai County Library Network Agreement
- v. Potential approval of book donations to the Camp Verde Unified School District Library from Karen and Stan Farrell, the Sedona Library, Walter Chapko and Camp Verde Library.
- vi. Potential approval to post and hire an additional facilities technician

8. DISCUSSION AND POSSIBLE ACTION ITEMS

A. REPORTS FROM SCHOOL SITE COUNCILS

The School Site Council Representatives gave updates to the Board. Ms. Ruth Bohannon represented the Elementary School saying that they meet the 3rd Monday of each month. Their duties include recruiting parents, parent involvement and tax credit approvals. They also focus on the school improvement plan, the teacher evaluation tool and budget concerns. The committee provides, through tax credit approvals, t-shirts for Character Counts and field trips for students. They sponsor the yearly science fair and help organize the Big Brothers Big Sisters Program in the School. Their fundraiser is the pencil and eraser machine located in the common lobby of the Elementary School.

Mr. Steve Pike addressed the Board regarding the Middle and High School Site Committee happenings. At the middle school they are struggling with only a handful of parents. They are working on parent involvement and promoting tax credits. Their duties include working closely with the PRIDE program, student preparedness and providing the student agendas. At the High School the committee just finished a fundraiser to help raise money for a mobile computer lab. They also work at promoting awareness regarding tax credit contributions.

Mr. Steve King stated that South Verde's Site Council is in its sixth year with Adopt a Family for Christmas. They also helped with the annual haunted house – trunk or treat fundraiser.

B. DISCUSSION/PRESENTATION ON STUDENT BENCHMARKS AND PROGRESS

Superintendent, Dr. Lee introduced Director of ELL and Federal Projects, Debbie Witt who presented a PowerPoint with benchmark data for all the schools. Site Principals Pottorff, Howe, Weir and King went through the presentation with Mrs. Witt regarding the collected data and their students' progress. Most of the grade levels showed growth during the first quarter.

(Please see pages 6-7 for the PowerPoint.)

C. DISCUSSION AND POTENTIAL FIRST READ OF POLICY GCCG, ITS REGULATIONS AND EXHIBITS- PROFESSIONAL/SUPPORT STAFF VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE

Dr. Lee explained that the Policy had not aligned with the practice of the committee for some time. There are three areas that differ. The sick bank committee recommends the following changes:

- 1) The committee in practice grants up to sixty (60) days of sick leave –requested in thirty (30) day increments - to eligible applicants. (Eligible applicants are those that contribute to the sick leave bank annually.) The present policy states that a onetime use of no more than one hundred (100) consecutive days may be granted in any school year. The committee would like the policy to reflect the former policy and current practice of granting sixty (60) days total.
- 2) Voluntary contributions and those who benefit from the bank have always included support staff. The present policy only includes certificated staff. The committee agrees that this should change to include support staff.
- 3) Past practice has allowed for requesting maternity leave from the bank – however, the present Policy does not reflect that. The committee does not recommend changing the policy regarding maternity leave.

There was extensive discussion on the Policy and its regulations. Mrs. Freeman stated that holes were left in the recommended policy changes. She asked that the policy be reviewed by the Arizona School Boards Association policy services department. Mrs. Schneider had concerns with the sentence structure in the policy. Mrs. Gilbert felt it important to have a policy in place in case someone needed the sick bank immediately. Mrs. Freeman stated that the current policy could be used if there was a need.

Motion: After discussion, Mrs. Gilbert moved to table the Item until it had been reviewed by the committee and turned over to the Superintendent for legal counsel review before it is brought back. Mr. Hackett seconded the motion. The motion passed 4-0.

