

CAMP VERDE UNIFIED SCHOOL DISTRICT GOVERNING BOARD MINUTES

Taken Tuesday, April 8, 2014

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.

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 Student Ex-officio Falon Dela Vega.
There was a moment of silence.

3. ROLL CALL

Board Members present were: Helen Freeman, Judy Gilbert, Trent Hackett and Christine Schneider.

Board Member Bob Simbric was absent.

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 4-0.

5. PUBLIC PARTICIPATION

High School Principal Bob Weir addressed the Board regarding the work ethic of the staff. He thanked the Board for taking the step forward with the four-day school week. The teachers at the High School will be teaching six (6) classes each day next year and have combined creative efforts to ensure that class schedules will be covered and the needs of the students will be met.

6. STAFF/STUDENT/COMMUNITY RECOGNITION

Elementary Special Education Teachers, Debi Justus and Jenni Jackson recognized their Paraprofessionals: Barb Bousman, Carol Neitzel, Beth Lehman, Jennifer Collins, Sally Parker, Ryan Hudson, Shay Black, Doree Mathews and Megan Steward (not present). They presented certificates and gifts to each Paraprofessional. Mrs. Justus said that the recognition was long overdue, without these exceptional and unique individuals she could not do her job. Mrs. Jackson agreed saying that anyone who works with Special Education students is a special individual.

Elementary Principal Debi Pottorff recognized parent volunteer Ryan Morris. Mr. Morris is an incredible volunteer. He comes to school every day and helps to ensure campus and student safety. He participates in fire drills, lockdown drills, lunch patrol, campus patrol

and secures campus doors and gates. Mrs. Pottorff thanked Mr. Morris presenting him with a certificate of appreciation.

Superintendent Dr. Amber Lee and Board President Helen Freeman recognized retiring Principal Debi Pottorff. Dr. Lee stated that Mrs. Pottorff does the job of three people and does it with a smile on her face. She has dedicated 28 years of service to the District. Her shoes will be very difficult to fill. Mrs. Freeman and Dr. Lee presented Mrs. Pottorff with a certificate of appreciation.

7. **CONSENT ITEMS**

Mrs. Schneider asked to pull the following Items for discussion: Item 7. A, ii. C. under personnel matters, Item 7. E. iv. regarding kindergarten early entry, Item 7. E. viii., regarding the wrestling team out of state travel and Item 7. E. ix. regarding the phone system purchase.

Motion: Mr. Hackett moved to accept the consent agenda with the exception of Items 7. A, ii. C., 7. E. iv., 7. E. viii and 7. E. ix. Mrs. Schneider seconded the motion. The motion passed 4-0.

7.5 DISCUSSION ON CONSENT ITEMS

Item 7. A, ii, C: Mrs. Schneider asked about the employment of Mr. Tanner Barker in the transportation department. Superintendent Dr. Lee clarified that Director of Business Services Mr. Hicks would be supervising Mr. Barker.

Item 7. E. iv. : Mrs. Schneider asked about the cost for early entrance to kindergarten. There was brief discussion as Mrs. Schneider felt that the fee of \$ 40.00 was not adequate to cover the cost. She felt that charging \$ 80.00 would be adequate.

Motion: Mrs. Schneider moved proposing to accept Item 7. E. iv. with the price of \$ 80.00 and the administration will determine what goes toward the test and the administrative costs. The motion died for lack of a second. Discussion continued.

Item 7. E. viii: Mrs. Schneider asked about the funding for the out of state travel for the wrestling club. High School Principal Mr. Weir explained the cost to the students will depend on how much is left in the club account at the end of the year.

Item 7. E. ix.: Mrs. Schneider asked about the cost of the phone system. There was some discussion as Technology Director Mr. Moya explained that in using this organization if the network went down the phone system would not. In case of emergency the District would have 911 services via analog line. No other provider was able to offer that service during the request for proposals. E-rate money is already in place to purchase the system, however there is no guarantee that the District will receive E-rate Tier II funding next year.

