

**CAMP VERDE UNIFIED SCHOOL DISTRICT GOVERNING BOARD**

**Minutes taken Tuesday, December 10, 2013**

**SPECIAL 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 achievement and service to others within a community of respect.*

**5:00 PM SPECIAL SESSION**

**1. WELCOME AND CALL TO ORDER**

Board President Freeman called the meeting to order at 5:05 pm.

**2. ROLL CALL**

Board Members present were: Helen Freeman, Trent Hackett, Judy Gilbert, and Bob Simbric. Christine Schneider entered the executive session meeting (Item 5) at 5:19 pm.

**3. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Board Member Simbric led the pledge of allegiance. There was a moment of silence.

**4. AGENDA REVIEW AND ACCEPTANCE**

Motion: Board Member Gilbert moved, seconded by Board Member Hackett to accept the agenda as presented. The motion passed 4-0.

**5. DISCUSSION AND POSSIBLE BOARD ACTION REGARDING THE COMPLETION OF THE SUPERINTENDENT'S ANNUAL COMPREHENSIVE/FORMAL EVALUATION. 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**

Mrs. Freeman stated that the policy says that if the Superintendent is serving in their first year the evaluation is less formal. She explained that in past years the Board had met without the Superintendent present and then invited the Superintendent in later. Mr. Hackett stated that he felt it would be beneficial to have open conversation with Superintendent Dr. Lee in the executive session. The Board agreed to proceed with an informal first-year evaluation and have Dr. Lee join them in the executive session.

Motion: Board Member Gilbert moved, seconded by Board Member Hackett to enter executive session pursuant to A.R.S. §38-431.03(A)(1) for the discussion of personnel matters. The motion passed 4-0. The Board entered executive session at 5:12 pm. The Board exited executive session at 7:03 pm.

**7:00 PM REGULAR SESSION**

**1. WELCOME AND CALL TO ORDER**

Board President Freeman called the meeting to order at 7:10 pm.

**2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Student Ex-Officio Falon Dela Vega led the pledge of allegiance. There was a moment of silence.

**3. ROLL CALL**

Board Members Present were: Mrs. Freeman, Mrs. Gilbert, Mr. Hackett, Mr. Simbric and Mrs. Schneider. Student Ex-Officio Falon Dela Vega was also present.

#### **4. AGENDA REVIEW AND ACCEPTANCE**

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett, to accept the agenda as presented. The motion passed 5-0.

#### **5. PUBLIC PARTICIPATION**

There was no public participation.

#### **6. STAFF/STUDENT/COMMUNITY RECOGNITION**

There was no recognition.

#### **7. CONSENT ITEMS**

Mrs. Freeman asked to pull Item 7. A. iii. d.(Personnel Matters) and 7. B. ii. (Yavapai Title Voucher), for discussion.

Motion: Mr. Simbric moved, seconded by Mrs. Schneider to accept the consent agenda with the exception of Items 7. A. iii. d. and 7. B. ii. The motion carried 5-0.

#### **7.5 DISCUSSION ON ITEM REMOVED FROM THE CONSENT AGENDA**

Mrs. Freeman stated that regarding personnel matters (7. A.iii.d.), Samantha Freeman was of no relation to her.

Mrs. Freeman asked that Item 7. B. ii. be voted on separately with Mr. Simbric abstaining.

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to approve item 7. A.iii. D. The motion passed 5-0.

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to approve Item 7. B. ii. The motion passed 4-0, with Mr. Simbric abstaining.

#### **A. PERSONNEL MATTERS**

- i. Resignations/Retirements: Arcel Allsup, High School Agriculture and Welding, effective pending replacement; Tina Meckem, Bus Driver/Lead Trainer, effective December 15, 2013; Robert Jameson, High School Digital Media and Performing Arts effective December 20, 2013
- ii. Transfers:
- iii. Employment Offers
  - a. Certified:
  - b. Classified: Taylor Hicks, ES Title I Paraprofessional;
  - c. Transportation:
  - d. Substitutes: Tina Scott, Long Term Sub for Richelle Phillips –Elementary Kindergarten; Samantha Freeman, Long Term Sub for Kitty McDowell – Elementary; Susan Worth- Howe, Elementary, Middle School and 9<sup>th</sup> grade; Jessie Price, Long Term Sub for Stacey Munger - Elementary; Shawna Standal, K -12; JoAnn Miller, K-12; Samantha Freeman, Long Term Sub for Laura Norman-Elementary
  - e. Coaches:
  - d. Volunteers:
- iv. Other:
  - a. Extra Duty Contracts: Eric Hansen, Saturday School Supervisor
  - b. Leave Of Absence:

