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## **CAMP VERDE UNIFIED SCHOOL DISTRICT GOVERNING BOARD MINUTES**

**Tuesday, November 4, 2014**

**Work Session 5:00 pm**

**Regular Session 7:00 pm**

CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY and  
CONFERENCE ROOM  
280 CAMP LINCOLN ROAD  
CAMP VERDE, ARIZONA 86322

### **BOARD VISION STATEMENT**

*Inspiring today's students to become tomorrow's leaders.*

### **MISSION STATEMENT**

*Camp Verde Unified School District will provide opportunities to cultivate academic and personal achievement and service to others within a community of respect.*

### **Work Session 5:00 PM**

1. **WELCOME AND CALL TO ORDER**  
Board President Freeman called the meeting to order at 5:02 pm.
2. **ROLL CALL**  
Board Members present were: Helen Freeman, Trent Hackett, Judy Gilbert, Bob Simbric and Christine Schneider.
3. **AGENDA REVIEW AND ACCEPTANCE**  
**Motion:** Mrs. Gilbert moved, seconded by Mr. Hackett to accept the agenda as presented. The motion carried 5-0.
4. **DISCUSSION ON SUPERINTENDENT'S EVALUATION TOOL. THE BOARD MAY VOTE TO CONVENE IN EXECUTIVE SESSION PURSUANT TO A.R.S. §38-431.03(A)(1) FOR THE DISCUSSION OF PERSONNEL MATTERS**  
There was discussion on the Superintendent's Evaluation Tool. Mr. Simbric brought forth an alternative tool and alternate ideas stating that the current tool does not include student achievement and therefore is not a fair assessment. He indicated that if the Board evaluates the superintendent with a student centered approach it can help create a highly performing district. The discussion continued as the Board deliberated whether the tool needed to be rewritten or if a separate assessment needed to be in place to evaluate the superintendent on student achievement. Mrs. Freeman talked about developing a Strategic Plan to guide in rewriting the evaluation tool. The Board will go forward using the current evaluation tool next month and look at revising the tool or adopting a new tool at a later date. The Board Members will fill out the instruments individually and bring them to the Special Session for the Superintendent's Evaluation in December.  
There was no action taken on the Item.
5. **DISCUSSION AND POSSIBLE ACTION ON BOARD ANNUAL SELF EVALUATION AND BOARD GOALS**  
The Board looked at the outcome of their self-evaluation that took place on October 14, 2014. There was discussion on a dimension the Board scored themselves low on that the states that Board members make an effort to become acquainted with the personnel

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in the District. Mrs. Freeman stated that visiting the classrooms, (as a learner, not as an evaluator), helps her appreciate what is going on in the District. Mrs. Freeman suggested that departing Board Members Hackett and Gilbert let the Board know of things they may have seen during their terms that they wished the Board had done differently. After discussion, Mrs. Schneider suggested that the Board set building a Strategic Plan as a Board Goal. Mrs. Freeman and Mrs. Gilbert concurred. There was no action taken on the Item.

The Board took a recess at 6:32 pm.

### REGULAR SESSION 7:00 PM

1. WELCOME AND CALL TO ORDER

Mrs. Freeman called the Regular Meeting to order at 7:01 pm

2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Mr. Simbric led the Pledge of Allegiance. There was a moment of silence.

3. ROLL CALL

Board Members present were: Helen Freeman, Judy Gilbert, Christine Schneider, and Bob Simbric. Board Member Hackett entered the meeting at 7:02 pm.

4. AGENDA REVIEW AND ACCEPTANCE

Motion: Mrs. Schneider moved to accept the agenda, with exception of Consent Items 7Ai and 7Aiv for discussion. Mrs. Gilbert seconded the motion. The motion carried 5-0.

5. PUBLIC PARTICIPATION

There was no public participation.

6. STAFF/STUDENT/COMMUNITY RECOGNITION AND CELEBRATION OF GOOD THINGS

Superintendent Dr. Amber Marchant- Lee introduced Camp Verde High School Digital Media Teacher Tina Scott who recognized the Digital Media students that participated in the CV Main Street of the Future Competition. The Digital Media students swept the competition. The students won a total of \$ 700.00, lunch at Johnny Rockets and an honorary position on the Grand Marshall's float at the Fort Verde Days parade. Ms. Scott gave certificates of appreciation to the contest winners present: Cade Petefish, Nic Westervelt, and Robert Fafrowitz. Contest winners not present were Brett Worth and Paul Matthais. The Digital Media students will be participating in the Centennial Logo competition with the Town as the Town celebrates its 150<sup>th</sup> anniversary.