Motion: Mrs. Schneider moved, seconded by Mrs. Freeman to accept Items 7. A. ii. C., 7. E. viii., and 7. E. ix. The motion carried 4-0.

Motion: Mrs. Schneider moved to accept Item 7. E. iv., changing the fee to \$ 80.00 to cover student materials. Mrs. Gilbert seconded the motion. The motion carried 4-0.

A. PERSONNEL MATTERS

i. Resignations/Retirements/Releases: Hiram Buckley, High School Counselor; Cody Carter, High School Woodshop

ii. Transfers: Employment Offers

- a. Certified: Boyd Copper, 2014-2015 Elementary Teacher;
- b. Classified: Bill Getchel, High School Campus Monitor
- c. Transportation: Tanner Barker, Sub Bus-Driver; Jennifer Yeager, Sub Bus-Driver; John Ashby, Temporary Bus-Driver;
- d. Substitutes: Ryan Sanderson, K-12
- e. Coaches:

- f. Volunteers: Austin Garcia, Middle School Football; Kip Maynard, High School baseball
- iv. Other:
 - a. Extra Duty Contracts: Dale DeVries, Off Campus Special Education Services; Tammy Carter, Extended School Year Special Education; Courtney Haddo, South Verde Paraprofessional;
 - b. Summer School Teachers and Paraprofessionals: Shelley Swick, Teacher; Kim Vargo, Teacher; Lisa Mina, Teacher; Lisa Jones, Teacher; Debbie Godfrey, Teacher; Sally Epperson, Teacher; Linda Finney, Paraprofessional; Ellen Strickland, Paraprofessional, Jennifer Collins, Paraprofessional; Barb Bousman, Paraprofessional; Betty Butler, Paraprofessional; Peggy Dickey, Paraprofessional

B. FINANCIAL/BUSINESS

- i. Approval of vouchers
 - Payroll –
 - No. 25: in the amount of \$ 14, 827. 75
 - No. 26: in the amount of \$ 336,829. 89
 - No. 27 in the amount of \$ 295, 151.43
 - Expense-
 - No. 1445 in the amount of \$ 99.84
 - No. 1449 in the amount of \$ 37, 135.68
 - No. 1451 in the amount of \$ 62, 279.69
 - No. 1453 in the amount of \$ 38, 248.49
 - No. 1454 in the amount of \$ 146, 004.18
- ii. Budget Report
- iii. Student Auxiliary Reports

C. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- i. Potential Approval of Minutes taken March 11, 2014
- ii. Potential Approval of Executive Session Minutes taken March 11, 2014

D. ENROLLMENT REPORT

- i. Enrollment Report

E. OTHER ITEMS

- i. Potential approval of Intergovernmental Agreement with VACTE (Valley Academy for Career and Technical Education.
- ii. Potential approval of books donated to CVUSD library from the Camp Verde Community Library and Orme School
- iii. Potential approval of book donations to the CVUSD library from Maria Ruvalcaba
- iv. Potential approval to instate an early entry Kindergarten fee at \$ 40.00 per student to cover testing materials
- v. Potential approval of Elementary Art Class taught by Carol Hildebrandt and funded through the Henderson Endowment Fund for 2014-2015 School Year
- vi. Potential approval to pursue Park Stewards Grant through Montezuma Castle National Monument for Camp Verde High School
- vii. Potential approval to pursue America's Best Idea Grant through Montezuma Castle National Monument for Camp Verde High School
- viii. Potential approval of out of state travel for Camp Verde High School Wrestlers to Las Vegas for the Arbor View Summer Tournament June 12-14, 2014

- ix. Potential approval of purchase of District phone system from K-12 Sound Vision following RFP process (Request for Proposals)

8. DISCUSSION AND POSSIBLE ACTION ITEMS

A. POTENTIAL APPROVAL OF YAVAPAI TITLE EXPENSE VOUCHER # 1452 IN THE AMOUNT OF \$ 5, 707.10

Motion: Mrs. Schneider moved, seconded by Mr. Hackett to accept Yavapai Title Expense Voucher # 1452, in the amount of \$ 5, 707.10. The motion carried 4-0.