#### **B. FINANCIAL/BUSINESS**

- i. Approval of vouchers
  - Payroll –
    - No. 13 in the amount of \$ 333, 210.37
    - No. 14 in the amount of \$ 332, 981.36
    - No. 15 in the amount of \$ 17, 034.26
  - Expense-
    - No. 1421 in the amount of \$ 784.02
    - No. 1426 in the amount of \$ 133, 106.43
    - No. 1428 in the amount of \$ 28, 405.38
    - No. 1429 in the amount of \$ 54, 502.45
    - No. 1431 in the amount of \$ \$ 52, 430.35

- ii. Yavapai Title Voucher No. 1430 in the amount of \$ 5, 707.10
- iii. Student Auxiliary Reports
- iv. Financial Reports

**C. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES**

- i. Minutes taken during: November 12, 2013 Regular Board Meeting
- ii. Minutes taken during: November 14, 2013 Special Work Session

**D. ENROLLMENT REPORT**

- i. Enrollment Report
- ii. Free and Reduced School Lunch Report

**E. OTHER ITEMS**

- i. Potential Second Read of Policies, Volume 25, Number 4 (with exception of Policy BEDB-Agenda; CBI-Evaluation of Superintendent; and DJE and Regulations and Exhibits-Bidding/Purchasing Procedures)
  - CBCA-Delegated Authority
  - CM- School District Annual report
  - 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
  - KFAA-Smoking on School Premises at Public Functions
- ii. Potential approval of donation from the Alan G. Benfer Scholarship Fund to Camp Verde High Schools Culinary Class in the amount of \$5, 000.00
- iii. Potential approval of donation in the amount of \$ 3, 150.00 from the James and Gloria Henderson Endowment Fund to Camp Verde Elementary Kindergarten and 5<sup>th</sup> grade for the spring 2014 semester; Carol Hildebrandt, Art Teacher will teach 91 hours.
- iv. Potential approval of book donations to Camp Verde School Library from Callie Janes, John Meckem and Ed Hickey

**8. DISCUSSION AND POSSIBLE ACTION ITEMS**

**A. DISCUSSION/UPDATE/BRAINSTORM AND POTENTIAL ACTION ON PROJECT BLANK SLATE AND GOALS**

Superintendent Dr. Amber Lee explained that High School Principal Mr. Weir had done a lot of research on the potential four (4) day school week and was prepared to lead the discussion on it. Mr. Weir explained that High School English Teacher Mrs. Lawrence, Teacher Mentor Mr. Benson and Assistant Principal Mr. Showers visited Chino Valley where they run a successful four (4) day school week. He gave the Board handouts of the pros and cons, a report from Mr. Showers on their visit to Chino Valley and the Chino Valley School District bell schedules. Camp Verde High School has looked at three (3) different bell schedules. In any case, the school would be well above the state requirements on student seat time. Mr. Weir stated that Chino Valley recommended that the (4) day school week be implemented on all the school sites

Mr. Weir explained that he had initiated surveys at the High School regarding a four (4) day school week. The survey said: eighty-six percent (86%) of parents voted yes and fourteen percent (14%) voted no on the potential four (4) day week. Ninety-one percent (91%) of students voted yes and nine percent (9%) voted no. The High School staff was also surveyed: eighty-one percent (81%) of the staff voted yes and nineteen percent (19%) voted no.

Speaking on the charge to come up with ideas for Project Blank Slate, Mr. Weir felt that more time with teachers is what will benefit students the most. The days would only be extended by fifteen (15) minutes; however advisement would be removed from the schedule, creating more classroom time. Other rationale given on the potential four (4) day week included student data: currently twenty-seven percent (27%) of students are failing two (2) or more classes; Forty percent (40%) of students have one (1) or more F's. Absentee rates are high. Switching to a four (4) day week, according to the research has helped to decrease student and teacher absence rates. The change may also help to increase student and teacher morale and energy. They would initiate remediation courses for students rather than using credit recovery software. Expanding the accommodation program to help educate students who are failing or have excessive absences is also being explored. In Chino Valley juniors and seniors who are three (3) or more credits behind automatically attend their accommodation program.

English Teacher Mrs. Lawrence stated that during her visit to Chino Valley the most resounding thing she heard from their staff is that once you have implemented the four (4) day week, you cannot imagine going back. Her biggest concern was prep hour and learning how to use it effectively while also teaching an extra class a day. Experienced teachers should have no problem adapting; new teachers may need some training. Classes would be more rigorous but class sizes should be significantly smaller which should help alleviate fatigue.

Mr. Weir went over Mr. Showers' report which showed significant cost savings for Chino Valley. Camp Verde would have different figures, considering the solar project and bus route mile reimbursement differences. However, Chino Valley saves approximately \$47,000.00 a year on substitute teachers alone. Not unlike Camp Verde, Chino Valley has had difficulties passing overrides and bonds. Their savings helped them with salary improvements, professional development and purchasing necessary equipment. The change boosted staff morale and made the district more attractive to new teachers.