D. DISCUSSION AND POTENTIAL FIRST READ OF POLICY EG- OFFICE SERVICES

Dr. Amber Lee explained that this was another case where the policy did not align with practice. The policy states that – All offices in the District shall be open during the school year from 8:00 am to 5:00 pm. There was extensive discussion on the policy. Dr. Lee recommended changing the policy to align with the school and department schedules; each schools bell schedule differs. Mrs. Schneider and Mrs. Freeman agreed that the policy would be convoluted if it stated all the school and department hours. The hours at each site should be published on the website and be placed on the doors. Mrs. Freeman stated that the policy should not include the school sites, but only the district office. She stated that according to her constituents, the perception is that the district is selfish. The discussion continued as Mrs. Freeman stated that the district office should be open from 7:30 am to 4:30 pm. Dr. Lee clarified that the district office is currently open from 6:00 am. through 4:00 pm. After extensive discussion the Board agreed the words “All offices” should be stricken from the policy- and replaced with “The district office”. They also agreed to take out, “8:00 am to 5:00 pm” and replace it with “7:30 am to 4:30 pm”.

Motion: After discussion, Mr. Hackett moved, seconded by Mrs. Gilbert to accept Policy EG with the changes mentioned as First Read. The motion passed 4-0.

E. DISCUSSION/ UPDATE ON TECHNOLOGY DEPARTMENT AND PROCEDURES

There was brief discussion as Dr. Lee explained that the Technology Department manual had been written and implemented by Technology Director Mr. Moya. The departmental policies are more specific than the Board Policies that oversee them. The department policies have met the approval of the auditors. Mr. Moya explained that BYOD (Bring your own device) is currently being piloted at the high school. A non-consent form is in the works allowing parents to opt out of allowing their students to use BYOD technology in the District. There was no action requested on the item.

F. DISCUSSION/PRESENTATION/INFORMATION AND POSSIBLE ACTION ON PAPERLESS BOARD MEETINGS

There was discussion as Mrs. Schneider explained she felt it important to look into paperless Board meetings – the packets are labor intensive and the information therein is solidified only a few days before the Board receives it. The Board has expectations of the students and the educators; it would be in the Board’s interest to put their best effort into coming up to snuff as well regarding technology. The discussion continued as Mrs. Freeman and Mrs. Gilbert stated their personal preference for paper. Mrs. Schneider felt that generating the packet both ways might be doable. Mr. Hackett stated that he was all for exploring the technology however, implementing two (2) formats (paper and electronic) may be even more labor intensive and not cost effective. His question was how going electronic would impact the budget. The conversation continued as the Board and Dr. Lee asked if it would be beneficial to have Mr. Moya give a demonstration and come up with potential costs. Mr. Hackett stated that the Board may not be ready for a demo, but rather explore options and look into cost factors.

Motion: After discussion on the potential motion, Mr. Hackett moved, seconded by Mrs. Schneider to direct the administration to pursue paperless Board meeting packets. The motion failed with two (2) nays from Mrs. Gilbert and Mrs. Freeman.

G. DISCUSSION AND POTENTIAL APPROVAL OF ARIZONA SCHOOL BOARDS ASSOCIATION- VOLUME 25, NUMBER 4 POLICY SERVICES ADVISORY AS FIRST READ TO INCLUDE:

BEDB-Agenda; BCA-Delegated Authority; CBI-Evaluation of Superintendent; CM- School District Annual report; DJE and Regulations and Exhibits- Bidding/Purchasing Procedures; EBAA-Reporting of Hazards/Warning Systems; EBBB-Accident Reports; EBC-Emergencies; GBI-Staff Participation in Political Activities; GCFC-Professional Staff Certification and Credentialing Requirements; IHB-R-Regulation-Special Instructional Programs; IMG- Animals in School JLCB-Immunizations of Students; JLCD-and Regulation- Medicines/Administering Medicines to Students; JLF-and Regulation- Reporting Child Abuse/Child Protection; KHA-Public Solicitations in Schools; GBED-Smoking by Staff Members; JICG-Tobacco Use by Students, and KFAA-Smoking on School Premises at Public Functions

There was brief discussion on the policy advisory. Mrs. Freeman and Mrs. Schneider agreed that they liked the current Policy regarding the agenda format – Policy BEDB.

Motion: Mrs. Freeman moved to accept the policy advisory as listed with the exception of BEDB as First Read. Mr. Hackett seconded the motion. The motion carried 4-0.