7. CONSENT ITEMS

Motion: Mrs. Gilbert moved, seconded by Mr. Simbric to accept the Consent Agenda with the exception of 7Ai and 7Aiv. The motion carried 5-0.

(For discussion and action on the consent agenda please see Item 7. 5.)

A. PERSONNEL MATTERS

- i. Resignations/Retirements/Terminations: Jacqui Hedges, Accommodation School Paraprofessional (Resignation); *Darrel Lewis, High School Student Council Advisor* (Resignation); Kathleen Merles, Elementary Music Teacher, effective November 30, 2014, entering ESI December 1, 2014; Christine Teague, Title I Paraprofessional, effective November 13, 2014
- ii. Transfers:

- iii. Employment Offers-
  - a. Certified:
  - b. Classified:
  - c. Transportation:
  - d. Substitutes: Ellen Rusher, Elementary and Preschool; Ed Marty, K-12; Serenity Trahin, South Verde Childcare Substitute;
  - e. Coaches:
  - f. Volunteers: Sheri Gardner, Elementary
- iv. Other:
  - a. Extra Duty Contracts: Jenni Jackson, Love and Logic instructor; Janet Anderson, Special Education In-home Instruction; *Katie McAndrew, Sign Language Interpreter after-hours*; Tammey Carter, Special Education South Verde Instruction; Tammy Carter, CPI Instructor; Kathy Izzo, CPI Certification; Sandee Moore, CPI Certification; Shelley Swick, Fifth-Day program instruction; *Peggy Dickey, Fifth-Day program instruction*; Adriane Wright, Fifth-Day program instruction; Mark Colbert, Fifth-Day program instruction; Jolynn Sperry, Professional Development instruction; Dan Wall, Professional Development instruction; Lara Lawrence, Professional Development instruction; *Daria Weir, Student Council Co-Advisor*; *Jan Reeves, Student Council Co-Advisor*; Matt Malloy, Professional Development instruction; Steve Stone, Fifth-Day program instruction; Lori Boyce, South Verde Paraprofessional additional time
  - b. Leave Of Absence:

B. FINANCIAL/BUSINESS

- i. Approval of vouchers
  - Payroll –
    - No. 9 in the amount of \$ 326, 731.97
    - No. 10 in the amount of \$ 327, 415. 38
    - No. 11 in the amount of \$ 19, 384.62
    - No. 12 in the amount of \$ 330, 806. 94
  - Expense-
    - No. 1524 in the amount of \$ 30, 489.62
    - No. 1520 in the amount of \$ 87, 104. 89
    - No. 1515 in the amount of \$ 2, 068.55
    - No. 1522 in the amount of \$ 45, 250.01
    - No. 1525 in the amount of \$ 58, 617.40

C. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- i. Minutes taken during October 14, 2014 Work Session and Regular Meeting

D. ENROLLMENT REPORT

- i. Enrollment Report

E. OTHER ITEMS

- i. Potential approval of Scholastic Book Fair fundraisers for Camp Verde Elementary School
- ii. Potential approval of Title I Book purchase as listed
- iii. Potential approval to pursue the Yavapai County Education Foundation Classroom Teacher Science Fair Grant for Camp Verde Elementary

7.5 DISCUSSION ON ITEM REMOVED FROM THE CONSENT AGENDA

(7Aiv) Mrs. Schneider asked for clarification on Item 7Aiv, specifically the sign language interpreter outside school hours. Dr. Lee clarified that the interpreter was needed for field trips, dances and other activities as determined by the students Individual Education Plan.

(7Aiv) Mrs. Schneider asked about the 5<sup>th</sup> day program instruction pay. She expressed concern that the 5<sup>th</sup> day instructors should have equal opportunity for pay whether they are a teacher, a paraprofessional, a bus driver or a parent. Dr. Lee explained that with paraprofessionals or any classified personnel there are legalities regarding stipends, overtime and compensation. There was some discussion on the difference between contracted service instructors in contrast to instructors who are classified school employees. The 5<sup>th</sup> day programs are now being piloted and they will need to be monitored and evaluated as they continue to develop.

(7Ai) (7Aiv) Mrs. Freeman asked that the High School Student Council Advisor Resignation (under 7Ai) and the High School Council Co-Advisor Extra Duty (under 7Aiv) be voted on separately from the rest of the Consent Items.