B. POTENTIAL APPROVAL OF CVHS NEW COURSE OFFERING FOR 2014-2015

Mr. Weir proposed to add a Sports Performance course elective for the 2014-2015 school year. He answered questions from the Governing Board. The class is designed to help athletes establish a solid physical foundation and will include weight and speed training and plyometrics.

Motion: After discussion Mr. Hackett moved, seconded by Mrs. Gilbert to approve the new course offering for Camp Verde High School for the 2014-2015 school year. The motion passed 4-0.

C. DISCUSSION/UPDATE ON DISTRICT OPERATIONAL EFFICIENCY

Superintendent Dr. Amber Lee addressed the Board. There was discussion on the District's Operational Efficiency as put forth by the Auditor General's Office. The District is compared to twenty-seven (27) peer-group districts and districts statewide. Over the past three years the District has increased spending in classroom instruction while decreasing administrative support spending. The Operational Efficiency Reports show that student performance on AIMS tests in the District continues to increase approaching the statewide average and exceeding its peer-group. There was no action taken on the Item.

D. DISCUSSION AND POSSIBLE ACTION ON DISTRICT SALARY SCHEDULES FOR CERTIFIED AND CLASSIFIED STAFF FOR 2014-2015

Mrs. Schneider had questions on Supplemental Salary Schedule C. The four-day school week will impact the schedule as teachers participate in teaching additional classes. Mrs. Schneider suggested that the Item be referred for further study when the Board addresses Blank Slate.

Motion: Mrs. Schneider moved, seconded by Mrs. Gilbert to accept the salary schedules with exception of Supplementary Salary C. The motion carried 4-0.

E. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE FORM FOR TWO YEAR PRINCIPAL CONTRACTS AS AMENDED

There was discussion on the two contract forms that were presented to the Board. Dr. Lee recommended the first option which gave the same benefits that the Principals currently have but extends the contract for two years. According to Policy GCO-RA the Principal contract will be reviewed annually.

Motion: After broad discussion Mr. Hackett moved, seconded by Mrs. Schneider to accept Option 1 form for the Principals contracts. The motion carried 3-1 with a nay from Mrs. Freeman.

F. DISCUSSION AND POSSIBLE ACTION TO AWARD CONTRACTS TO THE LISTED PRINCIPALS FOR 2014-2015 AND 2015-2016 SCHOOL YEARS

Mr. Bob Weir, High School Principal and Career and Technical Education Director; Mr. Danny Howe, Middle School Principal and Athletic Director and Mr. Steve King, South Verde Technology Magnet School Principal

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to award contracts to the above listed Principals for the 2014-2015 and 2015-2016 school years. The motion carried 4-0.

G. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE FORM FOR DIRECTOR OF BUSINESS SERVICES CONTRACT AS AMENDED

There was discussion on the two options presented to the Board for the Director of Business Services Contract. The Option 1 contract was recommended by Dr. Lee and is modeled after the contract that is currently in place.

Motion: After extensive discussion, Mrs. Schneider moved to refer the Item for further consideration and bring it back when the Board has further time to think about it. Mrs. Freeman seconded the motion. Mr. Hackett and Mrs. Gilbert voted nay. The motion did not carry.

Motion: After further discussion, Mrs. Gilbert moved seconded by Mr. Hackett to accept the Option 1 form as presented. Mrs. Freeman and Mrs. Schneider voted nay. The motion did not carry.

The discussion continued until the Board decided to return to the Item later in the meeting.

Motion: After the Board addressed Items H-S, Mrs. Schneider moved to table the form for the Director of Business Services contract at this time. Mr. Hackett seconded the motion. The motion carried 4-0.