H. DISCUSSION AND POSSIBLE ACTION TO SET A DATE AND TIME FOR THE SUPERINTENDENT EVALUATION

Dr. Lee suggested that the Board schedule a Work Session before the Regular Board meeting on December 10, 2013. Mrs. Gilbert recommended that the Board fill out their evaluation tools and bring them to the meeting and use the meeting to come to consensus.

Motion: After brief discussion, Mrs. Gilbert moved to have a 5:00 pm Work Session for the Superintendent’s Evaluation on December 10th. Mr. Hackett seconded the motion. The motion carried 4-0.

I. DISCUSSION AND POSSIBLE ACTION ON THE YAVAPAI COLLEGE DUAL ENROLLMENT INTERGOVERNMENTAL AGREEMENT (IGA) 2013-2014)

Dr. Amber Lee explained that there was a letter from Dean Holbrook of Yavapai College explaining the clause that was in question. The clause states that the College has a right to limit the number of semester hours in which as student *may* enroll in Dual Enrollment Courses to not less than (6) credit hours per semester. The clause does not say *shall*. There is no minimum number of credits for students who are involved in dual enrollment at the High School. Other concerns brought forth about the Intergovernmental Agreement were basically statutory language issues. She recommended that the Board approve the Intergovernmental agreement.

Motion: After discussion, Mr. Hackett moved, seconded by Mrs. Gilbert, to accept the Intergovernmental agreement with Yavapai College concerning the dual enrollment of students as presented. The motion passed 4-0.

9. ADMINISTRATIVE/BOARD REPORT

- a. The ASBA (Arizona School Boards Association) County Workshop update from attending Board members.- Mrs. Gilbert said that the J-Ted report during the meeting given by the school was very informative. She said that the school had a lot to be proud of. Mrs. Schneider agreed, the collaborative school effort was nice to see – right down to the cafeteria workers- the enthusiasm permeated the school. Mrs. Freeman said that five (5) years ago the school was a failing school. She recommended that Dr. Lee or any of the administrators give their superintendent a call and see how he turned them into an A school.
- b. Special Work Session- Dr. Lee reminded the Board that they had a Special Session coming up on Thursday, November 14, 2013 beginning at 5:30 pm.

10. INFORMATION ONLY

- a. Governing Board Rules of Order
- b. Board Operating Calendar
- c. Sample Governing Board Protocol
- d. 2013-2014 Calendar
- e. Certificate of Recognition for CVUSD from the Arizona Department of Education in recognition of dedication to the Student-Teacher-Course Connection project
- f. Review of Budget Planning, Preparation and Schedules according to Policy DBC
- g. Upcoming ASBA Annual Conference- December 11-13, 2013
- h. Kindergarten Musical, November 21 at 6:30 pm in the Phillip England Center for the Performing Arts
- i. Invitation to Solar Energy Ribbon Cutting Ceremony on November 13, 2013 at the Elementary School
- j. The Phillip England Center for the Performing Arts dedication ceremony - scheduled for January 9, 2013

11. BOARD REQUEST FOR FUTURE AGENDA ITEMS

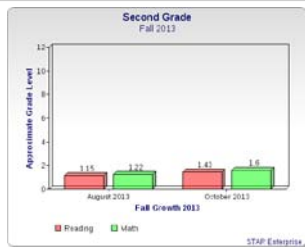
There were no requests.

12. ADJOURNMENT

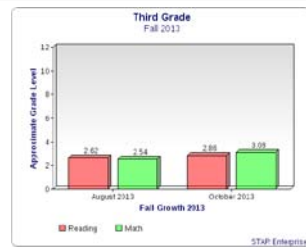
Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 9:41 pm.