Motion: Mr. Simbric moved, seconded by Mr. Hackett to accept Items 7Ai and 7Aiv, with exception of the Student Council Advisor resignation and the exception of the extra duty contracts for High School Student Council Co-Advisors. The motion carried 5-0.

Motion: Mr. Hackett moved, second by Mr. Simbric to accept the resignation of the High School Student Council Advisor (under 7Ai) and the extra duty contracts for the High School Student Council Co-Advisors (under 7Aiv). Mrs. Freeman voted nay. Mrs. Gilbert and Mrs. Schneider abstained for lack of information. The motion carried 2-1.

Mrs. Freeman clarified that because personnel are related to the High School principal a situation has been created that puts the Board in a rocky place. She said that Mr. Lewis was asked to resign as the Student Council Advisor and the principal's wife is now doing the job.

8. DISCUSSION AND POSSIBLE ACTION ITEMS

A. POTENTIAL APPROVAL OF YAVAPAI TITLE VOUCHER NO.1523 IN THE AMOUNT OF \$ 5, 707.10

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to accept Voucher Number 1523 in the amount of \$ 5, 707.10. The motion carried 4-0 with an abstention from Mr. Simbric.

B. POTENTIAL APPROVAL OF JANE (SIMBRIC) MATHEWS AS LOVE AND LOGIC COORDINATOR AND TEACHER

Motion: Mrs. Schneider moved, seconded by Mrs. Gilbert to approve Jane Mathews as Love and Logic Coordinator and Teacher. The motion carried 4-0 with an abstention from Mr. Simbric.

C. REPORTS FROM SCHOOL SITE COUNCILS

Principal Sara Marcum reported that the Elementary School Advisory Council just had their first meeting and are looking for a treasurer. The SAC committee approves how tax credit monies are spent. They meet every second Monday of the month at 3:00 pm and may be adjusting that time because of lack of parent involvement.

Middle School Principal Danny Howe gave an update on his schools Advisory Council stating that they currently only have one parent volunteer. Their meetings are held every third Thursday of the month at 7:00 am. During their last meeting they went over Title I requirements, AdvancED targets and awards assembly details.

Principal Bob Weir reported that the High School Advisory Council had held three meetings so far. It consists of 7 people. They meeting every third Thursday of the month at 7:00 a.m. Discussion items have included tax credits, the four-day school week, AdvanceED objectives and the April High School Expo.

South Verde Principal King gave an update on their Advisory Council happenings. They just finished up the Haunted House which generated monies for their Christmas Adopt-a-Family project. The tax credit monies have been helping to sponsor field trips. Next month the students will be going to the Yavapai College Skills Test Center. There was discussion on how to get more parents involved in SAC. Mr. Simbric recommended that a letter be generated from the Board and extended to the parents inviting them to volunteer. There was no action taken on the Item.

D. DISCUSSION/PRESENTATION ON STUDENT BENCHMARKS AND PROGRESS

Elementary School Principal Sara Marcum presented an assessment for students Kindergarten through 5<sup>th</sup> grade using AIMS web. The students were tested in August upon starting the school year. They will be assessed in December and again in the spring in order to benchmark their progress. The August tests indicated that approximately 75% of students who entered kindergarten were not ready; demonstrating low scores in number and letter readiness. Mrs. Marcum answered questions from the Board regarding the progress monitoring of the students and other assessment tools that are being implemented at the Elementary school. The school will be focusing on utilizing diagnostic tools and monitoring student progress.

Middle School Principal Danny Howe spoke on the student benchmark results he submitted. They use Galileo to monitor and benchmark the students. He and Mrs. Marcum have been working together on getting the students ready for Middle School. He introduced Teacher Robin Tankesley who presented the data and talked about what drives instruction at the Middle School. With the Galileo assessment they are able to give data driven instruction and focus on standards where the students show need. They also continue to use re-teach and enrich. Mr. Howe added some comparisons from last year to this year. This year 98 students had perfect attendance in the first quarter, last year only 61 students did. This year 103 students made the honor roll during the first quarter, last year only 71 students did. This year there have only been 19 discipline referrals, last year at this time, there had been 78. He went on to say that something was working, Capturing Kids' Hearts or the four-day school week, or the combination.