Student Ex-Officio Falon Dela Vega stated that as a senior the change would not affect her. Her only concern would be that some students may lose focus with extended weekends.

Board Member Schneider stated that she had lots of questions and would like to submit them to Dr. Lee to have them answered at the next Board meeting. The Board agreed to submit their questions to Dr. Lee prior to the next meeting in January where the discussion will continue. There will be a parent/community forum on the subject on December 18<sup>th</sup> at the High School.

#### **B. DISCUSSION AND REPORT ON THE ACCOMMODATION SCHOOL**

Superintendent Dr. Amber Lee and Principal Howe gave an update on the Accommodation School Program. The students are getting the attention that they need. Mr. Howe stated that teacher Mrs. Gustin and the paraprofessional Mrs. Russell have done a phenomenal job with the program; it is impressive how well the students behave at the school. There are currently twenty-two (22) students in the program. The goal of the program is to provide opportunities for students who are not successful in the traditional school environment to complete their education in an alternate environment. The program now serves middle and high school students. Having high school students in the program has been beneficial to some middle school students because they are more mature. Students have successfully exited the program by exhibiting good behavior, effort and improved scores. Students who exhibit effort, good behavior and passing grades are allowed to participate in extracurricular activities. There are three (3) students playing Middle School basketball this year. This can be a good incentive. Currently there are several students who have the opportunity to return to Camp Verde Middle School. Last year four (4) students exited the accommodation program promoting to high school. Two (2) out of those four (4) students are still enrolled at the high school and two (2) have transferred to other schools. Though for most students the goal is to exit the program, some students choose to stay in the program because they find success there. If the program continues to grow the administration will be requesting additional staff.

#### **C. DISCUSSION AND POSSIBLE ACTION ON POLICIES AS RECOMMENDED BY THE ARIZONA SCHOOL BOARDS ASSOCIATION (ASBA), VOLUME 25, NUMBER 5 AS FIRST READ: BCB- BOARD MEMBER CONFLICT OF INTEREST; CBI- EVALUATION OF SUPERINTENDENT; DJE- BIDDING/PURCHASING PROCEDURES; AND JICH-DRUG AND ALCOHOL USE BY STUDENTS**

Mrs. Freeman explained that she had been trying to reach someone at ASBA to answer her question about the timeline in the recommended Policy CBI- Evaluation of Superintendent. Dr. Lee stated that she would assist Mrs. Freeman with the research.

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to accept policies CBI, DJE, JICH and CBI as First Read. The motion passed 5-0.

**D. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SUPERINTENDENT'S EVALUATION**

Mrs. Freeman explained that the Board would like to continue with the Superintendent's evaluation at another meeting.

Motion: Mrs. Gilbert moved, seconded by Mrs. Schneider to have discussion and possible action to approve the Superintendent's evaluation at the next Board meeting. The motion passed 5-0.

**9. ADMINISTRATIVE REPORT**

- A. Dr. Lee stated that she and Board Members Mr. Hackett and Mrs. Freeman would be traveling to the Arizona School Boards Association Annual Conference on December 11-13, 2013. They will report on what they learn when they return.
- B. Dr. Lee updated the Board on the latest Tribal Parent Committee Meeting. They have had successful meetings so far. Principal and Native American Academic Coordinator Steve King added that the next parent meeting is on January 8, 2013. They will also be having a Cultural Exchange Event with parents, students and teachers on January 15<sup>th</sup>. They hope to make this a regular event at the Culture Center.  
In addition, they are busy working on accountability measures and compiling data for Impact Aid.

**10. INFORMATION ONLY**

- A. Governing Board Rules of Order
- B. Board Operating Calendar
- C. School Calendar 13-14
- D. Board Operating Protocol
- E. Letter from the Arizona Department of Education regarding no revision necessary for District budget(s)
- F. Arizona School Boards Association 2013 Calendar of Recommended and Required Actions

**11. BOARD REQUEST FOR FUTURE AGENDA ITEMS**

Mr. Simbric would like to talk about student discipline reports.  
 Mrs. Freeman would like to have a report on the food service program: what kinds of services they provide, and for how many students.  
 Mrs. Schneider would like to schedule another work session on Project Blank Slate.  
 The potential four (4) day school week will also be discussed during the January Board meeting.

**12. ADJOURNMENT**

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 8:04 pm.

**13. SIGNING OF DOCUMENTS**

Respectfully Submitted,

Mary Hudson  
Board/Administrative Assistant

Helen Freeman  
Board President

Trent Hackett  
Member

Judy Gilbert  
Member

Christine Scheideer  
Member

Bob Simbric  
Member