H. DISCUSSION AND POSSIBLE ACTION TO AWARD CONTRACT TO THE DIRECTOR OF BUSINESS SERVICES STEVE HICKS FOR 2014-2015

Motion: Mrs. Schneider moved, seconded by Mrs. Gilbert to award a contract to Director of Business Services Steve Hicks for 2014-2015. The motion carried 4-0.

I. DISCUSSION AND POSSIBLE ACTION TO AWARD CONTRACTS TO NON CERTIFIED ADMINISTRATORS FOR 2014-2015

Support Services Director Stacey Barker; Food Service Director Ida Pieratt; Director of Technology Aaron Moya and Director of Federal Projects, Grants and ELL, Debbie Witt

There was brief discussion as Dr. Lee explained that the contracts were currently being reviewed by District Legal Counsel. The form for the contracts can be approved at the next Board meeting.

Mrs. Schneider stated for the record that the above listed administrators were doing an outstanding job.

Motion: Mrs. Schneider moved, seconded by Mr. Hackett to award contracts to the listed non certified administrators for 2014-2015. The motion carried 4-0.

J. DISCUSSION AND POSSIBLE ACTION TO AWARD CONTRACTS TO CERTIFIED STAFF FOR 2014-2015 IN THE FORM PRESENTED BY ADMINISTRATION

Dr. Lee explained that the contract form for teachers is the same as last year except for the evolving verbiage regarding teacher evaluations.

Motion: After brief discussion, Mr. Hackett moved to award contracts to the list of certified teachers and the contract form submitted. Mrs. Schneider seconded the motion. The motion carried 4-0.

K. DISCUSSION AND POSSIBLE ACTION TO OFFER WORK AGREEMENTS TO CLASSIFIED STAFF FOR 2014-2015 IN THE FORM PRESENTED BY ADMINISTRATION

Motion: Mr. Hackett moved, seconded by Mrs. Schneider to award work agreements to the listed classified staff for the 2014-2015 school year.

L. DISCUSSION AND POSSIBLE ACTION TO AWARD CONTRACT TO SCHOOL PSYCHOLOGIST AND SCHOOL LIBRARIAN FOR 2014-2015 SCHOOL YEAR

Psychologist Dr. Elizabeth Sanford and Librarian Lisa Mina

There was discussion as Mrs. Schneider stated that the Media Center will be central to the Blank Slate Project. She felt that reevaluating the librarian job description was in order prior to offering a contract.

Motion: After discussion, Mrs. Schneider moved to award a contract to the school psychologist and table the school librarian for further study. Mr. Hackett seconded the motion. The motion carried 4-0.

M. DISCUSSION AND POSSIBLE ACTION TO OFFER A CONTRACT TO HIGH SCHOOL COUNSELOR AND WORK AGREEMENT TO NURSES AIDE FOR THE 2014-2015 SCHOOL YEAR

High School Counselor Jane (Simbric) Mathews and School Nurses Aide Jill (Simbric) Ashley

Mrs. Freeman clarified that these employees needed to be separated from the listed employees in order to avoid a potential conflict of interest for Board Member Simbric (not present).

Motion: Mrs. Schneider moved, seconded by Mr. Hackett to offer a contract to Jane Mathews and a work agreement to Jill Ashley for the 2014-2015 school year. The motion carried 4-0.

N. DISCUSSION AND POSSIBLE ACTION ON ADMINISTRATIVE RECOMMENDATION TO MOVE ALL EMPLOYEES CERTIFIED AND CLASSIFIED UP ONE STEP ON THE SALARY SCHEDULE FOR 2014-2015 SCHOOL YEAR

There was discussion on Dr. Lee's recommendation to move all employees one step on the salary schedule for the upcoming school year. Mr. Hicks gave a brief update on the budget capacity regarding the recommendation.

Motion: After discussion on the proper motion, Mrs. Gilbert moved, seconded by Mr. Hackett to accept the administrative recommendation to move certified and classified staff one step on the salary schedule for the 2014-2015 school year. The motion carried 4-0.