Principal Bob Weir spoke on the High School Pre/Post Test Results from 2014 in Science, English, Social Studies, Math, Spanish, CTE and Special Education classes and student average gains. The tests showed that the student made good gains. Mr. Weir went over current year quarter one grade percentages and graduation predications. The student absence rate has decreased this year going from 7.09% last year to 4.58% this year. Student discipline referrals at the High School have also significantly decreased; 131 in quarter one of last year, to only 65 in quarter one of this year.

Principal King spoke on South Verde's student progress thus far in 2014. He gave handouts to the Board from the Arizona State Board for Charter Schools regarding the student's academic performance and the Charter's accountability. South Verde has met the Boards Academic Performance Expectations. Mr. King said that the attendance rate has significantly improved and the school is at full capacity serving 100 students. Each student has a targeted intervention plan.

E. DISCUSSION AND POSSIBLE ACTION ON THE PROPOSITION 301 PERFORMANCE BASED PLAN FOR FISCAL YEAR 2014-2015

Dr. Lee introduced Elementary School Teacher and 301 Representative John Bohan who spoke on the Performance Based Pay Plan. Mr. Bohan stated that 14 years ago when the proposition was new it was about 6 pages long, now it is 17 pages long. The idea has always remained the same, improved performance and additional compensation for teachers. The plan underwent a few changes since the Board considered it in October. Mr. Bohan answered questions from the Governing Board. The Board requested that the sentence regarding comparing student data results read: The improvement will be measured by comparing *former year student data* results with *current year student data results* of the approved state and/or district-tests. Mrs. Freeman asked that the sentence regarding staff opting out read: Staff may choose to “opt out” of the menu items and must indicate their intent by signing the “opt out” form, ~~also~~ by September 30. Mr. Bohan explained that the AZ Merit test was just announced as the assessment tool that will replace AIMS (Arizona’s Instrument to Measure Standards) so there may need to be minor adjustments to maintain the integrity of the document regarding the *Meets and/or Exceeds Standards* clauses. Motion: Mr. Simbric moved, seconded by Mrs. Schneider, to accept the Performance Based Pay Plan with the changes discussed for fiscal year 2014-2015. The motion carried 5-0.

F. DISCUSSION AND POSSIBLE ACTION ON THE FOREST SERVICE LAND RESOLUTION

Dr. Lee explained that the resolution from United States Forest Service authorizes the Superintendent to sign all necessary documents in order to acquire the twenty acre parcel that is located across the street from the High School (Apache Trail). The District will pay approximately \$ 10.00 an acre for the land acquisition. She thanked Director of Business Services Steve Hicks for sticking with the acquisition undertaking that was initiated in 2007.

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to approve the Forest Service Land Resolution. The motion passed 5-0.

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

The Board Members agreed to have their Evaluation Tools filled out prior to the Special Session for the Evaluation of the Superintendent.

Motion: Mrs. Schneider moved to select December 9, 2014 at 5:30 pm for a Special Session regarding the Superintendent’s Evaluation. Mrs. Gilbert seconded the motion. The motion carried 5-0.

G. DISCUSSION/FOLLOW UP ON BOARD’S SELF EVALUATION AND BOARD GOALS

Motion: After brief discussion, Mrs. Schneider moved, seconded by Mrs. Gilbert that the Board develop a Strategic Plan for the district with the administration. The motion carried 5-0.

9. ADMINISTRATIVE/BOARD REPORT

a. AdvancED Progress Review Update – Dr. Lee reported that she had been working with AdvancED regarding the District’s review that is tentatively scheduled for May 6-7, 2014. She gave the Board information and handouts as she went through the progress made thus far on the improvement priorities set forth: Adhere to board policies and procedures at all times; Design and implement a comprehensive staff development plan to improve teaching strategies through best practices; Develop and implement a

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comprehensive plan to systemically train professional and support staff in the evaluation, interpretation and use of data; and develop and implement a formalized continuous improvement plan for the system that includes SMART goals that are systematically reviewed, monitored and communicated.

10. INFORMATION ONLY

- a. Meet and Confer Regulation (H-R)
- b. Arizona School Boards Association County Meeting materials
- c. DJE- R: Regulation updated to match Policy
- d. Raising Special Kids, Young Adult Transition Conference flyer
- e. ASBA Bylaw Change Notice to be agenized for action in December

11. BOARD REQUEST FOR FUTURE AGENDA ITEMS

12. ADJOURNMENT

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 9:15 pm.

13. SIGNING OF DOCUMENTS