13. SIGNING OF DOCUMENTS

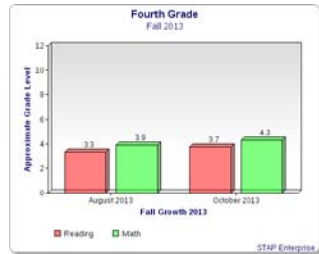
**Camp Verde Elementary School
Second Grade**



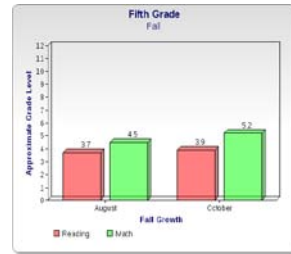
**Camp Verde Elementary School
Third Grade**



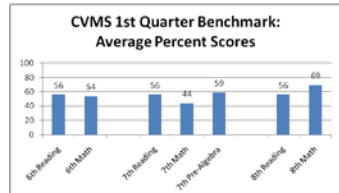
Camp Verde Elementary School Fourth Grade



Camp Verde Elementary School Fifth Grade



Camp Verde Middle School Benchmark Data Graph



For further information please refer to reports included in CVUSD Board Packet

Camp Verde Middle School

- 2 Types of Reports:
 - Standard Mastery Report:** breaks down each standard taught and the percent of students that tested "Far Below" 0-40%, "Approaches" 60%, or "Meets" 80% and above (which includes scores that "Exceed") for each standard that was tested.
 - Test Blueprint:** this report shows how many test questions there were for each standard tested.

Camp Verde High School 1ST Quarter Grade Distribution Percentage

Grade	F's	D's	C's	B's	A's	P's & I's
9th	7.6%	10.0%	15.4%	25.5%	40.2%	1.3%
10th	18.7%	17.5%	16.9%	18.0%	27.4%	1.4%
11th	10.3%	11.0%	19.8%	20.1%	34.8%	4.0%
12th	8.4%	11.3%	16.0%	22.8%	27.1%	14.4%
All Grades	11.0%	12.2%	17.1%	21.75%	33.2%	4.9%

Camp Verde High School Senior Graduation Information

- 93 Seniors in the Class of 2014
- 11 Students are not on track to graduate a this time
 - 4 will not graduate and want to stay another year.
 - 1 ELL students who are working on credits.
 - 6 are lacking credits due to failing courses from previous semesters (All in Credit Recovery)
- Students still have to pass one or more of the AIMS graduation requirements/Augmentation
 - Reading - 5 Seniors (1 ELL, 2 Regular Students and 2 Transfer Student)
 - Writing - 7 Seniors (2 ELL and 5 Regular Student)
 - Mathematics - 11 Seniors (2 ELL, 1 Transfer and 8 Regular Student)

Camp Verde High School Discipline Comparison – 1ST Quarter

- Discipline Comparison Quarter 1 (8/08/2013 to 10/28/2013) All types:

Grade #	Referrals 2012	Referrals 2013
9th	31	40
10th	36	46
11th	23	34
12th	8	11
All Grades	98	131

- (The increase of referral for tardies and no-show for teacher assigned detentions has increased this year.)

Camp Verde High School Attendance Comparison

Attendance Comparison (40 Day Report):

Grade	Absent Rate Percentage 2012	Absent Rate Percentage 2013
9th	6.24%	6.01%
10th	6.15%	7.42%
11th	5.58%	7.06%
12th	7.86%	10.43%
All Grades	6.42%	7.09%

Beaver Creek Students @ CVHS

Grade	Absent Rate Percentage 2012	Absent Rate Percentage 2013
9th	7.69%	4.78%
10th	5.99%	7.45%
11th	4.72%	4.08%
12th	4.99%	14.90%
All Grades	5.92%	7.44%

**South Verde Technology Magnet
Reading Data Set – percent passing**

2012-2013	Percentage Passing	FAY Number Tested
Grade 10	80%	5
Grade 11	86%	7
Grade 12	50%	4
2012-2013	Percentage Passing	FAY Number Tested
Grade 10	83%	6
Grade 11	80%	5
Grade 12	100%	2

**South Verde Technology Magnet
Math Data Set – percent passing**

2012-2013	Percentage Passing	FAY Number Tested
Grade 10	60%	5
Grade 11	47%	7
Grade 12	20%	10
2012-2013	Percentage Passing	FAY Number Tested
Grade 10	40%	5
Grade 11	60%	10
Grade 12	50%	12

DRAFT