O. DISCUSSION AND POSSIBLE ACTION TO ACCEPT ADMINISTRATIVE RECOMMENDATIONS FOR NON RENEWAL OF CERTIFIED TEACHERS

Motion: After brief discussion, Mrs. Gilbert moved, seconded by Mr. Hackett to accept the administrative recommendation for non-renewal of certified teachers. The motion carried 4-0.

P. DISCUSSION AND POSSIBLE ACTION TO ACCEPT ADMINISTRATIVE RECOMMENDATION FOR REDUCTION IN FORCE REGARDING CERTIFIED TEACHER

There was brief discussion on the granted funds that supported the English Language Learners position. The District will no longer receive funds for this position under the grant.

Motion: Mrs. Schneider moved, seconded by Mrs. Gilbert to accept the administrative recommendation for reduction in force of certified teacher. The motion carried 4-0.

Q. DISCUSSION AND REVIEW OF ANNUAL AUDIT REPORT

Mr. Steve Hicks gave a summary of the District's Annual Audit Report. The District is audited twice a year, in January and June. The auditing firm has accepted the District's corrective action plan. The audit findings are continually addressed.

There was no action taken on the Item.

R. DISCUSSION AND POSSIBLE ACTION TO ACCEPT POLICY IC-SCHOOL YEAR AS FIRST READ

There was brief discussion on the recommendation to amend the Policy to align with the four-day school week.

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to accept Policy IC-School Year as First Read. The motion carried 4-0.

S. DISCUSSION AND POSSIBLE ACTION TO ACCEPT POLICIES BCB- BOARD MEMBER CONFLICT OF INTEREST, BE- SCHOOL BOARD MEETINGS, JICI- WEAPONS IN SCHOOL, JL- STUDENT WELLNESS AND JLF-EB THROUGH JLF-ED- REPORTING CHILD AS FIRST READ ABUSE AS RECOMMENDED BY ASBA POLICY ADVISORY VOLUME 26, NUMBER 2

There was brief discussion on the Board's options regarding Policy BE- School Board Meetings. The Board prefers to schedule once a month meetings.

Motion: After discussion on the proper motion, Mr. Hackett moved to accept policies BCB- Board Member Conflict of Interest, JICI- Weapons in School, JL- Student Wellness and JLF-EB through JLF-ED- Reporting Child Abuse as First Read as recommended by ASBA Policy Advisory Volume 26, Number 2. Mrs. Freeman seconded the motion. The motion carried 4-0.

Motion: Mr. Hackett moved, seconded by Mrs. Gilbert to approve Policy BE with the Board's decision to choose the second option. The motion carried 4-0.

9. ADMINISTRATIVE REPORT

- i. Update on High School Expo- Mr. Weir updated the Board on the upcoming High School Expo to be held on April 23, 2014 from 5 pm-7 pm. Student displays will include: choir, drama, audio recording, poetry reading and more. Flyers for the event will come out soon.
- ii. Update on Student Tool Box – Dr. Lee explained that the principals took the Tool Box to their staff. The consensus is that Tool Box concept is good teaching.
- iii. AdvancED Schedule- Dr. Lee explained that the week of April 21 will be very busy when the review team is here. Board members will be contacted about availability for interviews with the review team. There will be a Board meeting on the 24th for an oral exit report.

10. INFORMATION ONLY

- i. Annual Board Calendar
- ii. School Calendar 2013-2014
- iii. School Calendar 2014-2015
- iv. Rules of Order

11. BOARD REQUEST FOR FUTURE AGENDA ITEMS

None

12. ADJOURNMENT

Mrs. Gilbert moved, seconded by Mrs. Schneider to adjourn the meeting. The motion passed 4.0. The meeting adjourned at 9:39 pm.

13. SIGNING OF DOCUMENTS

Respectfully Submitted,

Mary Hudson
Schneider
Board/Administrative Assistant

Helen Freeman
Board President

Christine
Member

Trent Hackett
Member

Judy Gilbert
Member